



CITY OF CARMEL-BY-THE-SEA

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

President Richard Flower, Tara Twomey,
William Godwin, Timothy Blomgren
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 2/22/2017 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 they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

A. Announcements from President and Trustees

CONSENT AGENDA Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Commission or the public may ask that any items be considered individually for purposes of Commission 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 1/25/2017 meeting. (pp. 1- 3)

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

2. Receive a report from the Carmel Public Library Foundation regarding CPLF activities.
3. Receive and discuss Year 2016/17 mid-year budget review. (pp. 4-7)
4. Provide clarification for requested historical statistical trends report. (pp. 5-13)
5. Receive and discuss Fiscal Year 2014/15 Library audit, provide direction as necessary. (pp.14-19)
6. Accept second quarter distribution from the Carmel Public Library Foundation in the amount of \$72,775. (p. 20)
7. Accept a private donation to the library in the amount of \$1,0000. (p. 21)
8. Approve request from the Carmel Public Library Foundation to hold the annual Sterling Circle event in the Park Branch library on (p. 22)

Librarian's Report

9. Monthly statistics review (pp. 23-38)

10. Park Branch Library basement quarterly inspection results
11. Update on carpeting/painting of Park Branch

Treasurers Report

12. Receive and discuss the Treasurer's Report and accept the December 31, 2016 and January 31, 2017 check registers and financial statements.

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 2/17/2017 in accordance with the applicable legal requirements.



Janet Bombard, Library and Community Activities Director

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**

January 25, 2017

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 Twomey called the meeting to order.

II. ROLL CALL:

PRESENT: BLOMGREN, FLOWER, GODWIN, REIMERS, TWOMEY

ABSENT: NONE

STAFF PRESENT: Janet Bombard, Library Director
Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Board member Godwin announced the upcoming Carmel Centennial capsule ceremony. Board member Blomgren asked the board to recognize the death of Kevin Starr, California's State Librarian. Board member Flower thanked President Twomey for speaking on behalf of the Library Board at the City Council meeting. Board member Twomey announced that the Caldecott, Newberry, and Printz winners were announced.

IV. APPEARANCES:

No appearances.

V. APPROVAL OF MINUTES:

Board Member FLOWER moved to, **Approve the Minutes of the December 7, 2016 Regular Meeting**, seconded by Board Member GODWIN and carried by the following roll call vote:

AYES: BLOMGREN, FLOWER, GODWIN, REIMERS, TWOMEY

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

VI. ORDERS OF BUSINESS:

A. Appointment of Councilmember Jan Reimers as City Council liaison to the Library Board of Trustees

Mayor Steve Dallas has appointment City Council member Jan Reimers as the City Council liaison to the Library Board.

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

Carmel Public Library Foundation Board President Heather Brebaugh introduced the foundation's new Executive Director Alex Fallon. Fallon spoke to the board about upcoming events. Fallon announced that CPLF received a bequest from Erling Lagerholm.

C. Receive report from Local History Librarian Katie O'Connell regarding audio cassette preservation grant

Library Director Bombard reported on the grant and answered questions.

D. Consider authorization of a resolution authorizing investment of monies in the Local Agency Investment Fund

Board Member REIMERS moved to, **approve a resolution authorizing investment of monies in the Local Agency Investment Fund**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

E. Receive and discuss update on the library renovation project

President Twomey reviewed the history of the project with the board and answered questions. The Park Branch Library will be closed for about 4-6 weeks in April.

VII. LIBRARIAN'S REPORT:

Library Director Bombard reviewed the monthly statistics with the Board and answered questions. The Park Branch Library will be closed for about 4-6 weeks in April for painting and carpeting.

VIII. TREASURERS REPORT:

President Twomey reviewed the November financial statements and check register with the Board. There were no extraordinary expenses that needed special attention from the Board. The Board agreed to continue discussion of the December check register so as to be able to discuss it along with the December financial statements.

Board Member REIMERS moved to, **accept the November Financial Statement and Check Register**, seconded by Board Member GODWIN and carried by the following roll call vote:

| | |
|----------|---|
| AYES: | BLOMGREN, FLOWER, GODWIN, 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 10:05 am. The next regular meeting is scheduled for February 22, 2017.

Carolina Lopez, Administrative Assistant

Approved by:

Tara Twomey, President, Library Board of Trustees



CITY OF CARMEL-BY-THE-SEA

Harrison Memorial Library Board of Trustees Staff Report

February 22, 2017
Orders

TO: Harrison Memorial Library Board of Trustees
FROM: Janet Bombard, Library Director
SUBJECT: Receive and discuss Year 2016/17 mid-year budget review.

BACKGROUND / SUMMARY

As of January 31, 2017 the library is on track in the following budget categories with regard to Fiscal Year 2016/17 spending :

- 45% of the Administration budget has been expended
- 41% of the Equipment budget has been expended
- 57% of the Documents budget has been expended (book/AV ordering is cut off mid-May every year so that all materials can be paid before the end of the fiscal year)
- 41% of the Programs and Cataloging budget has been expended

Only 6.2% of the Information Systems budget has been expended fiscal year to date. Due to the backlog of work in the City's IT department, computers purchased by the library in the Fiscal Year 15/16 were not installed until this fiscal year; therefore, no new computers have been purchased.

The Library staff having to move out of the Park Branch while it is being carpeted and painted was not anticipated, so the expenses related to relocating Park Branch staff to the Vista Lobos building were not budgeted. Once the costs of moving are known, the Board can choose to reallocate the unexpended funds in the Information Systems budget to moving expenses if it wishes to do so.

ATTACHMENTS

1. Fiscal year to date Harrison Memorial Library Profit and Loss vs. Actual report

Harrison Memorial Library Profit & Loss Budget vs. Actual July 2016 through January 2017

| | Jul '16 - Jan 17 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|--------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| 43000 · CPLF REVENUE | 145,550.00 | 291,000.00 | -145,450.00 | 50.0% |
| 43400 · CPLF-Library Materials/Support | 0.00 | 0.00 | 0.00 | 0.0% |
| 43700 · CPLF-Designated Gift | 145,550.00 | 291,000.00 | -145,450.00 | 50.0% |
| Total 43000 · CPLF REVENUE | | | | |
| 44000 · HML DONATIONS REVENUE | 6,045.00 | 500.00 | 5,545.00 | 1,209.0% |
| 44400 · HML Donations-Unrestricted | 0.00 | 0.00 | 0.00 | 0.0% |
| 44500 · HML Donations-Materials | 100.00 | | | |
| 44000 · HML DONATIONS REVENUE - Other | 6,145.00 | 500.00 | 5,645.00 | 1,229.0% |
| Total 44000 · HML DONATIONS REVENUE | | | | |
| 45000 · INTEREST INCOME | 264.57 | 0.00 | 264.57 | 100.0% |
| 45100 · Interest-Bradney | 2,381.05 | 2,000.00 | 381.05 | 119.1% |
| 45200 · Interest Income-Other | 2,645.62 | 2,000.00 | 645.62 | 132.3% |
| Total 45000 · INTEREST INCOME | | | | |
| 46000 · Friends of HML | 25,000.00 | 21,500.00 | 3,500.00 | 116.3% |
| 48000 · Library Operations | 9,458.50 | 16,000.00 | -6,541.50 | 59.1% |
| Total Income | 188,799.12 | 331,000.00 | -142,200.88 | 57.0% |
| Expense | | | | |
| 60000 · ADMINISTRATION | | | | |
| 60010 · Cash (Over)/ Short | -44.32 | 0.00 | -44.32 | 100.0% |
| 60015 · Over-Ring Cash | 0.00 | 0.00 | 0.00 | 0.0% |
| 60020 · Documents-Refunds/Lost | 0.00 | 50.00 | -50.00 | 0.0% |
| 60030 · Telephone | 3,519.83 | 9,700.00 | -6,180.17 | 36.3% |
| 60043 · Furnishings-Repair/Maintenance | 0.00 | 500.00 | -500.00 | 0.0% |
| 60050 · Donor Acknowledgement/Signs | 275.00 | 1,300.00 | -1,025.00 | 21.2% |
| 60060 · Bank Charges/Returned Checks | 51.00 | 125.00 | -74.00 | 40.8% |
| 60070 · Supplies | | | | |
| 60075 · Teen Room Supplies | 437.01 | | | |
| 60070 · Supplies - Other | 3,312.80 | 11,700.00 | -8,387.20 | 28.3% |
| Total 60070 · Supplies | 3,749.81 | 11,700.00 | -7,950.19 | 32.0% |

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Harrison Memorial Library Profit & Loss Budget vs. Actual July 2016 through January 2017

| | Jul '16 - Jan 17 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|-------------------|--------------|
| 60080 · Postage | 509.71 | 1,050.00 | -540.29 | 48.5% |
| 60130 · Bookkeeping Services | 2,050.00 | 4,333.00 | -2,283.00 | 47.3% |
| 60150 · Building Alarm & Fees | 621.00 | 1,100.00 | -479.00 | 56.5% |
| 60160 · Copy Services | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| 60170 · Overdue Materials Collection | 0.00 | 800.00 | -800.00 | 0.0% |
| 60180 · Advertising | 0.00 | 900.00 | -900.00 | 0.0% |
| 60185 · P.G. Self Storage | 1,400.00 | 2,400.00 | -1,000.00 | 58.3% |
| 60190 · Courier Services | 700.00 | 1,800.00 | -1,100.00 | 38.9% |
| 60205 · MOBAC/PLP Membership | 8,641.00 | 11,641.00 | -3,000.00 | 74.2% |
| 60210 · Staff Training | 2,109.56 | 2,500.00 | -390.44 | 84.4% |
| 60220 · Mileage | 174.84 | 500.00 | -325.16 | 35.0% |
| 60230 · Professional Memberships | 260.00 | 1,700.00 | -1,440.00 | 15.3% |
| Total 60000 · ADMINISTRATION | 24,017.43 | 53,599.00 | -29,581.57 | 44.8% |
| 61000 · EQUIPMENT | | | | |
| 61050 · Other Professional Services | 412.90 | 300.00 | 112.90 | 137.6% |
| 61100 · Equipment Maintenance/Contracts | 11,043.93 | 13,000.00 | -1,956.07 | 85.0% |
| 61200 · Equipment-New | 1,192.57 | 17,459.00 | -16,266.43 | 6.8% |
| Total 61000 · EQUIPMENT | 12,649.40 | 30,759.00 | -18,109.60 | 41.1% |
| 62000 · DOCUMENTS | | | | |
| 62105 · MAIN-Audio Visual | 8,873.69 | 22,000.00 | -13,126.31 | 40.3% |
| 62110 · MAIN-Book rental | 31,625.40 | 32,000.00 | -374.60 | 98.8% |
| 62115 · MAIN-McNaughton Buyback | 0.00 | 12,000.00 | -12,000.00 | 0.0% |
| 62120 · MAIN-Large Print | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| 62130 · MAIN-Fiction | 2,401.97 | 5,300.00 | -2,898.03 | 45.3% |
| 62140 · MAIN-NF-Travel Cont. | 2,109.64 | 5,000.00 | -2,890.36 | 42.2% |
| 62150 · MAIN-Non Fiction | 11,538.65 | 23,000.00 | -11,461.35 | 50.2% |
| 62155 · MAIN - OVERDRIVE Subscription | 2,100.00 | 2,100.00 | 0.00 | 100.0% |
| 62160 · MAIN-EBooks/Additional Titles | 4,719.68 | 5,500.00 | -780.32 | 85.8% |
| 62180 · MAIN-Special Category | 0.00 | 50.00 | -50.00 | 0.0% |
| 62190 · MAIN-Teen Fiction | 811.98 | 1,200.00 | -388.02 | 67.7% |
| 62200 · MAIN-Amazon Prime Membership | 107.54 | 120.00 | -12.46 | 89.6% |
| 62205 · MAIN_Adult Graphic Novel | 563.40 | 1,000.00 | -436.60 | 56.3% |
| 62210 · MAIN_Teen Nonfiction | 489.97 | 800.00 | -310.03 | 61.2% |
| 62215 · MAIN_Teen DVD | 73.33 | 200.00 | -126.67 | 36.7% |
| 62220 · MAIN_Teen Audio | 168.74 | 200.00 | -31.26 | 84.4% |
| 62310 · REF-Database | 14,620.00 | 28,500.00 | -13,880.00 | 51.3% |
| 62320 · REF-Continuation | 6,657.64 | 11,000.00 | -4,342.36 | 60.5% |
| 62330 · REF-General | 1,198.75 | 3,500.00 | -2,301.25 | 34.3% |
| 62340 · HML Designated Gift-Materials | 0.00 | 0.00 | 0.00 | 0.0% |
| 62400 · YS-Collection | 8,982.76 | 13,000.00 | -4,017.24 | 69.1% |
| 62410 · YS-Databases | 2,160.00 | 2,294.00 | -134.00 | 94.2% |
| 62420 · YS-Audio/Video | 2,202.79 | 4,500.00 | -2,297.21 | 49.0% |
| 62510 · LH-Conservation Supplies | 141.69 | 2,500.00 | -2,358.31 | 5.7% |
| 62520 · LH-Documents/ Digital Preserv. | 1,030.66 | 2,500.00 | -1,469.34 | 41.2% |

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ATTACHMENT 1

Harrison Memorial Library
Profit & Loss Budget vs. Actual
July 2016 through January 2017

| | Jul '16 - Jan 17 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|----------------|
| 62600 · Serials Subscriptions | 6,335.13 | 12,000.00 | -5,664.87 | 52.8% |
| 62700 · Professional Collection | 0.00 | 200.00 | -200.00 | 0.0% |
| Total 62000 · DOCUMENTS | 108,913.41 | 192,464.00 | -83,550.59 | 56.6% |
| 66000 · PROGRAMS AND CATALOGING | | | | |
| 66100 · Adult/ LH Programming | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 66300 · YS-Summer Reading Program | 142.28 | 5,000.00 | -4,857.72 | 2.8% |
| 66400 · YS-Reading Programs | 4,363.56 | 6,000.00 | -1,636.44 | 72.7% |
| 66600 · Teen Programs | 202.25 | 250.00 | -47.75 | 80.9% |
| 66700 · OCLC Cataloging | 5,259.45 | 9,050.00 | -3,790.55 | 58.1% |
| 66750 · Library Cards | 0.00 | 900.00 | -900.00 | 0.0% |
| Total 66000 · PROGRAMS AND CATALOGING | 9,967.54 | 24,200.00 | -14,232.46 | 41.2% |
| 67000 · INFORMATION SYSTEMS | | | | |
| 67100 · IS-Equipment | 139.04 | 29,000.00 | -28,860.96 | 0.5% |
| 67200 · IS-Hosting and Maintenance | 69.97 | 8,750.00 | -8,680.03 | 0.8% |
| 67400 · IS-Telecom Provider | 1,114.73 | 7,204.00 | -6,089.27 | 15.5% |
| 67500 · IS-Software | 0.00 | 500.00 | -500.00 | 0.0% |
| 67600 · IS-Website Maint. & Enhance. | 1,304.00 | 1,500.00 | -196.00 | 86.9% |
| 67800 · IS- Other Technical Support | 285.00 | 400.00 | -115.00 | 71.3% |
| Total 67000 · INFORMATION SYSTEMS | 2,912.74 | 47,354.00 | -44,441.26 | 6.2% |
| Total Expense | 158,460.52 | 348,376.00 | -189,915.48 | 45.5% |
| Net Ordinary Income | 30,338.60 | -17,376.00 | 47,714.60 | -174.6% |
| Other Income/Expense | | | | |
| Other Expense | | | | |
| 99999 · Journal Entries | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Other Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Income | 30,338.60 | -17,376.00 | 47,714.60 | -174.6% |

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CITY OF CARMEL-BY-THE-SEA

Harrison Memorial Library Board of Trustees Staff Report

February 22, 2017
Orders

TO: Harrison Memorial Library Board of Trustees
FROM: Janet Bombard, Library and Community Activities Director
SUBJECT: Provide clarification for requested historical statistical trends report.

