



# CITY OF CARMEL-BY-THE-SEA

## HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

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

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

### REGULAR MEETING

8/24/2016

9:00 a.m.

#### CALL TO ORDER AND ROLL CALL

#### PLEDGE OF ALLEGIANCE

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

#### ANNOUNCEMENTS

- A. Announcements from President and Trustees.

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

1. Approval of the minutes for the 8/24/2016 meeting. (pp. 1-3)

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

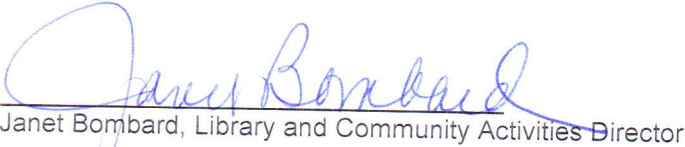
2. Discuss Board participation in the Centennial Parade on Saturday, October 29, 2016 and provide direction. (pp. 4- 9)
3. Receive review of the 2016 Summer Reading Program from Circulation Supervisor Amy Rector and Youth Services Librarian Grace Melady.
4. Receive report from the Carmel Public Library Foundation (CPLF) regarding CPLF activities.
5. Receive report on end of Fiscal Year 2015/16 Library budget. (pp. 10-13)
6. Receive and discuss Ad Hoc Committee report on the Group 4 Architect draft proposal (pp. 14-48)

7. Accept donation in the amount of \$5000 from Laurie M. Best Revocable Trust (p. 49-50)
8. Receive the Librarian's Report and review the monthly statistics. (pp. 51-56)
9. Receive the Treasurer's Report and accept the 7/31/2016 check register. (pp. 57-61)

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7<sup>th</sup> 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 5<sup>th</sup> Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 8/19/2016 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-adjudicative 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-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Carmel-by-the-Sea, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

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

**July 27, 2016**

**I. CALL TO ORDER**

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

**II. ROLL CALL:**

**PRESENT:**

BLOMGREN, COLLINS, FLOWER, REIMERS, TWOMEY

**ABSENT:**

NONE

**STAFF PRESENT:**

Janet Bombard, Library Director

Carolina Lopez, Library Office Assistant

**III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:**

Board Member Blomgren announced that the Harrison Memorial Library is now a Pokemon Go stop.

**IV. APPEARANCES:**

No appearances.

**V. APPROVAL OF MINUTES:**

Board Member REIMERS moved to, **Approve the Minutes of the June 22, 2016 Regular Meeting**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**VI. ORDERS OF BUSINESS:**

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

Executive Director Amy Donohue informed the Board about upcoming programs and fundraising events.

**B. Receive final report on the Park Branch Library basement remediation project**

Library Director Bombard reviewed the report and answered questions from the Board.

**C. Consider revisions to the Library's computer use policy and provide direction**

Library Director Bombard reviewed the proposed changes to the policy and answered questions from the Board.

Board Member REIMERS moved to, **approve the additions to the policy, change both to 14 days and insert the word destroyed instead of wiped out and discarded after 14 days,** seconded by Board Member BOLMGREN and carried by the following roll call vote:

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

**D. Authorization of the addition of Local History Librarian Katie O’Connell to the list of Library staff authorized to code invoices.**

After discussion, Board Member TWOMEY moved to, **authorize Local History Librarian Katie O’Connell to the list of Library staff authorized to code invoices,** seconded by Board Member COLLINS and carried by the following roll call vote:

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

**E. Discuss Board participation in the Centennial Parade on Saturday, October 29, 2016 and provide direction**

Tom Brocato talked with the Board about participating in the Centennial Parade. Board discussed and indicated it will ride in the parade. The Board will discuss costumes at the next board meeting.

Board Member TWOMEY moved to, **participate in the Centennial parade by riding, including finding a vehicle,** seconded by Board Member COLLINS and carried by the following roll call vote:

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

**VII. LIBRARIAN’S REPORT:**

The Library Director reviewed the monthly statistics with the Board.

**VIII. TREASURERS REPORT:**

Board Treasurer Twomey reviewed the May 2016 Treasurers Report with the board. There were no extraordinary expenses that needed special attention from the Board.

Board Member TWOMEY moved to, **accept the May Financial Statements and June 2016 Financial Statements and Check Register,** seconded by Board Member COLLINS and carried by the following roll call vote:

AYES: BLOMGREN, COLLINS, FLOWER, 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 10:15 am. The next regular meeting is scheduled for August 24, 2016.

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Respectfully submitted,  
Carolina Lopez, Administrative Assistant

Approved by:

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Richard Flower, President, Library Board of Trustees



# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

August 24, 2016

**TO:** Harrison Memorial Library Board of Trustees

**FROM:** Janet Bombard, Library Director

**SUBJECT:** Discuss Board participation in the Centennial Parade on Saturday, October 29, 2016 and provide direction

### BACKGROUND / SUMMARY

At the July Board meeting, the Trustees appointed an ad hoc committee consisting of board members Blomgren and Collins to discuss ideas for costumes to be worn by members of the Library Board riding in the Centennial Celebration parade. The Ad Hoc Committee was directed to report back to the Board at the August meeting with its proposal.

The Ad Hoc Committee is proposing that board members costume themselves in clothing such as that worn by early Carmel literary community members, including Jack and Charmian London, George Sterling, Mary Austin and Jimmy Hopper (see attachment 1).

After the Board makes its decision as to the costumes, the Ad Hoc Committee can work with the Centennial Committee and its costumer on behalf of the Board.

### ATTACHMENTS

1. Illustrations of proposed costume period



## An Account of Early Carmel

A new and enlarged edition  
of the classic account of early  
Carmel, California, first published  
by the Book Club of California







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# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

August 24, 2016

**TO:** Harrison Memorial Library Board of Trustees  
**FROM:** Janet Bombard, Library Director  
**SUBJECT:** Receive report on end of Fiscal Year 2015/16 Library budget

### BACKGROUND / SUMMARY

The Library finished Fiscal Year 2015/16 under budget in all categories.

Income from all sources exceeded budget projections by \$19,313.07. This was primarily due to the Carmel Public Library Foundation's funding two extra pieces of equipment for \$11,100; however, revenues from donations, interest income, and the Friends of the Library were also more than had been anticipated.

A summary of budget expenditures by category follows:

- 63.4% of the Administration budget was expended
- 87.5% of the Equipment budget was expended
- 89.2% of the Documents budget was expended
- 91.1% of the Programs and Cataloging budget was expended
- 88.4% of the Information Systems budget was expended

### ATTACHMENTS

1. Harrison Memorial Library Actual vs. Budget/Percentage July 2015 through June 2016

Harrison Memorial Library  
Actual vs. Budget/Percentage  
July 2015 through June 2016

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
43000 · CPLF REVENUE				
43400 · CPLF-Library Materials/Support	291,100.00	280,000.00	11,100.00	104.0%
43700 · CPLF-Designated Gift	0.00	0.00	0.00	0.0%
43000 · CPLF REVENUE - Other	0.00	0.00	0.00	0.0%
<b>Total 43000 · CPLF REVENUE</b>	<b>291,100.00</b>	<b>280,000.00</b>	<b>11,100.00</b>	<b>104.0%</b>
<b>44000 · HML DONATIONS REVENUE</b>				
44400 · HML Donations-Unrestricted	1,000.00	500.00	500.00	200.0%
44500 · HML Donations-Materials	0.00	0.00	0.00	0.0%
<b>Total 44000 · HML DONATIONS REVENUE</b>	<b>1,000.00</b>	<b>500.00</b>	<b>500.00</b>	<b>200.0%</b>
<b>45000 · INTEREST INCOME</b>				
45100 · Interest-Bradney	366.92	1,000.00	-633.08	36.7%
45200 · Interest Income-Other	3,301.67	0.00	3,301.67	100.0%
<b>Total 45000 · INTEREST INCOME</b>	<b>3,668.59</b>	<b>1,000.00</b>	<b>2,668.59</b>	<b>366.9%</b>
46000 · Friends of HML	22,500.00	21,000.00	1,500.00	107.1%
48000 · Library Operations	17,994.48	14,450.00	3,544.48	124.5%
<b>Total Income</b>	<b>336,263.07</b>	<b>316,950.00</b>	<b>19,313.07</b>	<b>106.1%</b>
<b>Expense</b>				
<b>60000 · ADMINISTRATION</b>				
60010 · Cash (Over)/ Short	-71.82	0.00	-71.82	100.0%
60015 · Over-Ring Cash	0.00	0.00	0.00	0.0%
60020 · Documents-Refunds/Lost	6.60	75.00	-68.40	8.8%
60030 · Telephone	9,015.23	9,400.00	-384.77	95.9%
60043 · Furnishings-Repair/Maintenance	0.00	500.00	-500.00	0.0%
60050 · Donor Acknowledgment/Signs	250.00	1,000.00	-750.00	25.0%
60060 · Bank Charges/Returned Checks	144.00	125.00	19.00	115.2%
60070 · Supplies	8,020.26	11,700.00	-3,679.74	68.5%
60080 · Postage	1,227.28	1,500.00	-272.72	81.8%
60130 · Bookkeeping Services	4,225.00	4,225.00	0.00	100.0%
60150 · Building Alarm & Fees	1,242.00	1,650.00	-408.00	75.3%
60160 · Copy Services	666.41	14,000.00	-13,333.59	4.8%
60170 · Overdue Materials Collection	800.00	700.00	100.00	114.3%
60180 · Advertising	790.00	1,550.00	-760.00	51.0%
60185 · P.G. Self Storage	2,400.00	2,400.00	0.00	100.0%
60190 · Courier Services	1,100.00	1,800.00	-700.00	61.1%
60205 · MOBAC/PLP Membership	8,641.00	8,641.00	0.00	100.0%
60210 · Staff Training	1,631.93	3,500.00	-1,868.07	46.6%
60220 · Mileage	406.27	1,000.00	-593.73	40.6%
60230 · Professional Memberships	1,014.00	1,700.00	-686.00	59.6%

## Harrison Memorial Library Actual vs. Budget/Percentage July 2015 through June 2016

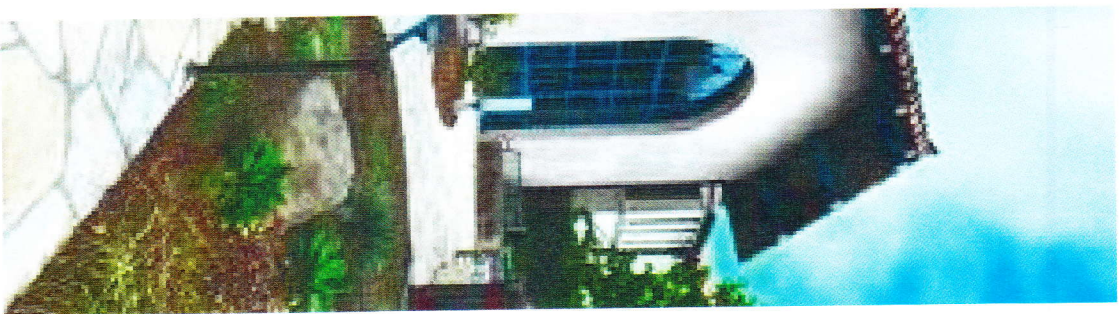
	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Total 60000 · ADMINISTRATION</b>	41,508.16	65,466.00	-23,957.84	63.4%
<b>61000 · EQUIPMENT</b>				
61050 · Other Professional Services	478.78	600.00	-121.22	79.8%
61100 · Equipment Maintenance/Contracts	13,619.45	14,700.00	-1,080.55	92.6%
61200 · Equipment-New	11,510.12	13,960.00	-2,449.88	82.5%
<b>Total 61000 · EQUIPMENT</b>	25,608.35	29,260.00	-3,651.65	87.5%
<b>62000 · DOCUMENTS</b>				
62105 · MAIN-Audio Visual	19,549.61	22,000.00	-2,450.39	88.9%
62110 · MAIN-Book rental	31,625.40	29,661.00	1,964.40	106.6%
62115 · MAIN-McNaughton Buyback	0.00	500.00	-500.00	0.0%
62120 · MAIN-Large Print	2,367.35	2,500.00	-132.65	94.7%
62130 · MAIN-Fiction	4,955.61	5,300.00	-344.39	93.5%
62140 · MAIN-NF-Travel Cont.	5,497.04	5,000.00	497.04	109.9%
62150 · MAIN-Non Fiction	19,966.35	23,000.00	-3,033.65	86.8%
62155 · MAIN - Online Subscription	2,401.69	2,100.00	301.69	114.4%
62160 · MAIN-EBooks/Additional Titles	2,539.91	5,500.00	-2,960.09	46.2%
62180 · MAIN-Special Category	0.00	100.00	-100.00	0.0%
62190 · MAIN-Teen Fiction	1,161.01	1,200.00	-38.99	96.8%
62200 · MAIN-Amazon Prime Membership	107.54	120.00	-12.46	89.6%
62205 · MAIN_Adult Graphic Novel	891.02	1,000.00	-108.98	89.1%
62210 · MAIN_Teen Nonfiction	828.06	800.00	28.06	103.5%
62215 · MAIN_Teen DVD	139.98	200.00	-60.02	70.0%
62220 · MAIN_Teen Audio	102.21	200.00	-97.79	51.1%
62310 · REF-Database	26,552.16	23,030.00	3,522.16	115.3%
62320 · REF-Continuation	9,841.72	16,000.00	-6,158.28	61.5%
62330 · REF-General	2,429.66	4,000.00	-1,570.34	60.7%
62340 · HML Designated Gift-Materials	0.00	0.00	0.00	0.0%
62400 · YS-Collection	11,884.80	13,000.00	-1,115.20	91.4%
62410 · YS-Databases	2,294.00	2,250.00	44.00	102.0%
62420 · YS-Audio/Video	4,280.00	4,500.00	-220.00	95.1%
62510 · LH-Conservation Supplies	0.00	2,500.00	-2,500.00	0.0%
62520 · LH-Documents/ Digital Preserv.	2,617.30	2,500.00	117.30	104.7%
62600 · Serials Subscriptions	8,135.41	12,450.00	-4,314.59	65.3%
62700 · Professional Collection	0.00	250.00	-250.00	0.0%
<b>Total 62000 · DOCUMENTS</b>	160,167.83	179,661.00	-19,493.17	89.2%
<b>66000 · PROGRAMS AND CATALOGING</b>				
66100 · Adult/ LH Programming	924.16	1,500.00	-575.84	61.6%
66300 · YS-Summer Reading Program	4,212.04	5,000.00	-787.96	84.2%
66400 · YS-Reading Programs	5,983.57	6,000.00	-16.43	99.7%
66600 · Teen Programs	361.21	400.00	-38.79	90.3%
66700 · OCLC Cataloging	8,460.89	9,000.00	-539.11	94.0%
66750 · Library Cards	789.02	800.00	-10.98	98.6%
66760 · IFM for ILL	0.00	50.00	-50.00	0.0%

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**Harrison Memorial Library  
Actual vs. Budget/Percentage  
July 2015 through June 2016**

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
<b>Total 66000 · PROGRAMS AND CATALOGING</b>	20,730.89	22,750.00	-2,019.11	91.1%
<b>67000 · INFORMATION SYSTEMS</b>				
67100 · IS-Equipment	27,110.66	29,000.00	-1,889.34	93.5%
67200 · IS-Hosting and Maintenance	8,300.00	8,750.00	-450.00	94.9%
67400 · IS-Telecom Provider	1,697.42	2,415.00	-717.58	70.3%
67500 · IS-Software	482.44	500.00	-17.56	96.5%
67600 · IS-Website Maint. & Enchance.	550.00	2,200.00	-1,650.00	25.0%
67800 · IS- Other Technical Support	657.19	1,000.00	-342.81	65.7%
<b>Total 67000 · INFORMATION SYSTEMS</b>	38,797.71	43,865.00	-5,067.29	88.4%
<b>68000 · RESERVE EXPENDITURES</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	286,812.94	341,002.00	-54,189.06	84.1%
<b>Net Ordinary Income</b>	49,450.13	-24,052.00	73,502.13	-205.6%
<b>Other Income/Expense</b>				
Other Expense	0.00	0.00	0.00	0.0%
99998 · Suspense	0.00	0.00	0.00	0.0%
99999 · Journal Entries	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	0.00	0.00	0.00	0.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	49,450.13	-24,052.00	73,502.13	-205.6%