BACKGROUND / SUMMARY

At the January 25, 2017 meeting, during a discussion of statistics, some of the Trustees expressed interest in a 20-year statistical flow chart.

Staff recommends that before undertaking this exercise the Trustees identify the scope of the project.

Questions the Board might consider include:

- What is the purpose of the project?
- What does the Board hope to get/understand from the project?
- How does the Board see this project aiding them in the execution of their powers (see Attachment)?
- Which statistics from the Librarian's Reports would be included in the project?
- Is twenty years the optimum time frame?

The library does have statistical reports going back that far; however, staff does not have the capacity to undertake the project, nor is it within the scope of staff's role as the City's liaison to the Board. Staff will be happy to provide access to the desired Librarian's Reports to whomever on the Board might be interested in undertaking the project.

ATTACHMENTS

1. Harrison memorial Library Board of Trustees section of the City of Carmel by the Sea Commissioner and Board Member Handbook

**HARRISON MEMORIAL LIBRARY
BOARD OF TRUSTEES**

The Harrison Memorial Library Board of Trustees is a five-member body. The Board meets in the City Hall Council Chambers the fourth Wednesday of each month at 9:00 a.m. The staff liaison is Library & Community Events Director Janet Bombard.

DUTIES AND RESPONSIBILITIES OF THE BOARD

1. To manage, control and administer any library building or library property which is now owned or may hereafter be acquired by the City; to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library under its management and all property belonging thereto.
2. To administer any trust hereafter declared or created for such library and receive any gift, devise or bequest and hold in trust, or otherwise, property situated in this State or elsewhere and, when not otherwise provided, dispose of the same for the benefit of such library.
3. To purchase necessary books, journals, publications and other personal property.
4. To purchase such property and erect and equip such building or buildings, room or rooms, as may be necessary when in their judgment a suitable building or portion thereof has not been provided by the legislative body of the municipality for such library.
5. To require the Secretary of State and other State officials to furnish such library copies of any and all reports, laws and other publications of the State, not otherwise disposed of by law.
6. To borrow books from, lend books to, and exchange the same with other libraries, and to allow nonresidents to borrow books, upon such conditions as they may prescribe.
7. To do and perform any and all other acts and things necessary or proper to carry out the provisions of Chapter 2.72 of the Municipal Code.
8. The Board of Library Trustees, shall, on or before the thirty-first day of August of each year, make a report to the City Council of the City, giving the condition of the library on the thirtieth day of June preceding, together with a statement of its proceedings for the year then ended, and forward a copy thereof to the State Library at Sacramento.
9. To raise money for special or library purposes through direct organization and operation of fund-raising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising.

Chapter 2.72 PUBLIC LIBRARY BOARD*

Sections:

- 2.72.010 Establishment and Compliance With State Statute.
- 2.72.020 Membership and Criteria for Appointment.
- 2.72.030 Appointment Process.
- 2.72.035 Termination of Members.
- 2.72.040 Board of Trustees – Meetings.
- 2.72.050 Board of Trustees – Powers.
- 2.72.060 Library Fund.
- 2.72.070 Free to Residents and Nonresident Taxpayers.
- 2.72.080 Contract to Outside Corporations.
- 2.72.090 Title for Property.
- 2.72.100 Existence and Maintenance Not Affected by Repeal.

* For statutory provisions on municipal libraries, see Education Code § 18900 et seq.

2.72.010 Establishment and Compliance With State Statute.

A public library is established in and for the City. It shall be established, conducted, managed, controlled and maintained pursuant to the provisions of California Statutes, 1976, Chapter 1010, Section 2, operative April 30, 1977, and codified in California Education Code Section 18900 et seq. (Ord. 91-19 § 5, 1991; Ord. 79-21 § 2, 1979; Ord. 53 § 1, 1923; Code 1975 §§ 265, 265.1).

2.72.020 Membership and Criteria for Appointment.

A. The Harrison Memorial Library Board of Trustees shall consist of five members, each of whom shall be appointed to serve a three-year term as designated by statute.

B. At least three members of the Harrison Memorial Library Board of Trustees shall be residents of the City, and no more than two members shall be residents from the City's adopted sphere of influence.

C. All members of the Harrison Memorial Library Board of Trustees shall possess a valid Harrison Memorial Library patron card. (Ord. 91-19 § 5, 1991; Ord. 89-3 § 5, 1989; Ord. 84 § 1, 1927; Ord. 53 § 3, 1923; Code 1975 § 265.2).

2.72.030 Appointment Process.

A. Members of the Harrison Memorial Library Board of Trustees shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the board. Terms of office for new members shall begin the date of the regular meeting in October of the appropriate year. Terms of office of outgoing members shall end simultaneously. The newly appointed members shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, the City Council, with the consent of

the incumbent, may extend the incumbent's term for up to 90 days. (Ord. 93-8 § 1, 1993; Ord. 91-19 § 5, 1991; Ord. 89-3 § 5, 1989; Code 1975 § 265 et seq.).

2.72.035 Termination of Members.

A member of the Harrison Memorial Library Board of Trustees shall be terminated only for good cause. (Ord. 93-8 § 1, 1993).

2.72.040 Board of Trustees – Meetings.

A. The Board of Library Trustees shall meet at least once a month at such times and places as it may fix by resolution. Special meetings may be called at any time by three trustees or by written notice served upon each member at least three hours before the time specified for the proposed meeting. A majority of the board shall constitute a quorum for the transaction of business.

B. Such board shall appoint one of their number President, who shall serve for one year until a successor is appointed, and in the President's absence shall elect a President Pro Tempore.

C. Such board shall cause a proper record to be kept. (Ord. 91-19 § 5, 1991; Ord. 53 § 4, 1923; Code 1975 § 265.3).

2.72.050 Board of Trustees – Powers.

The Board of Library Trustees shall have power as follows:

A. To manage, control and administer any library building or library property which is now owned or may hereafter be acquired by the City; to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library under its management and all property belonging thereto;

B. To administer any trust hereafter declared or created for such library and receive any gift, devise or bequest and hold in trust, or otherwise, property situated in this State or elsewhere, and, when not otherwise provided, dispose of the same for the benefit of such library;

C. To purchase necessary books, journals, publications and other personal property;

D. To purchase such property and erect and equip such building or buildings, room or rooms, as may be necessary when in their judgment a suitable building or portion thereof has not been provided by the legislative body of the municipality for such library;

E. To require the Secretary of State and other State officials to furnish such library with copies of any and all reports, laws and other publications of the State, not otherwise disposed of by law;

F. To borrow books from, lend books to, and exchange the same with other libraries, and to allow nonresidents to borrow books, upon such conditions as they may prescribe;

G. To do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter;

H. The Board of Library Trustees shall each year make a report to the City, giving the condition of the library on the thirtieth day of June preceding, and forward a copy thereof to the State Library at

Sacramento;

I. To raise money for special or library purposes through direct organization and operation of fund-raising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising. (Ord. 2012-06 (Exh. A), 2012; Ord. 91-19 § 5, 1991; Ord. 84-15 § 1, 1984; Ord. 83-16 § 1, 1983; Ord. 79-21 § 3, 1979; Ord. 53 § 5, 1923; Code 1975 § 265.4).

2.72.060 Library Fund.

A. All money acquired by gift, devise, bequest or otherwise for the purpose of the library shall be apportioned to a fund to be designated as the library fund, and be applied to the purpose authorized in this chapter. If such payment into the treasury should be inconsistent with the conditions or terms of any such gift, devise or bequest, the Board of Library Trustees shall provide for the safety and preservation of the same and the application thereof to the use of the library, in accordance with the terms and conditions of such gift, devise or bequest; provided, however, that the provisions of this section shall not apply to the construction and initial equipment of the Ralph Chandler Harrison Memorial Library building, the property to be used for which the purpose has heretofore been devised and bequeathed to the City Council by the Last Will and Testament of Ella Reid Harrison, deceased.

B. Payments from the library fund shall be made upon warrants issued after due audit by, and order from, the Library Trustees, which warrant shall be signed by the President and Secretary of the Board of Library Trustees. The Treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority. (Ord. 91-19, 1991; Ord. 53 § 7, 1923; Code 1975 § 265.6).

2.72.070 Free to Residents and Nonresident Taxpayers.

The library established under this chapter and an act of the Legislature of the State of California shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations and bylaws as may be made by the Board of Library Trustees; and provided, that for violations of the same a person may be fined or excluded from the privileges of the library. (Ord. 91-19 § 5, 1991; Ord. 53 § 8, 1923; Code 1975 § 265.7).

2.72.080 Contract to Outside Corporations.

The Board of Library Trustees and the legislative bodies of neighboring municipalities or Boards of Supervisors of the Counties in which public libraries are situated may contract for lending books of such library to residents of such Counties or neighboring municipalities upon a reasonable compensation to be paid by such Counties or neighboring municipalities. (Ord. 91-19 § 5, 1991; Ord. 53 § 9, 1923; Code 1975 § 265.8).

2.72.090 Title for Property.

The title to all property acquired for the purposes of the library, when not inconsistent with its terms of acquisition, or otherwise designated, shall vest in the City of Carmel-by-the-Sea, and in the name of said municipal corporation may be sued for, or defended by action at law, or otherwise. (Ord. 91-19 § 5, 1991; Ord. 53 § 10, 1923; Code 1975 § 265.9).

2.72.100 Existence and Maintenance Not Affected by Repeal.

The repeal of the ordinance codified in this chapter shall in no wise affect the existence and maintenance

of the Ralph Chandler Harrison Memorial Library, the continued existence and maintenance of which, in the event of the repeal hereof, shall be provided for by ordinance of the municipality, save and except that such ordinance shall not be formulated or passed pursuant to the provisions of an act of the Legislature of the State of California entitled: "Act to Provide for the Establishment and Maintenance of Public Libraries Within Municipalities," approved March 23, 1901, or to the amendments of the Act. (Ord. 91-19 § 5, 1991; Ord. 53 § 11, 1923; Code 1975 § 266).

The Carmel-by-the-Sea Municipal Code is current through Ordinance 2015-05, passed August 6, 2015.

Disclaimer: The City Clerk's Office has the official version of the Carmel-by-the-Sea Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.



CITY OF CARMEL-BY-THE-SEA

Harrison Memorial Library Board of Trustees

Staff Report

January 25, 2017
Orders

TO: Harrison Memorial Library Board of Trustees

FROM: Janet Bombard, Library and Community Activities Director

SUBJECT: Receive and discuss Fiscal Year 2014/15 Library audit, provide direction as necessary.

BACKGROUND / SUMMARY

The City's Fiscal Year 2014/15 audit has been completed and accepted by the City Council.

The library audit, which was included within that document, was not as extensive as past audits; however, in contrast with the other City departments, it did receive its own page.

The library was included in the City's audit until 1994, when the Library Board of Trustees engaged an outside auditor on the recommendation of the previous Library Director. In 2013, former City Administrator Jason Stilwell decided that the library, as a City department, should be audited by City auditors and included in the City audit.

If the Board does not find the audit sufficient it could choose (after getting permission from the City) to engage an independent auditor; however, the Board will then incur the costs of the audit, which before the City reincorporated the library into its audit process was a \$6,000 expense. It is staff's opinion that there is no need to do so.