13

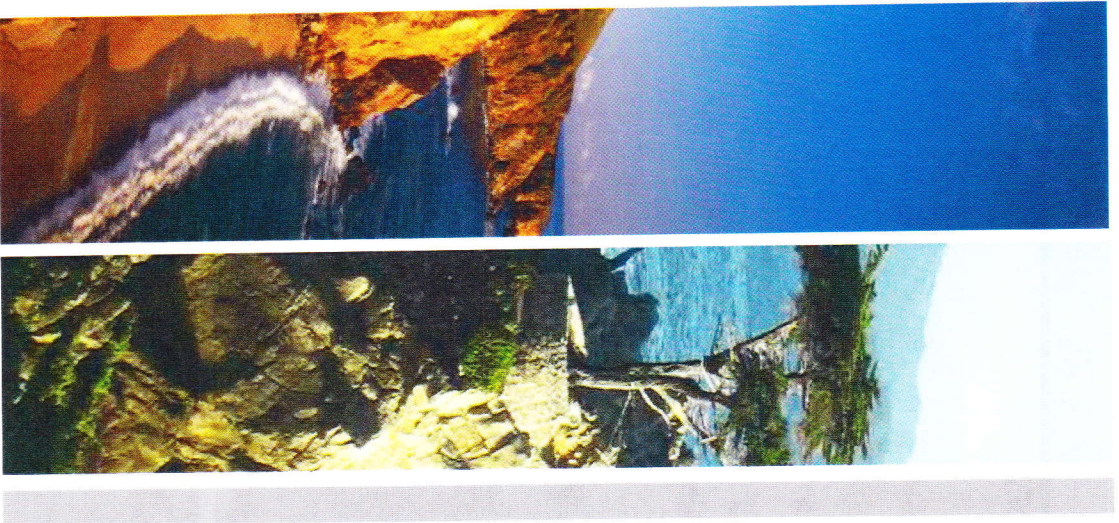


City of Carmel

**Harrison Memorial  
Library and Park  
Branch**

August 10, 2016





## Meeting Participants:

- |  |  |
|--|--|
| <b>STEVE DALLAS</b> Mayor              | <b>BEN HEINRICH</b> Former CPLF President + Board Director   |
| <b>CHIP RERIG</b> City Administrator   | <b>JANET BOMBARD</b> Library Director                        |
| <b>TARA TWOMEY</b> Library Trustee     | <b>AMY DONOHUE</b> CPLF ED                                   |
| <b>RICHARD FLOWER</b> Library Trustee  | <b>ANITA MITCHELL</b> Development Associate                  |
| <b>HEATHER BREBAUGH</b> CPLF President | <b>DAWN MERKES</b> Group 4 Architecture, Research + Planning |

### 1. Project Introduction

### 2. Background

a. 9/2015 The Public Library of Today and Tomorrow

### 3. Facilities Assessments

a. 12/2015 – 3/2016 Group 4 Facilities Assessments

### 4. Next Steps

# **The Public Library of Today and Tomorrow**

**Susan Kent**

September 2015

# Collections

- Most physical collections will decrease over time – more materials will be available in digital formats
- Convenience and ability to browse are high priorities
- Alternative to standard physical collection will be explored in tandem with expanding electronic content – e.g., secure vending/dispensing technology, non-Dewey classification



# Seating and People Spaces

- Increased seating for individuals + collaborative work
- Increased seating for those who bring their own devices – laptops, tablets, etc.
- Wifi and plug-in capacity distributed throughout the building
- Balancing well between dedicated space and multi-use/flexible space
- Space for programs, events, gatherings of all types



# Digital Technology

- Decrease of desktop workstations and increase in use of laptops and other portable devices
- Libraries will loan portable devices for in-library and/or take-home use
- Learning space + content creation space will become more common

# Creative Spaces

- Tech-focused programs – 3D printers, self-published books
- Expanded focus on early childhood development + literacy (Play+Learn, interactive play space and active environment)



# Partnerships

- Co-located and shared-use facilities will become more popular
- Partners will share amenities such as meeting spaces, coffee shops and digital labs

# Library As "Place"

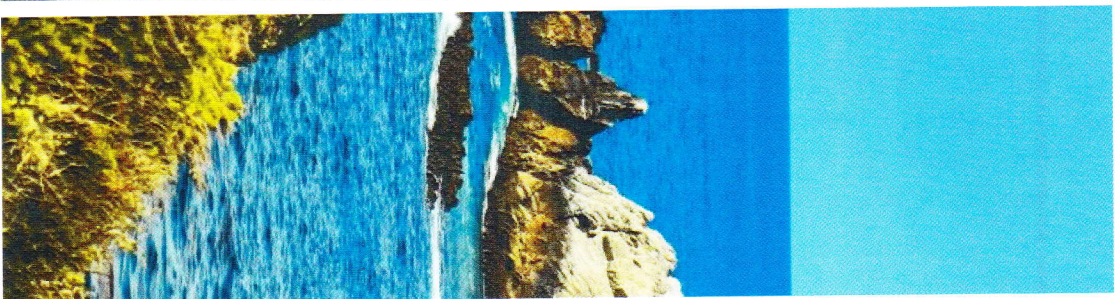
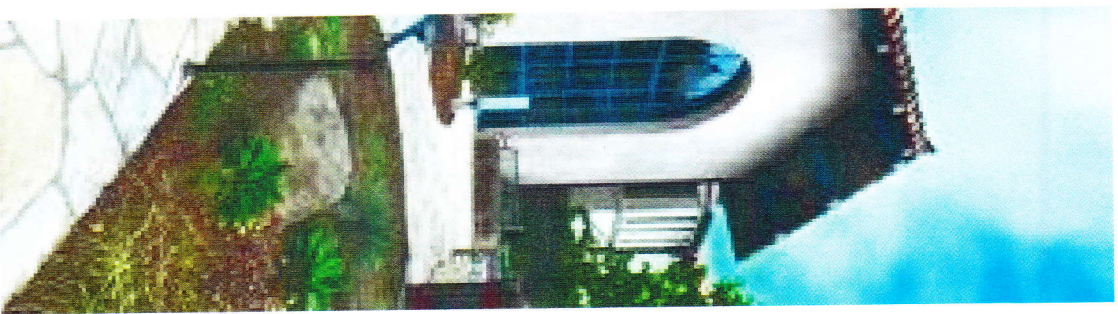
- Increasingly being the go-to venue for programs, community event, gatherings of all sorts
- Community living room and community commons
- Civic identity of the library
- Amenities – food + drink, retail, exhibits



# Operations

- Mobile concierge-like service points, "greeter stations"
- Increase in self service opportunities
- More online transactions completed
- Operating budgets will remain at current levels – no significant increases
- Streamlined operations a design priority





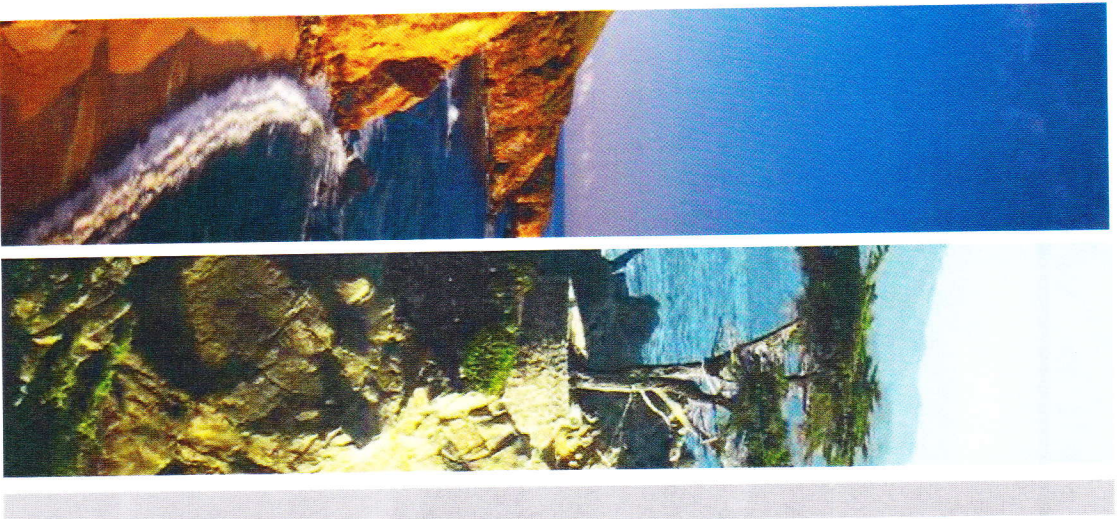
City of Carmel

# Harrison Memorial Library and Park Branch

## Facilities Assessments

August 10, 2016

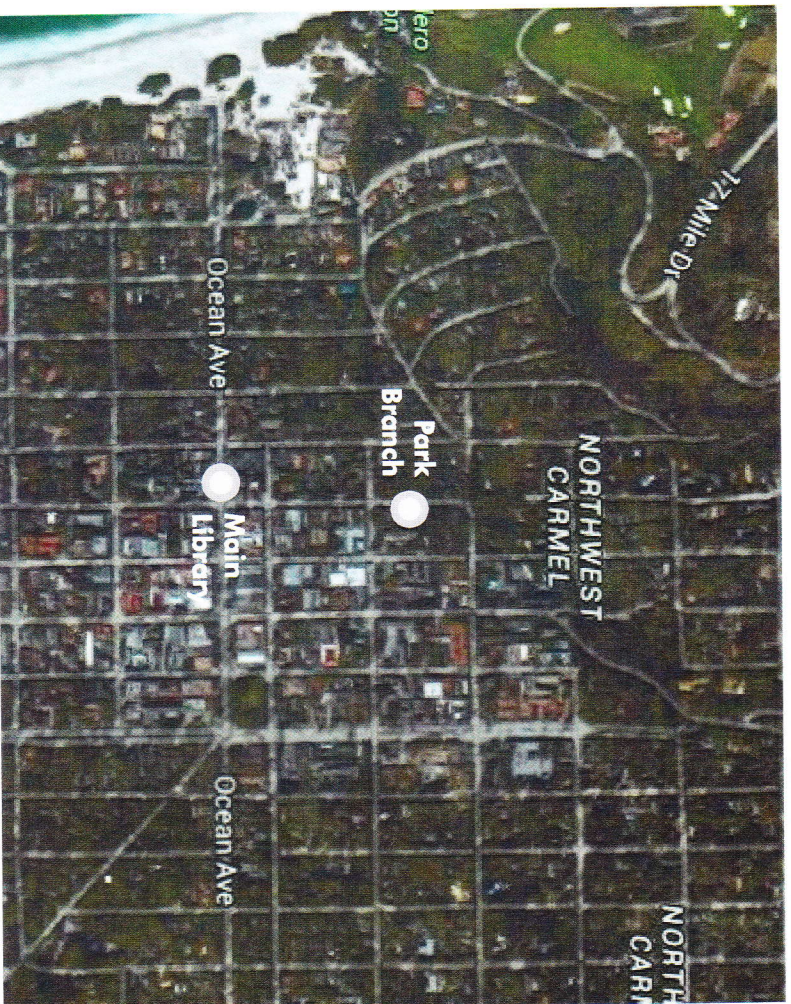




- 1. Overview of Carmel Library Facilities**
- 2. Library Needs Assessment Summary**
- 3. Existing Facilities & Site Assessments**
  - a. Harrison Library
  - b. Park Branch
- 4. Development Strategies**
  - a. Short Term Strategies
  - b. Long Term Strategies
- 5. Questions and Comments**
- 6. Potential Next Steps**

# Overview and History

- City of Carmel currently operates two branches in Carmel that are three blocks from each other
- Main Library was built in 1928 and is 6,300 SF
- The Park Branch Library was built in 1989, and is 8,982 SF. Its usable square footage of the facility is ~6,000 SF
- Community support strengthened in 1992 when the library began to rely totally on private gifts for books, supplies, electronic resources, and computer equipment. Today, private support has become the foundation of the library's free public service.

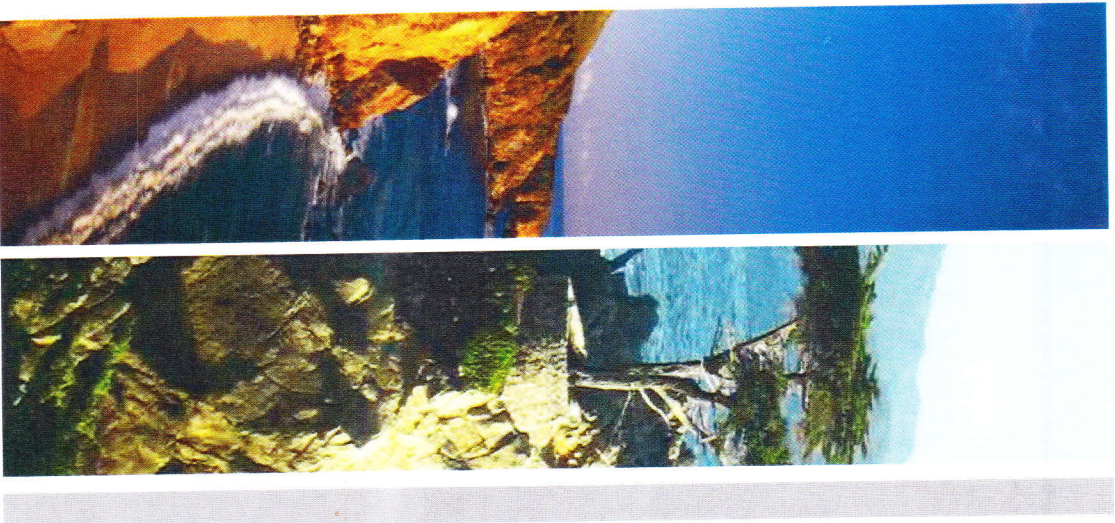


**Main Library**  
Ocean Avenue and Lincoln Street,  
Carmel, CA



**Park Branch**  
6th Avenue and Mission Street, Carmel, CA

GROUP 4

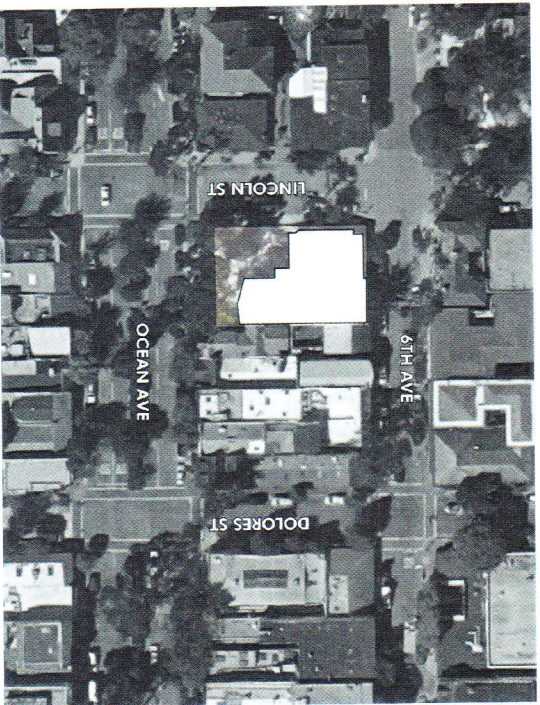


- 1. Overview of Carmel Library Facilities**
- 2. Existing Facilities & Site Assessments Summary**
  - a. Harrison Library
  - b. Park Branch
- 3. Development Strategies**
  - a. Short Term Strategies
  - b. Long Term Strategies
- 4. Rental Rates and Fee Comparison**
- 5. Questions and Comments**
- 6. Potential Next Steps**

# MAIN LIBRARY

## Main Library Overview

- Constructed in **1928** and designed by Bernard Maybeck
- 6,300 SF designed for 2,260 (1930 census)
- Renovation completed in **1987**
- Located at the heart of Carmel, NE corner of Ocean Avenue and Lincoln Street



Ocean Avenue and Lincoln Street



The Library Entrance, from the corner of Ocean Ave. and Lincoln St.