ATTACHMENTS

1. Fiscal Year 2014/15 audit



MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

PARTNERS

RONALD A LEVY, CPA
CRAIG A HARTZHEIM, CPA
HADLEY Y HUI, CPA
ALEXANDER C HOM, CPA
ADAM V GUISE, CPA
TRAVIS J HOLE, CPA

COMMERCIAL ACCOUNTING & TAX SERVICES
433 NORTH CAMDEN DRIVE, SUITE 730
BEVERLY HILLS, CA 90210
TEL: 310.273.2745
FAX: 310.670.1689
www.mlhcpas.com

GOVERNMENTAL AUDIT SERVICES
5800 HANNUM AVENUE, SUITE E
CULVER CITY, CA 90230
TEL: 310.670.2745
FAX: 310.670.1689
www.mlhcpas.com

October 24, 2016

To the Honorable Board of Directors
City of Carmel-by-the-Sea
Carmel-by-the-Sea, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carmel-by-the-Sea (City) for the fiscal year ended June 30, 2015. Professional standards require that we provide you with the information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 22, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the basic financial statements. As discussed in Note 1G of the notes to the basic financial statements, two new accounting policies were adopted during the fiscal year. The new policies are Governmental Accounting Standards Board (GASB) Statements No. 68 and 71. We noted no transactions entered into by the City during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimates included the funding progress and net pension liability of CalPERS, the estimated historical cost and useful lives of capital assets (specifically infrastructure), and the assumptions used for estimating the other postemployment benefits liability. These estimates are based on CalPERS's actuarial estimates, historical data and industry guidelines for capital assets, and consultant's assumptions developed by consultants for postemployment benefits payable. We evaluated the key factors and assumptions used to develop the estimates above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

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Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit other than reconciling the pooled cash accounts.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, two of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate to the financial statements taken as a whole. These adjustments were for sales tax receivable and pooled cash.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 24, 2016.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, the Schedule of Funding Progress of Other Postemployment Benefits, the Schedule of the City's Proportionate Share of the Net Pension Liability, the Schedule of Contributions, and the Budgetary Comparison Schedules of the General Fund and major special revenue funds, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

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We were engaged to report on the combining nonmajor fund financial statements and nonmajor special revenue funds budgetary comparison schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Miss. Levy v. Hartzheim

MOSS, LEVY & HARTZHEIM, LLP
Culver City, CA

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MOSS, LEVY & HARTZHEIM LLP

CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Board of Directors
City of Carmel-by-the-Sea
Carmel-by-the-Sea, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carmel-by-the-Sea (City) as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated October 24, 2016.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the current year recommendations section, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the current year recommendations section to be a material weakness (Finding #2015-01).

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CITY OF CARMEL-BY-THE-SEA
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
Harrison Memorial Library
For the Fiscal Year Ended June 30, 2015

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|---|-------------------------|-------------------|---------------------|---|
| | <u>Original</u> | <u>Final</u> | | |
| Revenues | | | | |
| Use of money and property | \$ 1,000 | \$ 1,000 | \$ 1,988 | \$ 988 |
| Charges for current services | 18,100 | 18,100 | 17,603 | (497) |
| Contributions | 300,200 | 300,200 | 686,025 | 385,825 |
| Total Revenues | <u>319,300</u> | <u>319,300</u> | <u>705,616</u> | <u>386,316</u> |
| Expenditures | | | | |
| Current: | | | | |
| Culture and recreation | <u>1,292,376</u> | <u>1,292,376</u> | <u>1,231,357</u> | <u>61,019</u> |
| Total Expenditures | <u>1,292,376</u> | <u>1,292,376</u> | <u>1,231,357</u> | <u>61,019</u> |
| Excess (Deficit) of Revenues over Expenditures | <u>(973,076)</u> | <u>(973,076)</u> | <u>(525,741)</u> | <u>447,335</u> |
| Other Financing Sources (Uses) | | | | |
| Transfers in | <u>973,076</u> | <u>973,076</u> | <u>948,596</u> | <u>(24,480)</u> |
| Total Other Financing Sources (Uses) | <u>973,076</u> | <u>973,076</u> | <u>948,596</u> | <u>(24,480)</u> |
| Net Change in Fund Balance | | | 422,855 | 422,855 |
| Fund Balance, July 1, 2014 | <u>662,369</u> | <u>662,369</u> | <u>662,369</u> | |
| Fund Balance, June 30, 2015 | <u>\$ 662,369</u> | <u>\$ 662,369</u> | <u>\$ 1,085,224</u> | <u>\$ 422,855</u> |

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CARMEL PUBLIC LIBRARY FOUNDATION

P.O. BOX 2042
CARMEL BY THE SEA, CA 93921-2042
(831) 624-2811



10-12-02-05

12/8/16

CARMEL PUBLIC LIBRARY FOUNDATION

TO THE ORDER OF Harrison Memorial Library

\$ **72,775.00

Seventy-Two Thousand Seven Hundred Seventy-Five and 00/100***** DOLLARS

Harrison Memorial Library
P.O. Box 800
Carmel, CA 93921

VOID

Cary Deely
Harrison Memorial Library
AUTHORIZED SIGNATURE

Security features. Details on back.

MO 2nd quarter distribution to library

CARMEL PUBLIC LIBRARY FOUNDATION

Harrison Memorial Library

12/8/16

72,775.00

SB Checking (new) 2nd quarter distribution to library

72,775.00

20

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F
CARMEL, CA 93921-1092
D
1998

DATE FEB 2 17

PAY TO THE
ORDER OF

CARMEL LIBRARY

\$ 1000⁰⁰

ONE THOUSAND

VOID

DOLLARS  Security Features
Visible
When in Use

CHASE 

JPMorgan Chase Bank, N.A.
www.Chase.com

[Handwritten signature]

MEMO _____

MP



CARMEL PUBLIC
LIBRARY FOUNDATION

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

February 16, 2017

Dear Janet & Library Trustees,

The Carmel Public Library Foundation respectfully requests consideration for usage of the Park Branch Library, the lobby and Local History Room, on Sunday, June 11 from 3:00-5:00 for our Sterling Circle wine and cheese reception. Sterling Circle donors are individuals who have committed to making a gift to the Library in their estate plans. Wine will be served. We expect some 50 guests. I envision this being an annual donor cultivation event that will advance our fundraising goals in the critical area of planned giving.

Thank you for your consideration of our request. Please let me know if you require any additional information or documentation.

Sincerely,

Alexandra Fallon
Executive Director

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LIBRARIAN'S MONTHLY REPORT

January 31, 2017

| CIRCULATION | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|---|-----------------------|--------------|--------------|---------------|---------------|
| Adult Circulation Transactions: | | | | | |
| Fiction | -5.46 | 2,265 | 2,293 | 16,479 | 17,431 |
| Non-Fiction | -1.83 | 1,694 | 1,407 | 10,233 | 10,424 |
| Magazines | -4.69 | 127 | 93 | 914 | 959 |
| Audio/Video | 6.79 | 2,948 | 2,759 | 18,977 | 17,771 |
| ADULT CIRCULATION TOTAL: | 0.04 | 7,034 | 6,552 | 46,603 | 46,585 |
| Juvenile Circulation Transactions: | | | | | |
| Fiction | 11.81 | 1,523 | 1,387 | 15,628 | 13,977 |
| Non-Fiction | -1.01 | 266 | 158 | 2,063 | 2,084 |
| Magazines | -39.71 | 18 | 22 | 123 | 204 |
| Audio/Video | -10.84 | 368 | 359 | 2,615 | 2,933 |
| JUVENILE CIRCULATION TOTAL: | 6.41 | 2,175 | 1,926 | 20,429 | 19,198 |
| CIRCULATION TOTAL: | 1.90 | 9,209 | 8,478 | 67,032 | 65,783 |
| OVERDRIVE | | | | | |
| Patron Registrations | -1.20 | 14 | 15 | 82 | 83 |
| Checkouts | 14.49 | 151 | 142 | 1051 | 918 |
| OTHER DIGITAL RESOURCES | | | | | |
| Checkouts | 4.96 | 355 | 658 | 3742 | 3565 |
| Total electronic checkouts | -1.54 | 355 | 658 | 4034 | 4097 |
| Reserve Requests: | | | | | |
| | 1.86 | 831 | 820 | 5,901 | 5,793 |
| Patron Visit Count | | | | | |
| HML Building | -0.60 | 5,799 | 5,700 | 38,779 | 39,014 |
| Park Branch Building | -2.18 | 1,741 | 1,620 | 11,864 | 12,128 |
| Local History | -4.59 | 32 | 33 | 270 | 283 |
| Youth Services Dept. | -2.51 | 1,709 | 1,587 | 11,594 | 11,893 |
| PATRON VISIT TOTAL: | -1.28 | 7,540 | 8,940 | 62,507 | 63,318 |

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LIBRARIAN'S MONTHLY REPORT

January 31, 2017

| CIRCULATION BY BORROWERS | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|--------------------------------|-----------------------|--------------|--------------|---------------|---------------|
| PLACE OF RESIDENCE | | | | | |
| Residents: | | | | | |
| Carmel-by-the-Sea | -13.09 | 2,240 | 2,122 | 16,021 | 18,435 |
| Outreach | -35.77 | 13 | 18 | 158 | 246 |
| RESIDENTS TOTAL: | -13.39 | 2,253 | 2,140 | 16,179 | 18,681 |
| Non-Residents: | | | | | |
| Other Monterey County Cities | 19.90 | 1,387 | 1,295 | 9,924 | 8,277 |
| Unincorporated Monterey County | -12.42 | 5,230 | 1,696 | 31,951 | 36,481 |
| Other Zip Codes | 10.32 | 280 | 296 | 2,320 | 2,103 |
| NON-RESIDENTS TOTAL: | -5.69 | 6,897 | 3,287 | 44,195 | 46,861 |
| OUTREACH SERVICES: | | | | | |
| Visits | -10.71 | 3 | 3 | 25 | 28 |
| Circulation | -35.77 | 13 | 18 | 158 | 246 |
| LOCAL HISTORY: | | | | | |
| Visitors | -12.72 | 32 | 27 | 247 | 283 |
| Programs Attendance | #DIV/0! | 0 | 76 | 200 | 0 |
| TELEPHONE CALLS: | | | | | |
| Reference Desk | -12.99 | 305 | 251 | 1,702 | 1,956 |
| Youth Services Desk | -24.10 | 72 | 48 | 337 | 444 |
| Local History Desk | 37.75 | 10 | 22 | 208 | 151 |
| Circulation Desk | -17.52 | 778 | 769 | 5,968 | 7,236 |
| TOTAL TELEPHONE CALLS: | -16.06 | 1,165 | 1,090 | 8,215 | 9,787 |

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LIBRARIAN'S MONTHLY REPORT

January 31, 2017

| REFERENCE SERVICES | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|--|------------------------------|--------------|-------------|--------------|---------------|
| Reference Questions Answered: | | | | | |
| Reference Desk | -47.36 | 633 | 471 | 4031 | 3079 |
| Youth Services Desk | 1.01 | 241 | 165 | 1594 | 1578 |
| Local History Desk | 20.19 | 141 | 165 | 1149 | 956 |
| Circulation Desk | -14.75 | 726 | 699 | 4924 | 5776 |
| TOTAL REFERENCE QUESTIONS: | 2.71 | 1741 | 1500 | 11698 | 11389 |
| Information Questions Answered: | | | | | |
| Reference Desk | 21.96 | 135 | 105 | 1494 | 1225 |
| Youth Services Desk | 5.26 | 137 | 174 | 980 | 931 |
| Local History Desk | -31.30 | 20 | 21 | 158 | 230 |
| Circulation Desk | -19.03 | 705 | 689 | 4269 | 5272 |
| TOTAL INFORMATION QUESTIONS: | #REF! | 997 | 989 | 6901 | 7658 |
| TECHNOLOGY ASSISTANCE | #DIV/0! | 122 | 82 | 788 | |
| INTERLIBRARY LOAN: | | | | | |
| ILL to Other Libraries | 6.51 | 29 | 16 | 180 | 169 |
| ILL from Other Libraries | 0.95 | 7 | 12 | 106 | 105 |
| PATRON REGISTRATION: | Patron Data Base Purge 08/16 | | | | |
| Carmel by-the-Sea Residents | -29.82 | 16 | 11 | 80 | 114 |
| Monterey County Cities Residents | 39.24 | 15 | 15 | 110 | 79 |
| Unincorp. Monterey City Residents | 14.67 | 39 | 32 | 258 | 225 |
| Visitor Cards | -14.29 | 3 | 3 | 30 | 35 |
| Other Borrowers | 12.12 | 7 | 17 | 74 | 66 |
| REGISTRATION TOTAL: | 6.36 | 80 | 78 | 552 | 519 |
| TOTAL # OF CARDHOLDERS: | -100.00 | 8,862 | | | 11,686 |

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LIBRARIAN'S MONTHLY REPORT

January 31, 2017

| YOUTH SERVICES PROGRAMS | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|--|------------------------------|-------------------|-------------------|-----------------|-----------------|
| Storytime Programs: | -4.55 | 4 | 4 | 21 | 22 |
| Summer Reading/Special Programs: | 36.36 | 3 | 2 | 15 | 11 |
| TOTAL PROGRAMS: | 9.09 | 7 | 6 | 36 | 33 |
| Attendance At Programs: | | | | | |
| Storytime-Children: | 9.61 | 180 | 110 | 650 | 593 |
| Summer Reading/Special-Children: | -20.68 | 78 | 45 | 280 | 353 |
| TOTAL CHILDREN'S ATTENDANCE: | -14.38 | 138 | 155 | 810 | 946 |
| TOTAL ADULT ATTENDANCE: | -5.92 | 120 | 130 | 683 | 726 |
| TOTAL YS PROGRAM ATTENDANCE : | -10.71 | 258 | 285 | 1,493 | 1,672 |
| OFFSITE PROGRAMS | | | | | |
| TOTAL OFFSITE PROGRAM ATTENDANCE | #DIV/0! | 1 | 1 | 10 | |
| PRE-SCHOOL PROGRAMS | | | | | |
| TOTAL PRE-SCHOOL PROGRAM ATTENDANCE | #DIV/0! | 4 | 4 | 18 | |
| PROGRAMS FOR 9 - 12 YEAR OLDS: | 16.67 | 1 | 1 | 7 | 6 |
| TOTAL ATTENDANCE: | -16.30 | 2 | 7 | 77 | 92 |
| SCHOOL AGE PROGRAMS | | | | | |
| TOTAL SCHOOL AGE PROGRAM ATTENDANCE | #DIV/0! | 4 | 3 | 18 | |
| ADULT PROGRAMS: | 33.33 | 3 | 1 | 20 | 15 |
| TOTAL ATTENDANCE: | 9.46 | 107 | 76 | 845 | 772 |
| TEEN PROGRAMS: | 100.00 | 1 | 1 | 8 | 4 |
| TOTAL ATTENDANCE: | 148.72 | 3 | 2 | 97 | 39 |
| CLASS VISITS | | | | | |
| Children's Visits: 1 Teen Visits: X | | 0 | 0 | 1 | |
| TOTAL CHILDREN'S ATTENDANCE | -81.65137615 | 0 | 0 | 20 | 109 |
| TOTAL TEEN ATTENDANCE | #DIV/0! | 0 | 0 | 0 | 0 |
| TOTAL ATTENDANCE | | 0 | 0 | 21 | 109 |

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LIBRARIAN'S MONTHLY REPORT

January 31, 2017

| TECHNICAL SERVICES | DATA BASE MAINTENANCE | ITEMS ACQUIRED | TITLES ACQUIRED | YTD ITEMS | YTD TITLES |
|---|-----------------------|----------------|------------------------|--------------|--------------|
| BOOKS CATALOGED: | | | | | |
| Adult | | 106 | 106 | 1084 | 1084 |
| Leased | | 86 | 78 | 678 | 559 |
| Reference | | 6 | 6 | 75 | 52 |
| Youth Services | | 75 | 75 | 804 | 804 |
| Audio | | 22 | 22 | 204 | 198 |
| Video | | 37 | 37 | 313 | 313 |
| TOTAL: | | 332 | 324 | 3,158 | 3,010 |
| HOLDINGS TO DATE | | | | | |
| HML Main Library Building | | 48,781 | 63,774 titles | | |
| Park Branch Library | | 20,239 | held in both buildings | | |
| TOTAL ITEMS HELD: | | 69,020 | 63,774 | | |
| TOTAL TITLES HELD: | | | | | |
| DATA BASE MAINTENANCE: | | | | | |
| Corrections Made to Bibliographic & Item Databases | 4 this month, 65 YTD | | | | |
| Titles Retrospectively Converted to Machine Readable Cataloging | 3 this month, 41 YTD | | | | |
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| | | | | | |

LIBRARIAN'S MONTHLY REPORT

January 31, 2017

| VOLUNTEER HOURS: | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|-----------------------------|-----------------------|--------------|--------------|---------------|---------------|
| Circulation | -51.79 | 38.00 | 36.00 | 108.00 | 224.00 |
| Local History | -43.56 | 21.00 | 13.00 | 57.00 | 101.00 |
| Reference | -75.00 | 2.00 | 0.00 | 4.00 | 16.00 |
| Technical Services | -48.35 | 14.00 | 16.00 | 47.00 | 91.00 |
| Youth Services | -100.00 | 0.00 | 0.00 | 0.00 | 2.00 |
| TOTALS: | -44.19 | 75.00 | 65.00 | 216.00 | 387.00 |
| BRAIN FUSE: | -61.36 | 0 | 0 | 17 | 44 |
| SCIENCEFLIX | -353.85 | 2 | 1 | 13 | 59 |
| SELF CHECK PATRONS : | | | | | |
| Main Library | -62.62 | 376 | 366 | 1093 | 2924 |
| Youth Services | -34.26 | 11 | 29 | 353 | 537 |
| TOTAL: | -58.22 | 387 | 395 | 1446 | 3461 |

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| ELECTRONIC SEARCH ACTIVITY | | | | | |
|-----------------------------------|-------|---------|---------|---------|--------|
| Public in-Library Computer Use: | 10.65 | 770 | 645 | 5110 | 4618 |
| Electronic Search/Visits Total: | 2.48 | 3,094 | 3,088 | 23,298 | 22,735 |
| Public WiFi Use | 37.36 | 547 | 432 | 3,162 | 2,302 |
| Use of HML Web Page Averages: | | | | | |
| Number of Pages Viewed Per Day: | -4.41 | 180 | 182 | 1,343 | 1,405 |
| Number of Pages Viewed Per Visit: | | 2 | 2 | 2 | |
| Length of Visit | | 1.5 MIN | 1.5 MIN | 1.5 MIN | |

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended December 31, 2016

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
December 31, 2016

CURRENT ASSETS

| | |
|----------------------------|------------|
| Wells Fargo Checking | 144,354.15 |
| Petty Cash Main | 260.00 |
| Petty Cash Park Branch | 200.00 |
| LAIF | 463,357.10 |
| 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 | 1,156,045.55 |
|-----------------------------|--------------|

| | |
|---------------------|---------------------|
| TOTAL ASSETS | <u>1,156,045.55</u> |
|---------------------|---------------------|

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 | 792,188.94 |
| Net Income / Loss | 38,497.74 |

| | |
|-------------------------|--------------|
| Total Net Assets | 1,156,045.55 |
|-------------------------|--------------|

| | |
|---|---------------------|
| TOTAL LIABILITIES AND NET ASSETS | <u>1,156,045.55</u> |
|---|---------------------|

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended December 2016

| | December 2016 | 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 | 291,000.00 | (145,450.00) |
| 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>291,000.00</u> | <u>(145,450.00)</u> |
| 44000-HML Donations-Unrestricted | | | | |
| 44100-HML Donations-Youth Services | - | - | - | - |
| 44400-HML Donations-Unrestricted | 30.00 | 6,045.00 | 500.00 | 5,545.00 |
| 44500-HML Donations-Materials | - | - | - | - |
| Total 44000-HML Donations-Unrestricted | <u>30.00</u> | <u>6,045.00</u> | <u>500.00</u> | <u>5,545.00</u> |
| 45000 · Interest Income | | | | |
| 45100 · Interest-Bradney | - | 264.57 | - | 264.57 |
| 45000 · Interest Income - Other | - | 2,381.05 | 2,000.00 | 381.05 |
| Total 45000 · Interest Income | <u>-</u> | <u>2,645.62</u> | <u>2,000.00</u> | <u>645.62</u> |
| 46000 · Friends of HML | | | | |
| 48000 · Library Operations | 1,089.97 | 7,497.80 | 16,000.00 | 3,500.00 |
| 48005 - Books 4 U Grant | - | - | - | (8,502.20) |
| Total Income | <u>73,894.97</u> | <u>186,738.42</u> | <u>331,000.00</u> | <u>(144,261.58)</u> |
| Expense | | | | |

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended December 2016

| | December 2016 | YTD | Annual | Budget Balance |
|---------------------------------------|---------------|----------|-----------|----------------|
| | Actual | Actual | Budget | |
| 60000 · ADMINISTRATION | | | | |
| 60010 · Cash (Over)/ Short | 5.06 | (141.66) | - | - |
| 60015 · Over-Ring Cash | - | - | - | - |
| 60020 · Documents-Refunds/Lost | - | - | 50.00 | (50.00) |
| 60030 · Telephone | 589.26 | 3,526.64 | 9,700.00 | (6,173.36) |
| 60040 · Facility Maintenance | - | - | - | - |
| 60041 · Cleaning Services | - | - | - | - |
| 60043- Furnishings-Repair/Maintenance | - | - | 500.00 | (500.00) |
| 60050 · Donor Acknowledgement/Signs | - | - | 1,300.00 | (1,300.00) |
| 60060 · Bank Charges/Returned Checks | - | 51.00 | 125.00 | (74.00) |
| 60070 · Supplies | 1,378.08 | 3,593.71 | 11,700.00 | (8,106.29) |
| 60080 · Postage | 21.50 | 424.34 | 1,050.00 | (625.66) |
| 60100- Contractual Services | - | - | - | - |
| 60130 · Bookkeeping Services | 650.00 | 2,050.00 | 4,333.00 | (2,283.00) |
| 60140- Audit Services | - | - | - | - |
| 60150 · Building Alarm & Fees | 195.00 | 621.00 | 1,100.00 | (479.00) |
| 60160 · Copy Services | - | - | 1,500.00 | (1,500.00) |
| 60170 · Overdue Materials Collection | - | - | 800.00 | (800.00) |
| 60180 · Advertising | - | - | 900.00 | (900.00) |
| 60185 · P.G. Self Storage | 200.00 | 1,200.00 | 2,400.00 | (1,200.00) |
| 60190 · Courier Services | 100.00 | 600.00 | 1,800.00 | (1,200.00) |
| 60195 · Professional Services | - | - | - | - |
| 60100 · Contractual Services | - | - | - | - |
| 60205 · MOBAC/PLP Membership | - | 8,641.00 | 11,641.00 | (3,000.00) |
| 60210 · Staff Training | 75.00 | 2,109.56 | 2,500.00 | (390.44) |
| 60220 · Mileage | 13.89 | 174.84 | 500.00 | (325.16) |
| 60230 · Professional Memberships | - | 260.00 | 1,700.00 | (1,440.00) |
| 60240 · Administration- Contingency | - | - | - | - |

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended December 2016

| | December 2016 Actual | YTD Actual | Annual Budget | Budget Balance |
|---|-------------------------|------------------|------------------|--------------------|
| Total 60000 · ADMINISTRATION | 3,227.79 | 23,110.43 | 53,599.00 | (30,346.91) |
| 61000 · EQUIPMENT | | | | |
| 61050 · Other Professional Services | 161.41 | 412.90 | 300.00 | 112.90 |
| 61100 · Equipment Maintenance/Contracts | 819.26 | 9,346.27 | 13,000.00 | (3,653.73) |
| 61105- Equipment-Maint/Supply-PB | - | - | - | - |
| 61200 · Equipment-New | 93.20 | 1,192.57 | 17,459.00 | (16,266.43) |
| 61300-Equipment-Replacement | - | - | - | - |
| Total 61000 · EQUIPMENT | 1,073.87 | 10,951.74 | 30,759.00 | (19,807.26) |
| 62000 · DOCUMENTS | | | | |
| 62005 - Books 4 U Grant Expense | - | - | - | - |
| 62105 · MAIN-Audio Visual | 1,589.66 | 7,775.71 | 22,000.00 | (14,224.29) |
| 62110 · MAIN-Book rental | - | 31,625.40 | 32,000.00 | (374.60) |
| 62115- MAIN-McNaughton Buyback | - | - | 12,000.00 | (12,000.00) |
| 62120 · MAIN-Large Print | - | - | 2,000.00 | (2,000.00) |
| 62130 · MAIN-Fiction | 317.93 | 2,270.71 | 5,300.00 | (3,029.29) |
| 62140 · MAIN-NF-Travel Cont. | 198.99 | 1,676.76 | 5,000.00 | (3,323.24) |
| 62150 · MAIN-Non Fiction | 1,738.81 | 10,217.57 | 23,000.00 | (12,782.43) |
| 62155 - MAIN-Online Subscription | - | 568.99 | 2,100.00 | (1,531.01) |
| 62160 · MAIN-Ebooks/Additional Titles | - | 6,250.69 | 5,500.00 | 750.69 |
| 62180 · MAIN-Special Category | - | - | 50.00 | (50.00) |
| 62190 · MAIN-Teen Fiction | 64.28 | 738.90 | 1,200.00 | (461.10) |
| 62200- MAIN-Amazon Prime Membership | - | 107.54 | 120.00 | (12.46) |
| 62205- MAIN-Adult Graphic Novel | 529.29 | 563.40 | 1,000.00 | (436.60) |
| 62210- MAIN-Teen Nonfiction | 73.22 | 428.07 | 800.00 | (371.93) |
| 62215-MAIN-Teen DVD | 26.17 | 73.33 | 200.00 | (126.67) |

W
W

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended December 2016

| | December 2016 | YTD | Annual | Budget Balance |
|---|-----------------|-------------------|-------------------|--------------------|
| | Actual | Actual | Budget | |
| 62220- MAIN- Teen Audio | 33.74 | 168.74 | 200.00 | (31.26) |
| 62310 · REF-Database | 651.38 | 14,047.64 | 28,500.00 | (14,452.36) |
| 62320 · REF-Continuation | 612.28 | 5,602.16 | 11,000.00 | (5,397.84) |
| 62330 · REF-General | 1,015.58 | 1,110.95 | 3,500.00 | (2,389.05) |
| 62340-HML Designated Gift-Materials | - | - | - | - |
| 62400 · YS-Collection | 1,005.32 | 8,277.13 | 13,000.00 | (4,722.87) |
| 62410 · YS-DataBases | - | 2,160.00 | 2,294.00 | (134.00) |
| 62420 · YS-Audio/Video | - | 2,077.48 | 4,500.00 | (2,422.52) |
| 62510 · LH-Conservation Supplies | - | 141.69 | 2,500.00 | (2,358.31) |
| 62520 · LH-Documents/ Digital Preserv. | 71.80 | 2,639.79 | 2,500.00 | 139.79 |
| 62600 · Serials Subscriptions | - | 2,760.15 | 12,000.00 | (9,239.85) |
| 62700 · Professional Collection | - | - | 200.00 | (200.00) |
| 62800- HML Designated Gift-YS | - | - | - | - |
| 62530 - LH-Restricted gift | - | - | - | - |
| Total 62000 · DOCUMENTS | 7,928.45 | 101,282.80 | 192,464.00 | (91,181.20) |
| 66000 · PROGRAMS AND CATALOGING | - | - | - | - |
| 66100 · Adult/LH Programming | - | 50.00 | 3,000.00 | (2,950.00) |
| 66300 · YS-Summer Reading Program | - | 1,192.28 | 5,000.00 | (3,807.72) |
| 66400 · YS-Reading Programs | 841.37 | 3,386.30 | 6,000.00 | (2,613.70) |
| 66600 · Teen Programs | - | 202.25 | 250.00 | (47.75) |
| 66700 · OCLC Cataloging | 609.69 | 4,649.76 | 9,050.00 | (4,400.24) |
| 66750 · Library Cards | - | - | 900.00 | (900.00) |
| 66760- IFM for ILL | - | - | - | - |
| 66800 · Programs/Cataloging Contingency | - | - | - | - |
| Total 66000 · PROGRAMS/SUPPLIES | 1,451.06 | 9,480.59 | 24,200.00 | (14,719.41) |
| 67000 · INFORMATION SYSTEMS | - | - | - | - |
| 67100 · IS-Equipment | - | 139.04 | 29,000.00 | (28,860.96) |