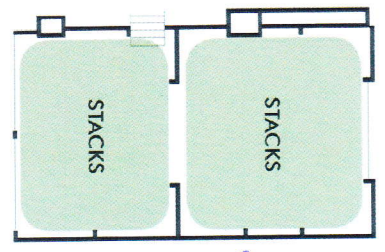
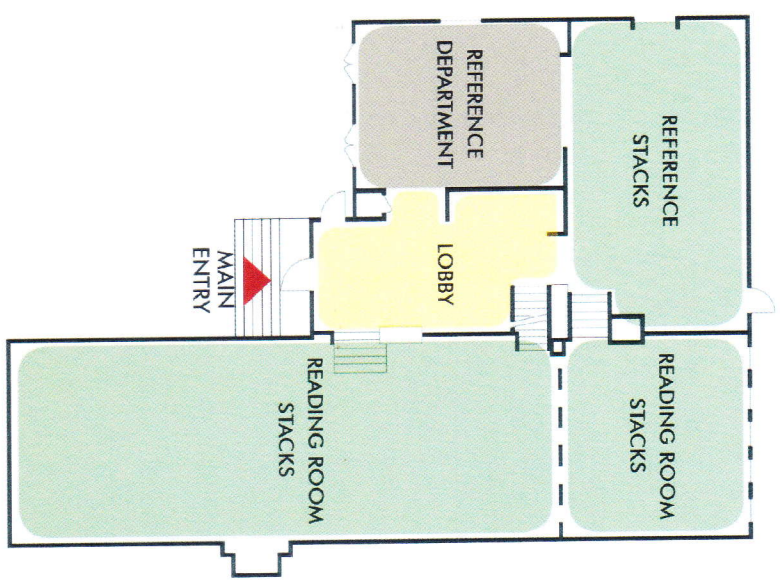
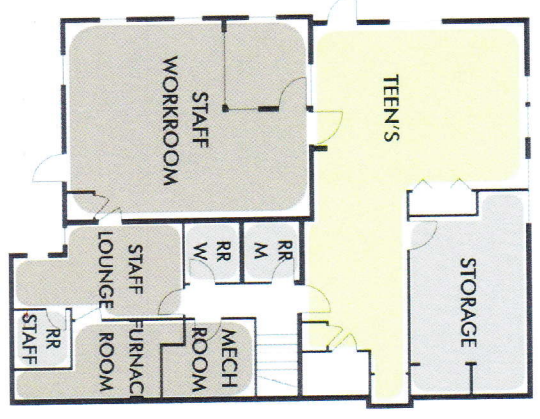
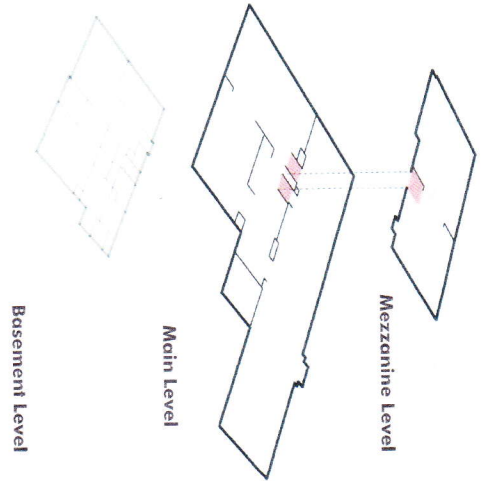
Adults Reading Room



James and Primrose Billwiller Reference Room

50

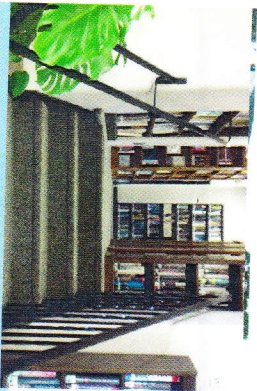
# MAIN LIBRARY



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# MAIN LIBRARY

## Physical Condition Summary:



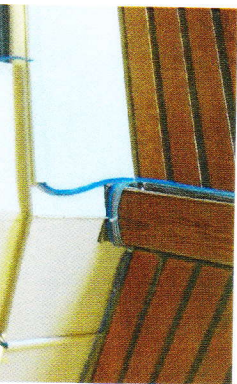
### ACCESSIBILITY

- Inaccessible Entries
- Inaccessible Public Spaces
- Non-Conforming Paths of Travel
- Doors are Non-Conforming
- Restrooms are not compliant



### LIFE-SAFETY

- Building is Fully Sprinklered
- Structural Analysis is Required
- Tall Shelving needs to be seismically braced



### BUILDING SYSTEMS

- Adequate Condition Furnace
- Recently Updated Plumbing
- Insufficient Power + Data Distribution



### ARCHITECTURAL

- Outdated Finishes
- Uneven Paving + Accessibility Exterior Walks
- Historic Character
- Good Daylighting and Views
- Inadequate Indoor Lighting
- Poor Acoustics



### FUNCTIONALITY

- Poor Monitoring and Sightlines
- Inadequate Seating
- Inadequate Program Space
- Undersized Staff Space
- Inadequate Storage
- Undersized Spaces for Collections

The majority of the building is ADA non-compliant

A structural analysis should be conducted

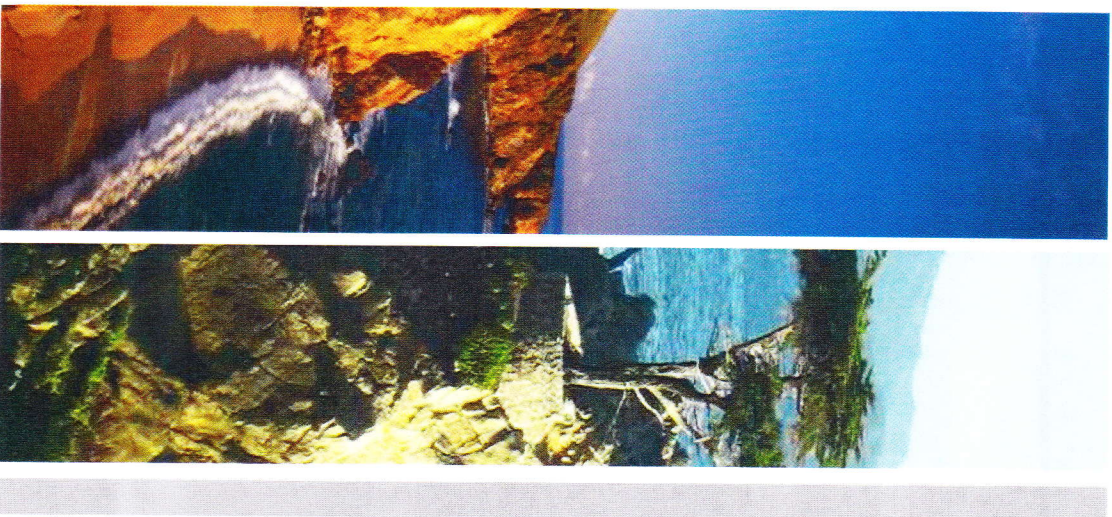
Some systems require major upgrades

The needs interior updates to match the historic character

Library is not functional for current and future needs

While the building is an architectural landmark in Carmel, it no longer meets the functional requirements of a modern library.