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Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended December 2016

| | December 2016 Actual | YTD Actual | Annual Budget | Budget Balance |
|--|-------------------------|-------------------------|---------------------------|-------------------------|
| 67200 · IS-Hosting and Maintenance | - | 69.97 | 8,750.00 | (8,680.03) |
| 67300 · IS-Supplies | - | - | - | - |
| 67400 · IS-Telecom Provider | 281.00 | 969.35 | 7,204.00 | (6,234.65) |
| 67500 · IS-Software | - | - | 500.00 | (500.00) |
| 67600- IS-Website Maint. & Enchance | 647.76 | 1,951.76 | 1,500.00 | 451.76 |
| 67700 - IS-ILS Modification/Support | - | - | - | - |
| 67800 - IS-Other Technical Support | 190.00 | 285.00 | 400.00 | (115.00) |
| Total 67000 · INFORMATION SYSTEMS | <u>1,118.76</u> | <u>3,415.12</u> | <u>47,354.00</u> | <u>(43,938.88)</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>14,799.93</u> | <u>148,240.68</u> | <u>348,376.00</u> | <u>(199,993.66)</u> |
| Net Income | <u><u>59,095.04</u></u> | <u><u>38,497.74</u></u> | <u><u>(17,376.00)</u></u> | <u><u>55,732.08</u></u> |

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Harrison Memorial Library
Check Detail
December 2016

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|-------------------|------|-----------------------|-------------|-----------------|
| Bill Pmt -Check | 3792 | 12/06/2016 | AT&T CALNET 3 | | 10000 · Wells Farg... | -589.26 | -589.26 |
| Bill | 8913048 | 12/06/2016 | | | 60030 · Telephone | -569.51 | 569.51 |
| Bill | 93910... | 12/06/2016 | | | 60030 · Telephone | -19.75 | 19.75 |
| TOTAL | | | | | | -589.26 | 589.26 |
| Bill Pmt -Check | 3793 | 12/06/2016 | BAKER & TAYLOR | | 10000 · Wells Farg... | -307.16 | -307.16 |
| Bill | 40117... | 12/06/2016 | | | 62105 · MAIN-Audio... | -307.16 | 307.16 |
| TOTAL | | | | | | -307.16 | 307.16 |
| Bill Pmt -Check | 3794 | 12/06/2016 | BRODART | | 10000 · Wells Farg... | -497.34 | -497.34 |
| Bill | 454333 | 12/06/2016 | | | 61200 · Equipment-... | -93.20 | 93.20 |
| TOTAL | | | | | 60070 · Supplies | -404.14 | 404.14 |
| Bill Pmt -Check | 3795 | 12/06/2016 | DEMCO | | 10000 · Wells Farg... | -497.34 | -497.34 |
| Bill | 6012245 | 12/06/2016 | | | 60070 · Supplies | -94.33 | 94.33 |
| Bill | 6012181 | 12/06/2016 | | | 60070 · Supplies | -37.01 | 37.01 |
| TOTAL | | | | | | -131.34 | 131.34 |
| Bill Pmt -Check | 3796 | 12/06/2016 | DISCOUNT SCHOO... | | 10000 · Wells Farg... | -71.19 | -71.19 |
| Bill | P3511... | 12/06/2016 | | | 66400 · YS-Reading... | -71.19 | 71.19 |
| TOTAL | | | | | | -71.19 | 71.19 |
| Bill Pmt -Check | 3797 | 12/06/2016 | HOOPLA | | 10000 · Wells Farg... | -651.38 | -651.38 |
| Bill | 94558... | 12/06/2016 | | | 62310 · REF-Databa... | -651.38 | 651.38 |
| TOTAL | | | | | | -651.38 | 651.38 |

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Harrison Memorial Library
Check Detail
December 2016

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|-------------------|------|-------------------------|-------------|-----------------|
| Bill Pmt -Check | 3798 | 12/06/2016 | KAL-WEST | | 10000 · Wells Farg... | | -100.00 |
| Bill | 00601 | 12/06/2016 | | | 60190 · Courier Ser... | -100.00 | 100.00 |
| TOTAL | | | | | | -100.00 | 100.00 |
| Bill Pmt -Check | 3799 | 12/06/2016 | MONTEREY BAY T... | | 10000 · Wells Farg... | | -190.00 |
| Bill | 16892 | 12/06/2016 | | | 67800 · IS- Other Te... | -95.00 | 95.00 |
| Bill | 16889 | 12/06/2016 | | | 67800 · IS- Other Te... | -95.00 | 95.00 |
| TOTAL | | | | | | -190.00 | 190.00 |
| Bill Pmt -Check | 3800 | 12/06/2016 | MOST-RONDO, DA... | | 10000 · Wells Farg... | | -200.00 |
| Bill | 12032... | 12/06/2016 | | | 66400 · YS-Reading... | -200.00 | 200.00 |
| TOTAL | | | | | | -200.00 | 200.00 |
| Bill Pmt -Check | 3801 | 12/06/2016 | OFFICE DEPOT | | 10000 · Wells Farg... | | -296.48 |
| Bill | 88089... | 12/06/2016 | | | 60070 · Supplies | -282.84 | 282.84 |
| Bill | 88089... | 12/06/2016 | | | 60070 · Supplies | -13.64 | 13.64 |
| TOTAL | | | | | | -296.48 | 296.48 |
| Bill Pmt -Check | 3802 | 12/06/2016 | BAKER & TAYLOR | | 10000 · Wells Farg... | | -1,216.39 |
| Bill | 40117... | 12/06/2016 | | | 62130 · MAIN-Fiction | -164.17 | 164.17 |
| | | | | | 62150 · MAIN-Non F... | -724.06 | 724.06 |
| | | | | | 62190 · MAIN-Teen ... | -64.28 | 64.28 |
| | | | | | 62400 · YS-Collection | -222.93 | 222.93 |
| Bill | 50143... | 12/06/2016 | | | 62320 · REF-Contin... | -40.95 | 40.95 |
| TOTAL | | | | | | -1,216.39 | 1,216.39 |
| Bill Pmt -Check | 3803 | 12/07/2016 | GOLDEN GATE BO... | | 10000 · Wells Farg... | | -650.00 |
| Bill | 7257 | 12/07/2016 | | | 60130 · Bookkeepin... | -650.00 | 650.00 |
| TOTAL | | | | | | -650.00 | 650.00 |

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Harrison Memorial Library
Check Detail
December 2016

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|----------------|------|------------------------|-------------|-----------------|
| Bill Pmt -Check | 3804 | 12/07/2016 | REDSHIFT | | 10000 · Wells Fargo... | | -30.12 |
| Bill | 1755561 | 12/07/2016 | | | 67400 · IS-Telecom ... | -30.12 | 30.12 |
| TOTAL | | | | | | -30.12 | 30.12 |
| Bill Pmt -Check | 3805 | 12/07/2016 | WORLD BOOK | | 10000 · Wells Fargo... | | -976.54 |
| Bill | 1545302 | 12/07/2016 | | | 62330 · REF-General | -976.54 | 976.54 |
| TOTAL | | | | | | -976.54 | 976.54 |
| Bill Pmt -Check | 3806 | 12/07/2016 | XEROX | | 10000 · Wells Fargo... | | -40.90 |
| Bill | 08719... | 12/07/2016 | | | 61100 · Equipment ... | -40.90 | 40.90 |
| TOTAL | | | | | | -40.90 | 40.90 |
| Bill Pmt -Check | 3807 | 12/08/2016 | AMAZON | | 10000 · Wells Fargo... | | -134.44 |
| Bill | 23928... | 12/08/2016 | | | 62105 · MAIN-Audio... | -67.75 | 67.75 |
| Bill | 15832... | 12/08/2016 | | | 62105 · MAIN-Audio... | -46.70 | 46.70 |
| Bill | 15832... | 12/08/2016 | | | 62105 · MAIN-Audio... | -19.99 | 19.99 |
| TOTAL | | | | | | -134.44 | 134.44 |
| Bill Pmt -Check | 3808 | 12/08/2016 | BAKER & TAYLOR | | 10000 · Wells Fargo... | | -37.01 |
| Bill | 50143... | 12/08/2016 | | | 62320 · REF-Contin... | -37.01 | 37.01 |
| TOTAL | | | | | | -37.01 | 37.01 |
| Bill Pmt -Check | 3809 | 12/08/2016 | KINDER JAM | | 10000 · Wells Fargo... | | -150.00 |
| Bill | 0071 | 12/08/2016 | | | 66400 · YS-Reading... | -150.00 | 150.00 |
| TOTAL | | | | | | -150.00 | 150.00 |

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Harrison Memorial Library
Check Detail
December 2016

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|-------------------|------|------------------------|-------------|-----------------|
| Bill Pmt -Check | 3815 | 12/14/2016 | DATAFLOW | | 10000 · Wells Fargo... | | -30.91 |
| Bill | 198955 | 12/14/2016 | | | 61100 · Equipment ... | -30.91 | 30.91 |
| TOTAL | | | | | | -30.91 | 30.91 |
| Bill Pmt -Check | 3816 | 12/14/2016 | OCLC | | 10000 · Wells Fargo... | | -609.69 |
| Bill | 502467 | 12/14/2016 | | | 66700 · OCLC Catal... | -609.69 | 609.69 |
| TOTAL | | | | | | -609.69 | 609.69 |
| Bill Pmt -Check | 3817 | 12/15/2016 | BAKER & TAYLOR | | 10000 · Wells Fargo... | | -128.89 |
| Bill | 40117... | 12/15/2016 | | | 62105 · MAIN-Audio... | -95.15 | 95.15 |
| TOTAL | | | | | | -33.74 | 33.74 |
| Bill Pmt -Check | 3818 | 12/15/2016 | WELLS FARGO BA... | | 10000 · Wells Fargo... | | -320.98 |
| Bill | 120216 | 12/15/2016 | | | 60075 · Teen Room ... | -67.53 | 67.53 |
| TOTAL | | | | | | -69.07 | 69.07 |
| Bill Pmt -Check | 3819 | 12/21/2016 | BAKER & TAYLOR | | 10000 · Wells Fargo... | | -2,520.79 |
| Bill | 40117... | 12/21/2016 | | | 62150 · MAIN-Non F... | -101.23 | 101.23 |
| Bill | 50143... | 12/21/2016 | | | 62130 · MAIN-Fiction | -109.39 | 109.39 |
| Bill | 50143... | 12/21/2016 | | | 62400 · YS-Collection | -35.35 | 35.35 |
| Bill | 40117... | 12/21/2016 | | | 62140 · MAIN-NF-Tr... | -74.83 | 74.83 |
| Bill | 50143... | 12/21/2016 | | | 62320 · REF-Contin... | -184.25 | 184.25 |
| Bill | 50143... | 12/21/2016 | | | 62105 · MAIN-Audio... | -390.70 | 390.70 |
| Bill | 50143... | 12/21/2016 | | | 62140 · MAIN-NF-Tr... | -54.59 | 54.59 |
| Bill | 40117... | 12/21/2016 | | | 62320 · REF-Contin... | -150.03 | 150.03 |
| Bill | 40117... | 12/21/2016 | | | 62140 · MAIN-NF-Tr... | -69.57 | 69.57 |
| Bill | 40117... | 12/21/2016 | | | 62400 · YS-Collection | -519.72 | 519.72 |
| Bill | 40117... | 12/21/2016 | | | 62150 · MAIN-Non F... | -16.88 | 16.88 |
| Bill | 40117... | 12/21/2016 | | | 62210 · MAIN_Teen... | -73.22 | 73.22 |
| Bill | 40117... | 12/21/2016 | | | 62400 · YS-Collection | -29.14 | 29.14 |
| Bill | 40117... | 12/21/2016 | | | 62150 · MAIN-Non F... | -21.05 | 21.05 |
| Bill | 40117... | 12/21/2016 | | | 62130 · MAIN-Fiction | -21.10 | 21.10 |

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Harrison Memorial Library
Check Detail
December 2016

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|--------------------|------|--|--------------------|------------------|
| Bill | 40117... | 12/21/2016 | | | 62400 · YS-Collection 62150 · MAIN-Non F... | -121.18 -548.56 | 121.18 548.56 |
| TOTAL | | | | | | -2,520.79 | 2,520.79 |
| Bill Pmt -Check | 3820 | 12/21/2016 | GAYLORD | | 10000 · Wells Farg... | | -39.27 |
| Bill | 2458418 | 12/21/2016 | | | 62520 · LH-Docume... | -39.27 | 39.27 |
| TOTAL | | | | | | -39.27 | 39.27 |
| Bill Pmt -Check | 3821 | 12/21/2016 | OFFICE DEPOT | | 10000 · Wells Farg... | | -83.87 |
| Bill | 88397... | 12/21/2016 | | | 60070 · Supplies | -83.87 | 83.87 |
| TOTAL | | | | | | -83.87 | 83.87 |
| Bill Pmt -Check | 3822 | 12/21/2016 | PACIFIC GROVE S... | | 10000 · Wells Farg... | | -200.00 |
| Bill | 30635 | 12/21/2016 | | | 60185 · P.G. Self St... | -200.00 | 200.00 |
| TOTAL | | | | | | -200.00 | 200.00 |
| Bill Pmt -Check | 3823 | 12/21/2016 | PROQUEST | | 10000 · Wells Farg... | | -647.76 |
| Bill | 61269... | 12/21/2016 | | | 67600 · IS-Website ... | -647.76 | 647.76 |
| TOTAL | | | | | | -647.76 | 647.76 |
| Bill Pmt -Check | 3824 | 12/21/2016 | QUILL.COM | | 10000 · Wells Farg... | | -111.28 |
| Bill | 2286121 | 12/21/2016 | | | 60070 · Supplies | -111.28 | 111.28 |
| TOTAL | | | | | | -111.28 | 111.28 |
| Bill Pmt -Check | 3825 | 12/21/2016 | RECORDED BOOKS | | 10000 · Wells Farg... | | -44.77 |
| Bill | 75453... | 12/21/2016 | | | 62105 · MAIN-Audio... | -44.77 | 44.77 |
| TOTAL | | | | | | -44.77 | 44.77 |

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Harrison Memorial Library
Check Detail
December 2016

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|-----------|------------|--------------------|------|-------------------------|-------------|-----------------|
| Bill Pmt -Check | 3826 | 12/21/2016 | SENTRY | | 10000 · Wells Farg... | | -195.00 |
| Bill | 2040743 | 12/21/2016 | | | 60150 · Building Ala... | -195.00 | 195.00 |
| TOTAL | | | | | | -195.00 | 195.00 |
| Bill Pmt -Check | 3827 | 12/21/2016 | SMILE BUSINESS ... | | 10000 · Wells Farg... | | -161.41 |
| Bill | 432529 | 12/21/2016 | | | 61050 · Other Profe... | -161.41 | 161.41 |
| TOTAL | | | | | | -161.41 | 161.41 |
| Bill Pmt -Check | 3828 | 12/22/2016 | COMCAST | | 10000 · Wells Farg... | | -125.71 |
| Bill | 12/24/... | 12/22/2016 | | | 67400 · IS-Telecom ... | -125.71 | 125.71 |
| TOTAL | | | | | | -125.71 | 125.71 |
| Bill Pmt -Check | 3829 | 12/22/2016 | AMAZON | | 10000 · Wells Farg... | | -470.96 |
| Bill | 00274... | 12/22/2016 | | | 62105 · MAIN-Audio... | -34.23 | 34.23 |
| Bill | 16407... | 12/22/2016 | | | 62150 · MAIN-Non F... | -19.87 | 19.87 |
| Bill | 17553... | 12/22/2016 | | | 62150 · MAIN-Non F... | -13.94 | 13.94 |
| Bill | 03567... | 12/22/2016 | | | 62105 · MAIN-Audio... | -43.40 | 43.40 |
| Bill | 04934... | 12/22/2016 | | | 62150 · MAIN-Non F... | -37.04 | 37.04 |
| Bill | 13602... | 12/22/2016 | | | 62130 · MAIN-Fiction | -13.95 | 13.95 |
| Bill | 00712... | 12/22/2016 | | | 62105 · MAIN-Audio... | -7.91 | 7.91 |
| Bill | 19162... | 12/22/2016 | | | 62400 · YS-Collection | -12.93 | 12.93 |
| Bill | 12012... | 12/22/2016 | | | 62400 · YS-Collection | -64.07 | 64.07 |
| Bill | 02831... | 12/22/2016 | | | 62105 · MAIN-Audio... | -53.98 | 53.98 |
| Bill | 29769... | 12/22/2016 | | | 62215 · MAIN_Teen... | -26.17 | 26.17 |
| Bill | 29144... | 12/22/2016 | | | 66400 · YS-Reading... | -30.92 | 30.92 |
| Bill | 03420... | 12/22/2016 | | | 62130 · MAIN-Fiction | -9.32 | 9.32 |
| Bill | 07446... | 12/22/2016 | | | 62520 · LH-Docume... | -32.53 | 32.53 |
| Bill | 07446... | 12/22/2016 | | | 66400 · YS-Reading... | -8.48 | 8.48 |
| Bill | 07209... | 12/22/2016 | | | 66400 · YS-Reading... | -36.93 | 36.93 |
| Bill | 13602... | 12/22/2016 | | | 62105 · MAIN-Audio... | -16.61 | 16.61 |
| TOTAL | | | | | | -470.96 | 470.96 |

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Harrison Memorial Library
Check Detail
December 2016

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|-------------------|------|------------------------|-------------|-----------------|
| Bill Pmt -Check | 3830 | 12/22/2016 | CALIFA GROUP | | 10000 · Wells Fargo... | -75.00 | -75.00 |
| Bill | 25786 | 12/22/2016 | | | 60210 · Staff Training | -75.00 | 75.00 |
| TOTAL | | | | | | -75.00 | 75.00 |
| Bill Pmt -Check | 3831 | 12/29/2016 | AMAZON | | 10000 · Wells Fargo... | -29.99 | -29.99 |
| Bill | 22008... | 12/29/2016 | | | 60070 · Supplies | -29.99 | 29.99 |
| TOTAL | | | | | | -29.99 | 29.99 |
| Bill Pmt -Check | 3832 | 12/29/2016 | BAKER & TAYLOR | | 10000 · Wells Fargo... | -1,173.81 | -1,173.81 |
| Bill | 40117... | 12/29/2016 | | | 62105 · MAIN-Audio... | -57.82 | 57.82 |
| Bill | 40117... | 12/29/2016 | | | 62105 · MAIN-Audio... | -350.04 | 350.04 |
| Bill | 40117... | 12/29/2016 | | | 62150 · MAIN-Non F... | -236.66 | 236.66 |
| TOTAL | | | | | 62205 · MAIN_Adult... | -529.29 | 529.29 |
| TOTAL | | | | | | -1,173.81 | 1,173.81 |
| Bill Pmt -Check | 3833 | 12/29/2016 | ROWMAN & LITTL... | | 10000 · Wells Fargo... | -200.04 | -200.04 |
| Bill | 10345... | 12/29/2016 | | | 62320 · REF-Contin... | -200.04 | 200.04 |
| TOTAL | | | | | | -200.04 | 200.04 |
| Bill Pmt -Check | 3834 | 12/29/2016 | OTIS ELEVATOR | | 10000 · Wells Fargo... | -747.45 | -747.45 |
| Bill | SJM6... | 12/29/2016 | | | 61100 · Equipment ... | -402.48 | 402.48 |
| Bill | SJM6... | 12/29/2016 | | | 61100 · Equipment ... | -344.97 | 344.97 |
| TOTAL | | | | | | -747.45 | 747.45 |

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

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

CURRENT ASSETS

| | |
|----------------------------|------------|
| Wells Fargo Checking | 133,226.21 |
| Petty Cash Main | 260.00 |
| Petty Cash Park Branch | 200.00 |
| LAIF | 465,079.60 |
| 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 1,146,640.11

TOTAL ASSETS 1,146,640.11

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 | 792,842.06 |
| Net Income / Loss | 28,439.18 |

Total Net Assets 1,146,640.11

TOTAL LIABILITIES AND NET ASSETS 1,146,640.11

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

| | January 2017 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 | - | 145,550.00 | 291,000.00 | (145,450.00) |
| 43600 · CPLF-Senior Outreach | - | - | - | - |
| 43700 · CPLF-Designated Gift | - | - | - | - |
| 43000 · CPLF Revenue - Other | - | - | - | - |
| Total 43000 · CPLF Revenue | - | 145,550.00 | 291,000.00 | (145,450.00) |
| 44000-HML Donations-Unrestricted | | | | |
| 44100-HML Donations-Youth Services | - | - | - | - |
| 44400-HML Donations-Unrestricted | 100.00 | 6,145.00 | 500.00 | 5,645.00 |
| 44500-HML Donations-Materials | - | - | - | - |
| Total 44000-HML Donations-Unrestricted | 100.00 | 6,145.00 | 500.00 | 5,645.00 |
| 45000 · Interest Income | | | | |
| 45100 · Interest-Bradney | 172.25 | 436.82 | - | 436.82 |
| 45000 · Interest Income - Other | 1,550.25 | 3,931.30 | 2,000.00 | 1,931.30 |
| Total 45000 · Interest Income | 1,722.50 | 4,368.12 | 2,000.00 | 2,368.12 |
| 46000 · Friends of HML | | | | |
| 48000 · Library Operations | - | 25,000.00 | 21,500.00 | 3,500.00 |
| 48005 - Books 4 U Grant | 1,960.70 | 9,458.50 | 16,000.00 | (6,541.50) |
| Total Income | 3,783.20 | 190,521.62 | 331,000.00 | (140,478.38) |
| Expense | | | | |

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

| | January 2017 | YTD | Annual | Budget Balance |
|---------------------------------------|--------------|----------|-----------|----------------|
| | Actual | Actual | Budget | |
| 60000 · ADMINISTRATION | | | | |
| 60010 · Cash (Over)/ Short | 98.34 | (43.32) | - | - |
| 60015 · Over-Ring Cash | - | - | - | - |
| 60020 · Documents-Refunds/Lost | - | - | 50.00 | (50.00) |
| 60030 · Telephone | 579.98 | 4,106.62 | 9,700.00 | (5,593.38) |
| 60040 · Facility Maintenance | - | - | - | - |
| 60041- Cleaning Services | - | - | - | - |
| 60043- Furnishings-Repair/Maintenance | - | - | 500.00 | (500.00) |
| 60050 · Donor Acknowledgement/Signs | 275.00 | 275.00 | 1,300.00 | (1,025.00) |
| 60060 · Bank Charges/Returned Checks | - | 51.00 | 125.00 | (74.00) |
| 60070 · Supplies | 156.10 | 3,749.81 | 11,700.00 | (7,950.19) |
| 60080 · Postage | 85.37 | 509.71 | 1,050.00 | (540.29) |
| 60100- Contractual Services | - | - | - | - |
| 60130 · Bookkeeping Services | 325.00 | 2,375.00 | 4,333.00 | (1,958.00) |
| 60140- Audit Services | - | - | - | - |
| 60150 · Building Alarm & Fees | - | 621.00 | 1,100.00 | (479.00) |
| 60160 · Copy Services | - | - | 1,500.00 | (1,500.00) |
| 60170 · Overdue Materials Collection | - | - | 800.00 | (800.00) |
| 60180 · Advertising | - | - | 900.00 | (900.00) |
| 60185 · P.G. Self Storage | 200.00 | 1,400.00 | 2,400.00 | (1,000.00) |
| 60190 · Courier Services | 100.00 | 700.00 | 1,800.00 | (1,100.00) |
| 60195 · Professional Services | - | - | - | - |
| 60100 · Contractual Services | - | - | - | - |
| 60205 · MOBAC/PLP Membership | - | 8,641.00 | 11,641.00 | (3,000.00) |
| 60210 · Staff Training | - | 2,109.56 | 2,500.00 | (390.44) |
| 60220 · Mileage | - | 174.84 | 500.00 | (325.16) |
| 60230 · Professional Memberships | - | 260.00 | 1,700.00 | (1,440.00) |
| 60240 · Administration- Contingency | - | - | - | - |

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

| | January 2017 Actual | YTD Actual | Annual Budget | Budget Balance |
|---|------------------------|---------------|------------------|----------------|
| Total 60000 · ADMINISTRATION | 1,819.79 | 24,930.22 | 53,599.00 | (28,625.46) |
| 61000 · EQUIPMENT | | | | |
| 61050 · Other Professional Services | - | 412.90 | 300.00 | 112.90 |
| 61100 · Equipment Maintenance/Contracts | 1,697.66 | 11,043.93 | 13,000.00 | (1,956.07) |
| 61105- Equipment-Maint/Supply-PB | - | - | - | - |
| 61200 · Equipment-New | - | 1,192.57 | 17,459.00 | (16,266.43) |
| 61300-Equipment-Replacement | - | - | - | - |
| Total 61000 · EQUIPMENT | 1,697.66 | 12,649.40 | 30,759.00 | (18,109.60) |
| 62000 · DOCUMENTS | | | | |
| 62005 - Books 4 U Grant Expense | - | - | - | - |
| 62105 · MAIN-Audio Visual | 1,097.98 | 8,873.69 | 22,000.00 | (13,126.31) |
| 62110 · MAIN-Book rental | - | 31,625.40 | 32,000.00 | (374.60) |
| 62115- MAIN-McNaughton Buyback | - | - | 12,000.00 | (12,000.00) |
| 62120 · MAIN-Large Print | - | - | 2,000.00 | (2,000.00) |
| 62130 · MAIN-Fiction | 131.26 | 2,401.97 | 5,300.00 | (2,898.03) |
| 62140 · MAIN-NF-Travel Cont. | 432.88 | 2,109.64 | 5,000.00 | (2,890.36) |
| 62150 · MAIN-Non Fiction | 1,321.08 | 11,538.65 | 23,000.00 | (11,461.35) |
| 62155 - MAIN-Online Subscription | - | 568.99 | 2,100.00 | (1,531.01) |
| 62160 · MAIN-Ebooks/Additional Titles | - | 6,250.69 | 5,500.00 | 750.69 |
| 62180 · MAIN-Special Category | - | - | 50.00 | (50.00) |
| 62190 · MAIN-Teen Fiction | 73.08 | 811.98 | 1,200.00 | (388.02) |
| 62200- MAIN-Amazon Prime Membership | - | 107.54 | 120.00 | (12.46) |
| 62205- MAIN-Adult Graphic Novel | - | 563.40 | 1,000.00 | (436.60) |
| 62210- MAIN-Teen Nonfiction | 61.90 | 489.97 | 800.00 | (310.03) |
| 62215-MAIN-Teen DVD | - | 73.33 | 200.00 | (126.67) |

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

| | January 2017 | YTD | Annual | Budget Balance |
|---|-----------------|-------------------|-------------------|--------------------|
| | Actual | Actual | Budget | |
| 62220- MAIN- Teen Audio | - | 168.74 | 200.00 | (31.26) |
| 62310 · REF-Database | 572.36 | 14,620.00 | 28,500.00 | (13,880.00) |
| 62320 · REF-Continuation | 1,055.48 | 6,657.64 | 11,000.00 | (4,342.36) |
| 62330 · REF-General | 87.80 | 1,198.75 | 3,500.00 | (2,301.25) |
| 62340-HML Designated Gift-Materials | - | - | - | - |
| 62400 · YS-Collection | 705.63 | 8,982.76 | 13,000.00 | (4,017.24) |
| 62410 · YS-DataBases | - | 2,160.00 | 2,294.00 | (134.00) |
| 62420 · YS-Audio/Video | 125.31 | 2,202.79 | 4,500.00 | (2,297.21) |
| 62510 · LH-Conservation Supplies | - | 141.69 | 2,500.00 | (2,358.31) |
| 62520 · LH-Documents/ Digital Preserv. | - | 2,639.79 | 2,500.00 | 139.79 |
| 62600 · Serials Subscriptions | 2,927.22 | 5,687.37 | 12,000.00 | (6,312.63) |
| 62700 · Professional Collection | - | - | 200.00 | (200.00) |
| 62800- HML Designated Gift-YS | - | - | - | - |
| 62530 - LH-Restricted gift | - | - | - | - |
| Total 62000 · DOCUMENTS | 8,591.98 | 109,874.78 | 192,464.00 | (82,589.22) |
| 66000 · PROGRAMS AND CATALOGING | | | | |
| 66100 · Adult/LH Programming | - | 50.00 | 3,000.00 | (2,950.00) |
| 66300 · YS-Summer Reading Program | - | 1,192.28 | 5,000.00 | (3,807.72) |
| 66400 · YS-Reading Programs | 977.26 | 4,363.56 | 6,000.00 | (1,636.44) |
| 66600 · Teen Programs | - | 202.25 | 250.00 | (47.75) |
| 66700 · OCLC Cataloging | 609.69 | 5,259.45 | 9,050.00 | (3,790.55) |
| 66750 · Library Cards | - | - | 900.00 | (900.00) |
| 66760- IFM for ILL | - | - | - | - |
| 66800 · Programs/Cataloging Contingency | - | - | - | - |
| Total 66000 · PROGRAMS/SUPPLIES | 1,586.95 | 11,067.54 | 24,200.00 | (13,132.46) |
| 67000 · INFORMATION SYSTEMS | | | | |
| 67100 · IS-Equipment | - | 139.04 | 29,000.00 | (28,860.96) |