GROUP 4



- 1. Overview of Carmel Library Facilities**
- 2. Existing Facilities & Site Assessments Summary**
  - a. Harrison Library
  - b. Park Branch
- 3. Development Strategies**
  - a. Short Term Strategies
  - b. Long Term Strategies
- 4. Rental Rates and Fee Comparison**
- 5. Questions and Comments**
- 6. Potential Next Steps**

# PARK BRANCH

## Park Branch Library

### Overview

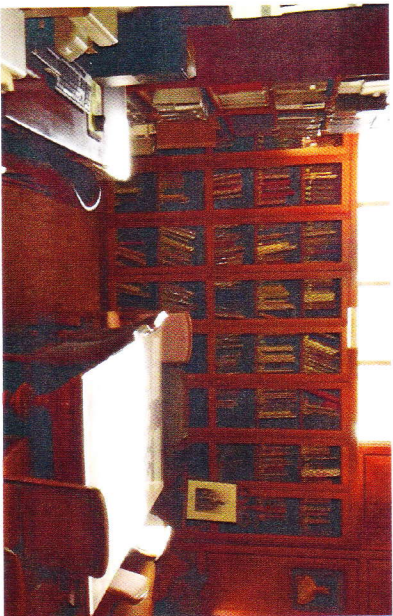
- Constructed in **1989** to help expand services for a population of 4,250 (1990 census)
- Located roughly 3 blocks from Harrison Memorial Library on the corner of Mission Street and 6<sup>th</sup> Avenue
- The existing building is roughly 8,980 SF
- Usable square footage is roughly 6,000 SF



6<sup>th</sup> Avenue and Mission Street, across from Devendorf Park



Exterior view from 6<sup>th</sup> Avenue



Local History Room



Foyer/Lobby Area

GROUP 4





# PARK BRANCH

## Physical Condition Summary:



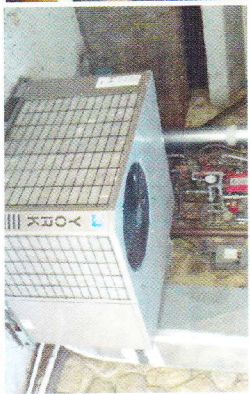
### ACCESSIBILITY

- Entries Not Accessible
- Conforming Parking
- Restrooms are Non-Compliant
- Inaccessible Paths of Travel



### LIFE-SAFETY

- The Building is Fully Sprinklered
- Structural Analysis is Required



### BUILDING SYSTEMS

- The City is in the process of updating HVAC Systems
- Adequate Lighting
- Inefficient Power + Data Distribution



### ARCHITECTURAL

- Outdated Finishes
- Adequate Acoustics
- Moisture Issues



### FUNCTIONALITY

- Inadequate Storage
- Undersized Spaces for Collections
- Inadequate Seating
- Inflexible Spaces
- Inefficient Staff Spaces
- Poor Programmatic Synergy

The building requires ADA upgrades

A structural analysis should be conducted

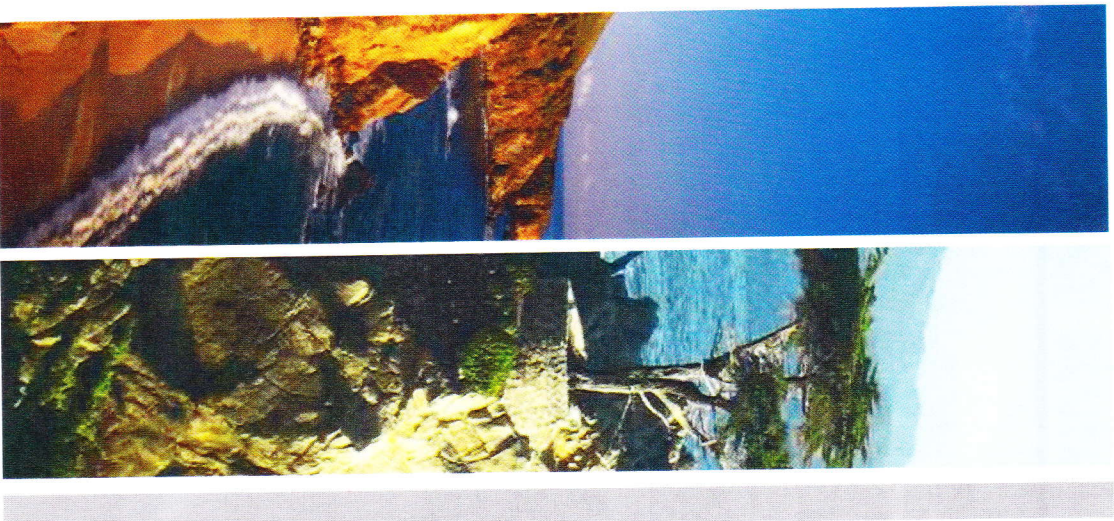
Systems are adequate for current usage

The finishes need updating and some abatement

Library is not flexible and lacks space for current needs

The building is undersized and functionally inefficient, it does not meet contemporary library standards.