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

| | January 2017 | YTD | Annual | Budget Balance |
|--|--------------------|-------------------|--------------------|---------------------|
| | Actual | Actual | Budget | |
| 67200 - IS-Hosting and Maintenance | - | 69.97 | 8,750.00 | (8,680.03) |
| 67300 - IS-Supplies | - | - | - | - |
| 67400 - IS-Telecom Provider | 145.38 | 1,114.73 | 7,204.00 | (6,089.27) |
| 67500 - IS-Software | - | - | 500.00 | (500.00) |
| 67600- IS-Website Maint. & Enchance | - | 1,951.76 | 1,500.00 | 451.76 |
| 67700 - IS-ILS Modification/Support | - | - | - | - |
| 67800 - IS-Other Technical Support | - | 285.00 | 400.00 | (115.00) |
| Total 67000 - INFORMATION SYSTEMS | 145.38 | 3,560.50 | 47,354.00 | (43,793.50) |
| 68000 - RESERVE EXPENDITURES | | | | |
| 61260-LH-Air Conditioning | - | - | - | - |
| 61300-Equipment-Replacement Reserve | - | - | - | - |
| Total 68000- RESERVE EXPENDITURES | - | - | - | - |
| Total Expense | 13,841.76 | 162,082.44 | 348,376.00 | (186,250.24) |
| Net Income | (10,058.56) | 28,439.18 | (17,376.00) | 45,771.86 |

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Harrison Memorial Library
 Check Detail
 January 2017

12:19 PM
 02/14/17

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|----------------|------|---|--|---|
| Bill Pmt -Check | 3835 | 01/03/2017 | BAKER & TAYLOR | | 10000 · Wells Farg... | | -816.65 |
| Bill | 40117... | 01/03/2017 | | | 62150 · MAIN-Non F... 62130 · MAIN-Fiction 62400 · YS-Collection 62330 · REF-General 62320 · REF-Contin... 62140 · MAIN-NF-Tr... 62320 · REF-Contin... 62140 · MAIN-NF-Tr... | -358.54 18.15 63.53 61.00 117.12 133.05 31.24 34.02 | 358.54 18.15 63.53 61.00 117.12 133.05 31.24 34.02 |
| TOTAL | | | | | | -816.65 | 816.65 |
| Bill Pmt -Check | 3836 | 01/03/2017 | RECORDED BOOKS | | 10000 · Wells Farg... | | -26.91 |
| Bill | 75455... | 01/03/2017 | | | 62420 · YS-Audio/Vi... | -26.91 | 26.91 |
| TOTAL | | | | | | -26.91 | 26.91 |
| Bill Pmt -Check | 3837 | 01/10/2017 | AMAZON | | 10000 · Wells Farg... | | -158.59 |
| Bill | 26940... | 01/10/2017 | | | 62105 · MAIN-Audio... | -65.12 | 65.12 |
| Bill | 26940... | 01/10/2017 | | | 62105 · MAIN-Audio... | -10.31 | 10.31 |
| Bill | 16567... | 01/10/2017 | | | 62105 · MAIN-Audio... | -83.16 | 83.16 |
| TOTAL | | | | | | -158.59 | 158.59 |
| Bill Pmt -Check | 3838 | 01/10/2017 | BAKER & TAYLOR | | 10000 · Wells Farg... | | -276.01 |
| Bill | 50143... | 01/10/2017 | | | 62320 · REF-Contin... | -213.37 | 213.37 |
| Bill | 50143... | 01/10/2017 | | | 62140 · MAIN-NF-Tr... | -31.88 | 31.88 |
| Bill | 50143... | 01/10/2017 | | | 62140 · MAIN-NF-Tr... | -30.76 | 30.76 |
| TOTAL | | | | | | -276.01 | 276.01 |
| Bill Pmt -Check | 3839 | 01/10/2017 | EBSCO | | 10000 · Wells Farg... | | -2,894.99 |
| Bill | 0492873 | 01/10/2017 | | | 62600 · Serials Sub... | -2,894.99 | 2,894.99 |
| TOTAL | | | | | | -2,894.99 | 2,894.99 |

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Harrison Memorial Library
 Check Detail
 January 2017

12:19 PM
 02/14/17

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|----------------------|------|-------------------------|-------------|-----------------|
| Bill Pmt -Check | 3840 | 01/10/2017 | HOOPLA | | 10000 · Wells Fargo... | | -572.36 |
| Bill | 94655... | 01/10/2017 | | | 62310 · REF-Databa... | -572.36 | 572.36 |
| TOTAL | | | | | | -572.36 | 572.36 |
| Bill Pmt -Check | 3841 | 01/10/2017 | KAL-WEST | | 10000 · Wells Fargo... | | -100.00 |
| Bill | 000601 | 01/10/2017 | | | 60190 · Courier Serf... | -100.00 | 100.00 |
| TOTAL | | | | | | -100.00 | 100.00 |
| Bill Pmt -Check | 3842 | 01/10/2017 | OTIS ELEVATOR | | 10000 · Wells Fargo... | | -569.43 |
| Bill | SJM3... | 01/10/2017 | | | 61100 · Equipment ... | -569.43 | 569.43 |
| TOTAL | | | | | | -569.43 | 569.43 |
| Bill Pmt -Check | 3843 | 01/10/2017 | REDSHIFT | | 10000 · Wells Fargo... | | -14.95 |
| Bill | 1763299 | 01/10/2017 | | | 67400 · IS-Telecom ... | -14.95 | 14.95 |
| TOTAL | | | | | | -14.95 | 14.95 |
| Bill Pmt -Check | 3844 | 01/10/2017 | TEI Landmark Audio | | 10000 · Wells Fargo... | | -424.94 |
| Bill | 11848... | 01/10/2017 | | | 62105 · MAIN-Audio... | -424.94 | 424.94 |
| TOTAL | | | | | | -424.94 | 424.94 |
| Bill Pmt -Check | 3845 | 01/10/2017 | THE SALINAS CALLI... | | 10000 · Wells Fargo... | | -32.23 |
| Bill | SC30... | 01/10/2017 | | | 62600 · Serials Sub... | -32.23 | 32.23 |
| TOTAL | | | | | | -32.23 | 32.23 |
| Bill Pmt -Check | 3846 | 01/10/2017 | XEROX | | 10000 · Wells Fargo... | | -103.23 |
| Bill | 08758... | 01/10/2017 | | | 61100 · Equipment ... | -103.23 | 103.23 |
| TOTAL | | | | | | -103.23 | 103.23 |

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Harrison Memorial Library
 Check Detail
 January 2017

12:19 PM
 02/14/17

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|-----------|------------|-------------------|------|------------------------|-------------|-----------------|
| Bill Pmt -Check | 3847 | 01/12/2017 | AT&T CALNET 3 | | 10000 · Wells Farg... | | -579.98 |
| Bill | 9051317 | 01/12/2017 | | | 60030 · Telephone | -19.70 | 19.70 |
| Bill | 9051195 | 01/12/2017 | | | 60030 · Telephone | -560.28 | 560.28 |
| TOTAL | | | | | | -579.98 | 579.98 |
| Bill Pmt -Check | 3848 | 01/12/2017 | BRODART | | 10000 · Wells Farg... | | -25.33 |
| Bill | 457590 | 01/12/2017 | | | 60070 · Supplies | -25.33 | 25.33 |
| TOTAL | | | | | | -25.33 | 25.33 |
| Bill Pmt -Check | 3849 | 01/12/2017 | GOLDEN GATE BO... | | 10000 · Wells Farg... | | -325.00 |
| Bill | 7305 | 01/12/2017 | | | 60130 · Bookkeepin... | -325.00 | 325.00 |
| TOTAL | | | | | | -325.00 | 325.00 |
| Bill Pmt -Check | 3850 | 01/12/2017 | WELLS FARGO | | 10000 · Wells Farg... | | -275.00 |
| Bill | 01032... | 01/12/2017 | | | 60050 · Donor Ackn... | -275.00 | 275.00 |
| TOTAL | | | | | | -275.00 | 275.00 |
| Bill Pmt -Check | 3851 | 01/12/2017 | BAKER & TAYLOR | | 10000 · Wells Farg... | | -250.62 |
| Bill | 40118... | 01/12/2017 | | | 62150 · MAIN-Non F... | -134.86 | 134.86 |
| | | | | | 62210 · MAIN_Teen... | -42.68 | 42.68 |
| | | | | | 62190 · MAIN-Teen ... | -73.08 | 73.08 |
| TOTAL | | | | | | -250.62 | 250.62 |
| Bill Pmt -Check | 3852 | 01/12/2017 | COMCAST | | 10000 · Wells Farg... | | -130.43 |
| Bill | 01/02/... | 01/12/2017 | | | 67400 · IS-Telecom ... | -130.43 | 130.43 |
| TOTAL | | | | | | -130.43 | 130.43 |

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Harrison Memorial Library
 Check Detail
 January 2017

12:19 PM
 02/14/17

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|------------------|------|-----------------------|-------------|-----------------|
| Bill Pmt -Check | 3853 | 01/12/2017 | OCLC | | 10000 · Wells Farg... | | -609.69 |
| Bill | 507878 | 01/12/2017 | | | 66700 · OCLC Catal... | -609.69 | 609.69 |
| TOTAL | | | | | | -609.69 | 609.69 |
| Bill Pmt -Check | 3854 | 01/18/2017 | BAKER & TAYLOR | | 10000 · Wells Farg... | | -99.15 |
| Bill | 50143... | 01/18/2017 | | | 62140 · MAIN-NF-Tr... | -34.29 | 34.29 |
| Bill | 50143... | 01/18/2017 | | | 62140 · MAIN-NF-Tr... | -64.86 | 64.86 |
| TOTAL | | | | | | -99.15 | 99.15 |
| Bill Pmt -Check | 3855 | 01/18/2017 | ENVISIONWARE | | 10000 · Wells Farg... | | -1,025.00 |
| Bill | INV-U... | 01/18/2017 | | | 61100 · Equipment ... | -1,025.00 | 1,025.00 |
| TOTAL | | | | | | -1,025.00 | 1,025.00 |
| Bill Pmt -Check | 3856 | 01/19/2017 | AMYAH GUNN | | 10000 · Wells Farg... | | -200.00 |
| Bill | 01142... | 01/19/2017 | | | 66400 · YS-Reading... | -200.00 | 200.00 |
| TOTAL | | | | | | -200.00 | 200.00 |
| Bill Pmt -Check | 3857 | 01/19/2017 | OFFICE DEPOT | | 10000 · Wells Farg... | | -25.06 |
| Bill | 87743... | 01/19/2017 | | | 60070 · Supplies | -25.06 | 25.06 |
| TOTAL | | | | | | -25.06 | 25.06 |
| Bill Pmt -Check | 3858 | 01/19/2017 | SUNSERI, MARYLEE | | 10000 · Wells Farg... | | -150.00 |
| Bill | 01182... | 01/19/2017 | | | 66400 · YS-Reading... | -150.00 | 150.00 |
| TOTAL | | | | | | -150.00 | 150.00 |

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Harrison Memorial Library
Check Detail
January 2017

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|--------------------|------|-------------------------|-------------|-----------------|
| Bill Pmt -Check | 3859 | 01/24/2017 | AMAZON | | 10000 - Wells Farg... | | -162.62 |
| Bill | 27160... | 01/24/2017 | | | 62420 - YS-Audio/Vi... | -19.54 | 19.54 |
| Bill | 11093... | 01/24/2017 | | | 62105 - MAIN-Audio... | -14.11 | 14.11 |
| Bill | 16595... | 01/24/2017 | | | 66400 - YS-Reading... | -7.59 | 7.59 |
| Bill | 11609... | 01/24/2017 | | | 66400 - YS-Reading... | -8.66 | 8.66 |
| Bill | 26771... | 01/24/2017 | | | 62150 - MAIN-Non F... | -27.09 | 27.09 |
| Bill | 20810... | 01/24/2017 | | | 66400 - YS-Reading... | -4.32 | 4.32 |
| Bill | 20810... | 01/24/2017 | | | 66400 - YS-Reading... | -6.48 | 6.48 |
| Bill | 16595... | 01/24/2017 | | | 66400 - YS-Reading... | -13.62 | 13.62 |
| Bill | 04113... | 01/24/2017 | | | 62105 - MAIN-Audio... | -26.06 | 26.06 |
| Bill | 21110... | 01/24/2017 | | | 66400 - YS-Reading... | -26.59 | 26.59 |
| Bill | 04113... | 01/24/2017 | | | 62105 - MAIN-Audio... | -8.56 | 8.56 |
| TOTAL | | | | | | -162.62 | 162.62 |
| Bill Pmt -Check | 3860 | 01/24/2017 | BAKER & TAYLOR | | 10000 - Wells Farg... | | -1,010.26 |
| Bill | 40118... | 01/24/2017 | | | 62130 - MAIN-Fiction | -72.60 | 72.60 |
| | | | | | 62150 - MAIN-Non F... | -364.60 | 364.60 |
| | | | | | 62400 - YS-Collection | -573.06 | 573.06 |
| TOTAL | | | | | | -1,010.26 | 1,010.26 |
| Bill Pmt -Check | 3861 | 01/24/2017 | BUD SMITH | | 10000 - Wells Farg... | | -200.00 |
| Bill | 01192... | 01/24/2017 | | | 66400 - YS-Reading... | -200.00 | 200.00 |
| TOTAL | | | | | | -200.00 | 200.00 |
| Bill Pmt -Check | 3862 | 01/24/2017 | PACIFIC GROVE S... | | 10000 - Wells Farg... | | -200.00 |
| Bill | 30981 | 01/24/2017 | | | 60185 - P.G. Self St... | -200.00 | 200.00 |
| TOTAL | | | | | | -200.00 | 200.00 |
| Bill Pmt -Check | 3863 | 01/26/2017 | BAKER & TAYLOR | | 10000 - Wells Farg... | | -104.90 |
| Bill | 50143... | 01/26/2017 | | | 62320 - REF-Contin... | -40.40 | 40.40 |
| Bill | 50144... | 01/26/2017 | | | 62140 - MAIN-NF-Tr... | -30.21 | 30.21 |
| Bill | 50144... | 01/26/2017 | | | 62140 - MAIN-NF-Tr... | -34.29 | 34.29 |
| TOTAL | | | | | | -104.90 | 104.90 |

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Harrison Memorial Library
 Check Detail
 January 2017

12:19 PM
 02/14/17

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|-----------|------------|----------------|------|-----------------------|-------------|-----------------|
| Bill Pmt -Check | 3864 | 01/26/2017 | OFFICE DEPOT | | 10000 - Wells Farg... | -97.04 | -97.04 |
| Bill | 89505... | 01/26/2017 | | | 60070 - Supplies | -97.04 | 97.04 |
| TOTAL | | | | | | -97.04 | 97.04 |
| Bill Pmt -Check | 3865 | 01/31/2017 | BAKER & TAYLOR | | 10000 - Wells Farg... | | -1,784.34 |
| Bill | 40118... | 01/31/2017 | | | 62330 - REF-General | -26.80 | 26.80 |
| | | | | | 62210 - MAIN_Teen... | -19.22 | 19.22 |
| | | | | | 62150 - MAIN-Non F... | -435.99 | 435.99 |
| | | | | | 62105 - MAIN-Audio... | -30.49 | 30.49 |
| | | | | | 62400 - YS-Collection | -69.04 | 69.04 |
| | | | | | 62130 - MAIN-Fiction | -40.51 | 40.51 |
| Bill | 40118... | 01/31/2017 | | | 62105 - MAIN-Audio... | -279.60 | 279.60 |
| Bill | 40117... | 01/31/2017 | | | 62105 - MAIN-Audio... | -20.07 | 20.07 |
| | | | | | 62420 - YS-AudioVi... | -78.86 | 78.86 |
| Bill | 50144... | 01/31/2017 | | | 62140 - MAIN-NF-Tr... | -39.52 | 39.52 |
| Bill | 40118... | 01/31/2017 | | | 62105 - MAIN-Audio... | -90.89 | 90.89 |
| Bill | 50144... | 01/31/2017 | | | 62320 - REF-Contin... | -653.35 | 653.35 |
| TOTAL | | | | | | -1,784.34 | 1,784.34 |
| Bill Pmt -Check | 3866 | 01/31/2017 | RECORDED BOOKS | | 10000 - Wells Farg... | | -44.67 |
| Bill | 7546915 | 01/31/2017 | | | 62105 - MAIN-Audio... | -44.67 | 44.67 |
| TOTAL | | | | | | -44.67 | 44.67 |
| Bill Pmt -Check | 3867 | 01/31/2017 | RICKI VINCENT | | 10000 - Wells Farg... | | -360.00 |
| Bill | 01/28/... | 01/31/2017 | | | 66400 - YS-Reading... | -360.00 | 360.00 |
| TOTAL | | | | | | -360.00 | 360.00 |

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Harrison Memorial Library
Reconciliation Summary

10000 · Wells Fargo Checking, Period Ending 01/31/2017

| | <u>Jan 31, 17</u> |
|-----------------------------------|--------------------------|
| Beginning Balance | 151,000.82 |
| Cleared Transactions | |
| Checks and Payments - 34 items | (16,258.70) |
| Deposits and Credits - 11 items | <u>1,868.32</u> |
| Total Cleared Transactions | <u>(14,390.38)</u> |
| Cleared Balance | <u><u>136,610.44</u></u> |
| Uncleared Transactions | |
| Checks and Payments - 12 items | <u>(3,384.23)</u> |
| Total Uncleared Transactions | <u>(3,384.23)</u> |
| Register Balance as of 01/31/2017 | <u><u>133,226.21</u></u> |
| New Transactions | |
| Checks and Payments - 3 items | <u>(684.86)</u> |
| Total New Transactions | <u>(684.86)</u> |
| Ending Balance | <u><u>132,541.35</u></u> |

**Harrison Memorial Library
Reconciliation Detail**
10000 - Wells Fargo Checking, Period Ending 01/31/2017

| Type | Date | Num | Name | Clr | Amount | Balance |
|--|------------|------|-------------------------|-----|-------------------|-------------------|
| Beginning Balance | | | | | | 151,000.82 |
| Cleared Transactions | | | | | | |
| Checks and Payments - 34 items | | | | | | |
| Bill Pmt -Check | 12/08/2016 | 3809 | KINDER JAM | X | -150.00 | -150.00 |
| Bill Pmt -Check | 12/08/2016 | 3807 | AMAZON | X | -134.44 | -284.44 |
| Bill Pmt -Check | 12/08/2016 | 3808 | BAKER & TAYLOR | X | -37.01 | -321.45 |
| Bill Pmt -Check | 12/14/2016 | 3813 | AMYAH GUNN | X | -200.00 | -521.45 |
| Bill Pmt -Check | 12/15/2016 | 3817 | BAKER & TAYLOR | X | -128.89 | -650.34 |
| Bill Pmt -Check | 12/21/2016 | 3819 | BAKER & TAYLOR | X | -2,520.79 | -3,171.13 |
| Bill Pmt -Check | 12/22/2016 | 3829 | AMAZON | X | -470.96 | -3,642.09 |
| Bill Pmt -Check | 12/22/2016 | 3830 | CALIFA GROUP | X | -75.00 | -3,717.09 |
| Bill Pmt -Check | 12/29/2016 | 3832 | BAKER & TAYLOR | X | -1,173.81 | -4,890.90 |
| Bill Pmt -Check | 12/29/2016 | 3834 | OTIS ELEVATOR | X | -747.45 | -5,638.35 |
| Bill Pmt -Check | 12/29/2016 | 3833 | ROWMAN & LITTLEFIEL... | X | -200.04 | -5,838.39 |
| Bill Pmt -Check | 12/29/2016 | 3831 | AMAZON | X | -29.99 | -5,868.38 |
| Bill Pmt -Check | 01/03/2017 | 3835 | BAKER & TAYLOR | X | -816.65 | -6,685.03 |
| Bill Pmt -Check | 01/03/2017 | 3836 | RECORDED BOOKS | X | -26.91 | -6,711.94 |
| Bill Pmt -Check | 01/10/2017 | 3839 | EBSCO | X | -2,894.99 | -9,606.93 |
| Bill Pmt -Check | 01/10/2017 | 3840 | HOOPLA | X | -572.36 | -10,179.29 |
| Bill Pmt -Check | 01/10/2017 | 3842 | OTIS ELEVATOR | X | -569.43 | -10,748.72 |
| Bill Pmt -Check | 01/10/2017 | 3844 | TEI Landmark Audio | X | -424.94 | -11,173.66 |
| Bill Pmt -Check | 01/10/2017 | 3838 | BAKER & TAYLOR | X | -276.01 | -11,449.67 |
| Bill Pmt -Check | 01/10/2017 | 3837 | AMAZON | X | -158.59 | -11,608.26 |
| Bill Pmt -Check | 01/10/2017 | 3846 | XEROX | X | -103.23 | -11,711.49 |
| Bill Pmt -Check | 01/10/2017 | 3841 | KAL-WEST | X | -100.00 | -11,811.49 |
| Bill Pmt -Check | 01/10/2017 | 3845 | THE SALINAS CALIFORN... | X | -32.23 | -11,843.72 |
| Bill Pmt -Check | 01/10/2017 | 3843 | REDSHIFT | X | -14.95 | -11,858.67 |
| Bill Pmt -Check | 01/12/2017 | 3853 | OCLC | X | -609.69 | -12,468.36 |
| Bill Pmt -Check | 01/12/2017 | 3847 | AT&T CALNET 3 | X | -579.98 | -13,048.34 |
| Bill Pmt -Check | 01/12/2017 | 3849 | GOLDEN GATE BOOKKE... | X | -325.00 | -13,373.34 |
| Bill Pmt -Check | 01/12/2017 | 3850 | WELLS FARGO | X | -275.00 | -13,648.34 |
| Bill Pmt -Check | 01/12/2017 | 3851 | BAKER & TAYLOR | X | -250.62 | -13,898.96 |
| Bill Pmt -Check | 01/12/2017 | 3848 | BRODART | X | -25.33 | -13,924.29 |
| Bill Pmt -Check | 01/18/2017 | 3855 | ENVISIONWARE | X | -1,025.00 | -14,949.29 |
| Bill Pmt -Check | 01/18/2017 | 3854 | BAKER & TAYLOR | X | -99.15 | -15,048.44 |
| Bill Pmt -Check | 01/24/2017 | 3860 | BAKER & TAYLOR | X | -1,010.26 | -16,058.70 |
| Bill Pmt -Check | 01/24/2017 | 3862 | PACIFIC GROVE SELF S... | X | -200.00 | -16,258.70 |
| Total Checks and Payments | | | | | -16,258.70 | -16,258.70 |
| Deposits and Credits - 11 items | | | | | | |
| Bill Pmt -Check | 04/23/2013 | 2167 | THE GREAT JONATHAN | X | 0.00 | 0.00 |
| Bill Pmt -Check | 11/19/2014 | 2836 | DISCOUNT SCHOOL SU... | X | 0.00 | 0.00 |
| Bill Pmt -Check | 12/30/2014 | 2879 | DISCOUNT SCHOOL SU... | X | 0.00 | 0.00 |
| Bill Pmt -Check | 02/26/2015 | 2969 | KINDER JAM | X | 0.00 | 0.00 |
| Bill Pmt -Check | 01/20/2016 | 3383 | FARONICS | X | 0.00 | 0.00 |
| Deposit | 01/05/2017 | | | X | 424.40 | 424.40 |
| Deposit | 01/11/2017 | | | X | 332.25 | 756.65 |
| Deposit | 01/19/2017 | | | X | 100.00 | 856.65 |
| Deposit | 01/19/2017 | | | X | 428.27 | 1,284.92 |
| Deposit | 01/24/2017 | | | X | 321.90 | 1,606.82 |
| Deposit | 01/31/2017 | | | X | 261.50 | 1,868.32 |
| Total Deposits and Credits | | | | | 1,868.32 | 1,868.32 |
| Total Cleared Transactions | | | | | -14,390.38 | -14,390.38 |
| Cleared Balance | | | | | -14,390.38 | 136,610.44 |

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**Harrison Memorial Library
Reconciliation Detail**
10000 - Wells Fargo Checking, Period Ending 01/31/2017

| Type | Date | Num | Name | Clr | Amount | Balance |
|---------------------------------------|------------|------|------------------|-----|-------------------|-------------------|
| Uncleared Transactions | | | | | | |
| Checks and Payments - 12 items | | | | | | |
| Bill Pmt -Check | 12/14/2016 | 3814 | COMCAST | | -125.17 | -125.17 |
| Bill Pmt -Check | 01/12/2017 | 3852 | COMCAST | | -130.43 | -255.60 |
| Bill Pmt -Check | 01/19/2017 | 3856 | AMYAH GUNN | | -200.00 | -455.60 |
| Bill Pmt -Check | 01/19/2017 | 3858 | SUNSERI, MARYLEE | | -150.00 | -605.60 |
| Bill Pmt -Check | 01/19/2017 | 3857 | OFFICE DEPOT | | -25.06 | -630.66 |
| Bill Pmt -Check | 01/24/2017 | 3861 | BUD SMITH | | -200.00 | -830.66 |
| Bill Pmt -Check | 01/24/2017 | 3859 | AMAZON | | -162.62 | -993.28 |
| Bill Pmt -Check | 01/26/2017 | 3863 | BAKER & TAYLOR | | -104.90 | -1,098.18 |
| Bill Pmt -Check | 01/26/2017 | 3864 | OFFICE DEPOT | | -97.04 | -1,195.22 |
| Bill Pmt -Check | 01/31/2017 | 3865 | BAKER & TAYLOR | | -1,784.34 | -2,979.56 |
| Bill Pmt -Check | 01/31/2017 | 3867 | RICKI VINCENT | | -360.00 | -3,339.56 |
| Bill Pmt -Check | 01/31/2017 | 3866 | RECORDED BOOKS | | -44.67 | -3,384.23 |
| Total Checks and Payments | | | | | -3,384.23 | -3,384.23 |
| Total Uncleared Transactions | | | | | -3,384.23 | -3,384.23 |
| Register Balance as of 01/31/2017 | | | | | -17,774.61 | 133,226.21 |
| New Transactions | | | | | | |
| Checks and Payments - 3 items | | | | | | |
| Bill Pmt -Check | 02/01/2017 | 3868 | AT&T CALNET 3 | | -577.60 | -577.60 |
| Bill Pmt -Check | 02/01/2017 | 3870 | ORIENTAL TRADING | | -72.97 | -650.57 |
| Bill Pmt -Check | 02/01/2017 | 3869 | BAKER & TAYLOR | | -34.29 | -684.86 |
| Total Checks and Payments | | | | | -684.86 | -684.86 |
| Total New Transactions | | | | | -684.86 | -684.86 |
| Ending Balance | | | | | -18,459.47 | 132,541.35 |