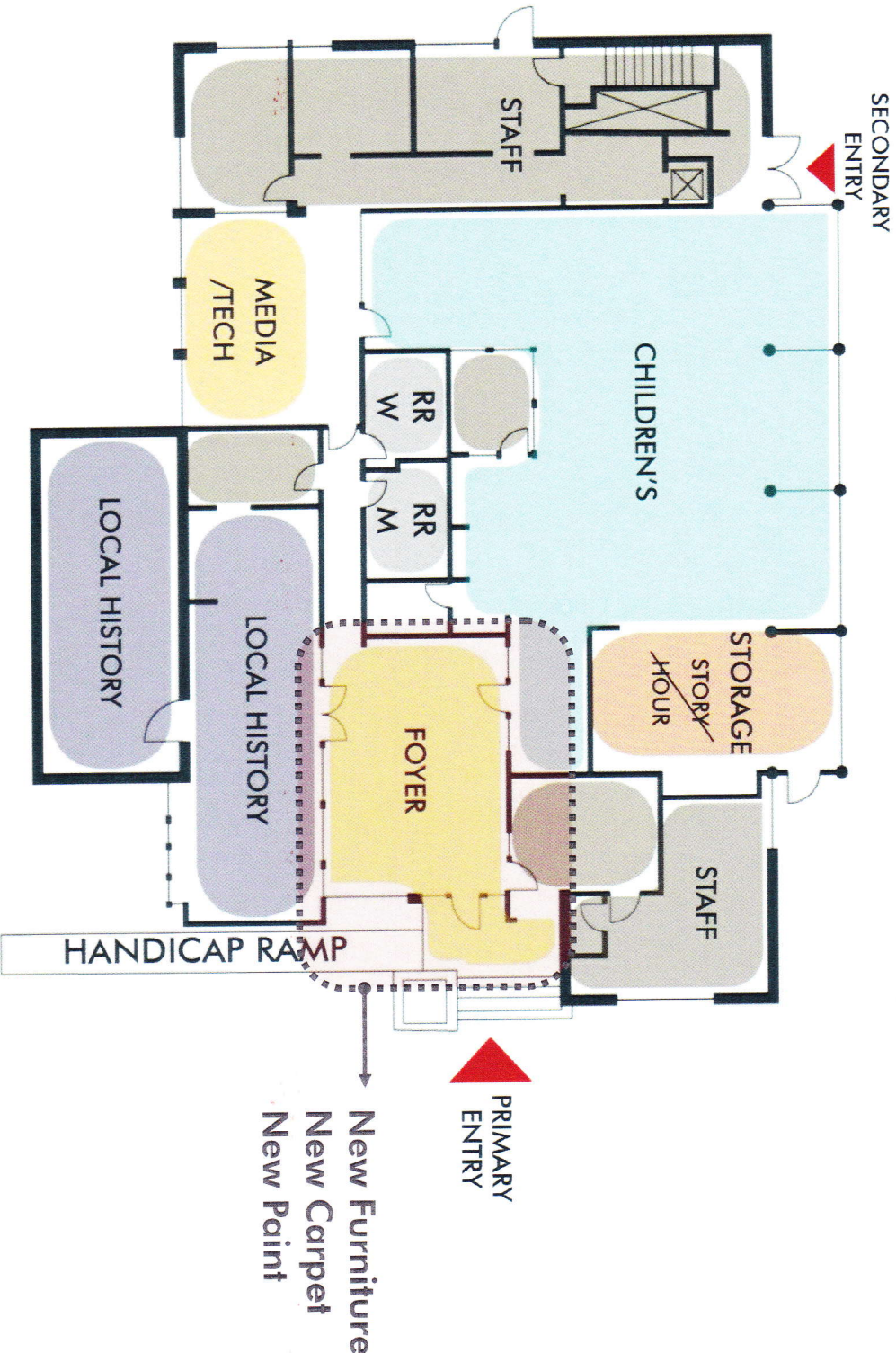
22



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# PARK BRANCH

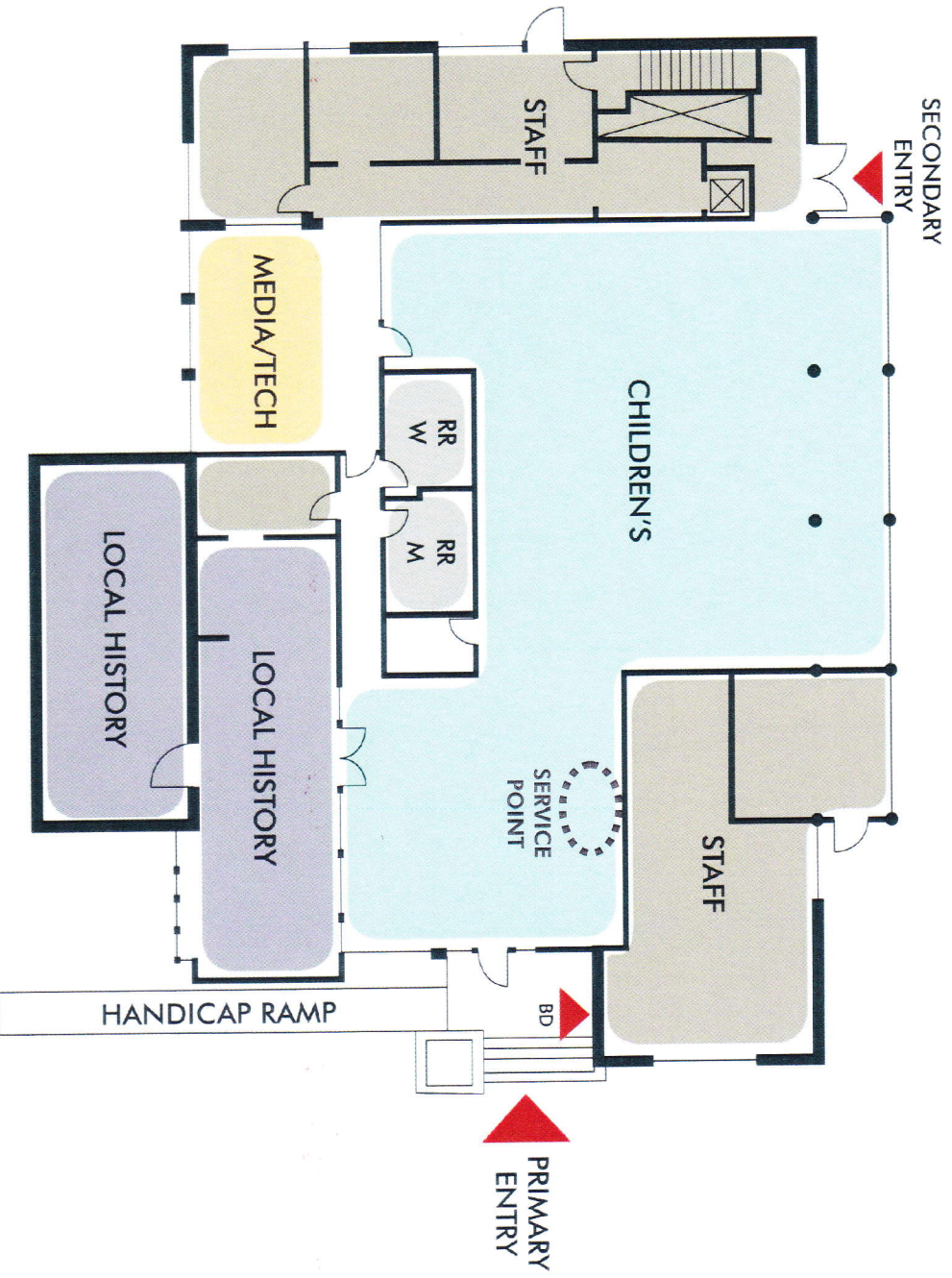
## Lobby interior Remodel – Phase 1



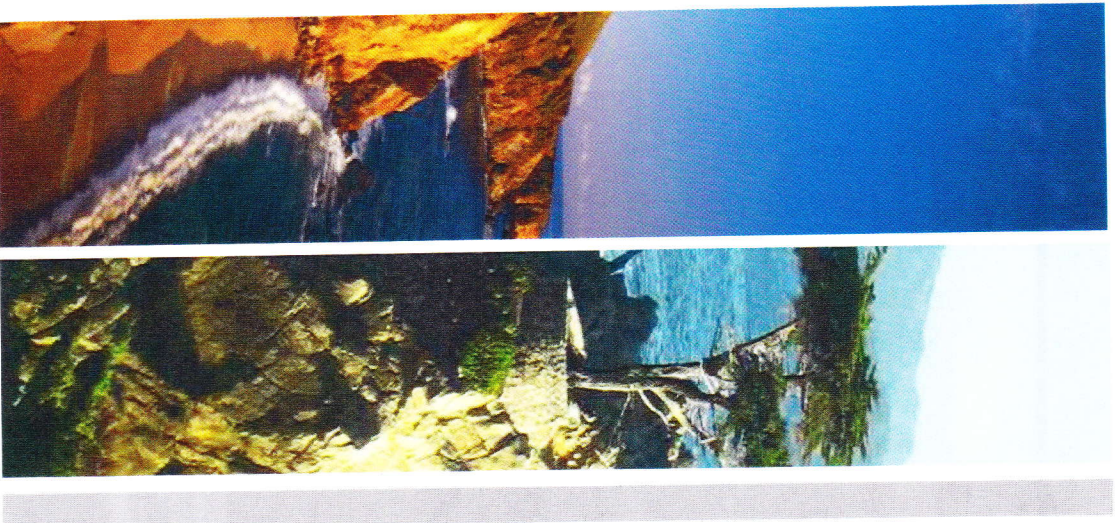
GROUP 4

# PARK BRANCH

## Short-Term Interior Remodel Strategy – Phase 2



GROUP 4



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- 5. Potential Next Steps**

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# Market Place



# Quiet Reading Area



GROUP 4

# Children



# Teens



GROUP 4



# Technology



# Group Study/Program Room



GROUP 4

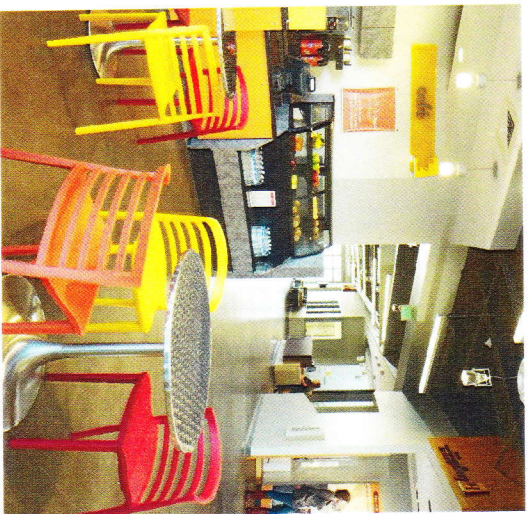
# Maker Space/Tinker Lab



# Collaboration Space



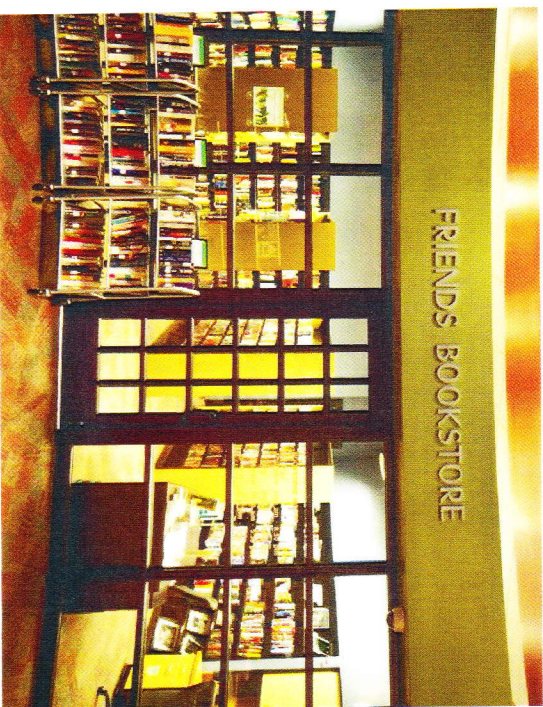
# Café



# Friends of the Library

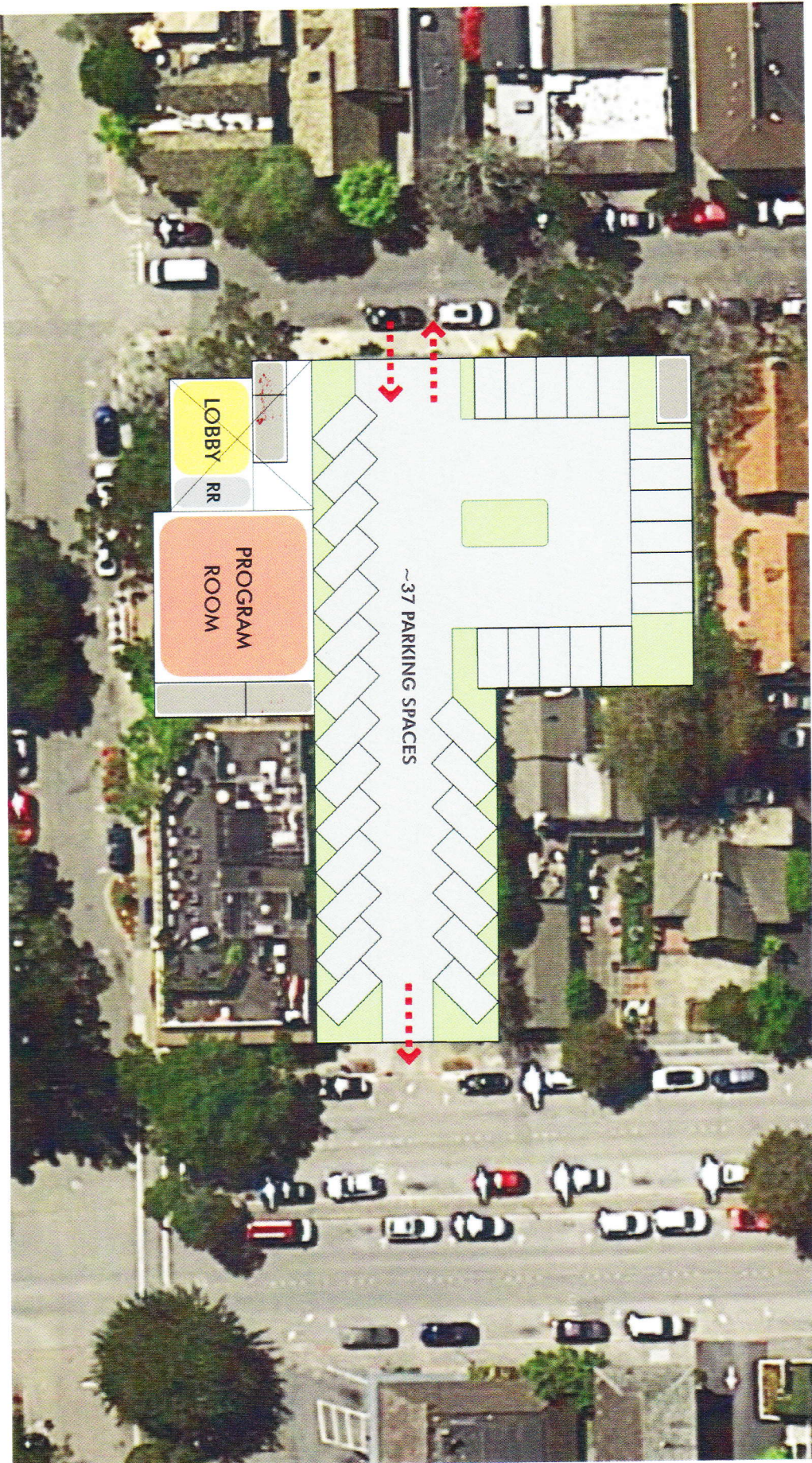


Friends of the Library Bookstore



# PARK BRANCH

## New Two Story 16,000sf Library @ Park Branch Site - 1<sup>st</sup> Floor

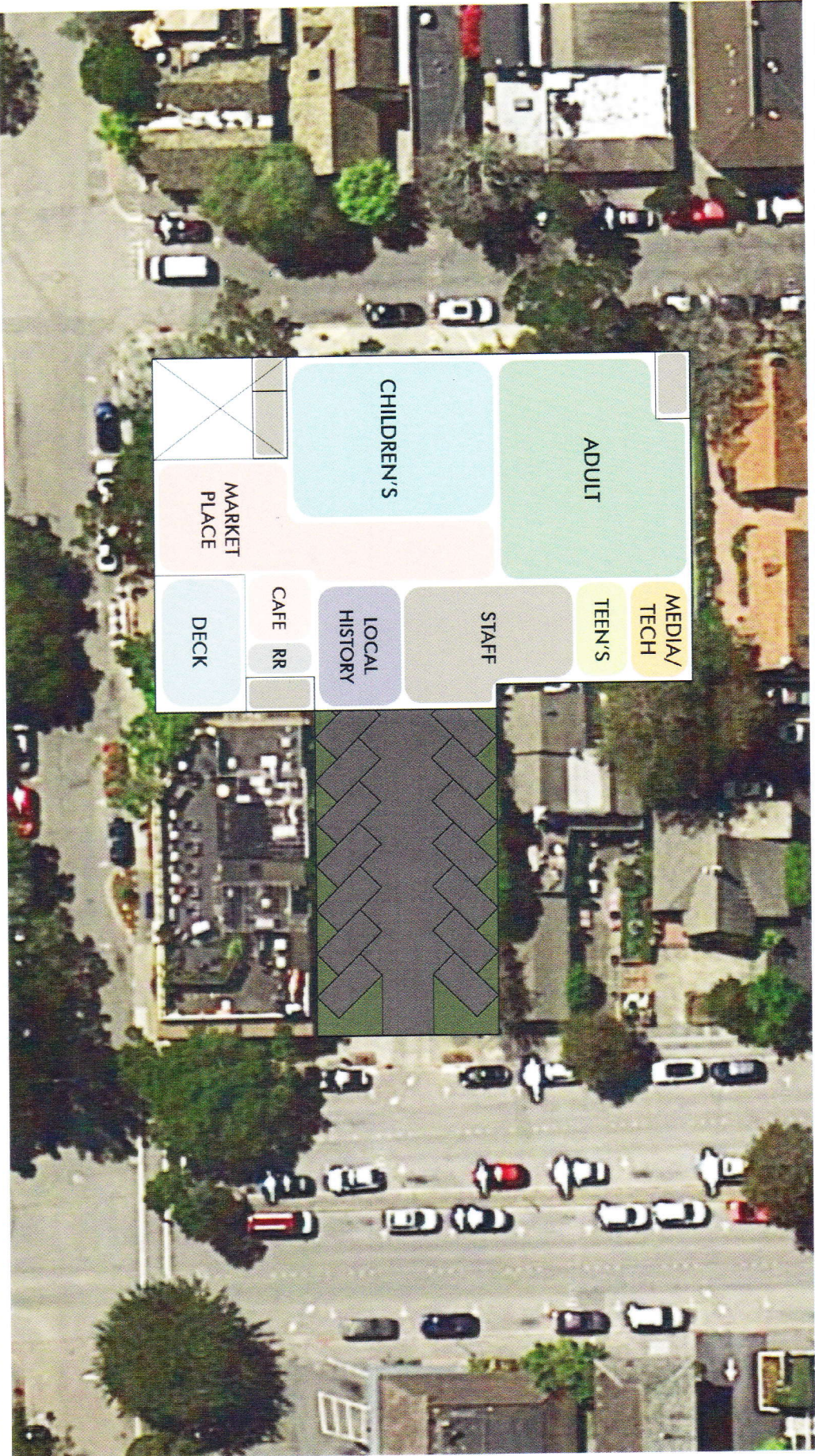


GROUP 4

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# PARK BRANCH

## New Two Story 16,000sf Library @ Park Branch Site - 2nd Floor



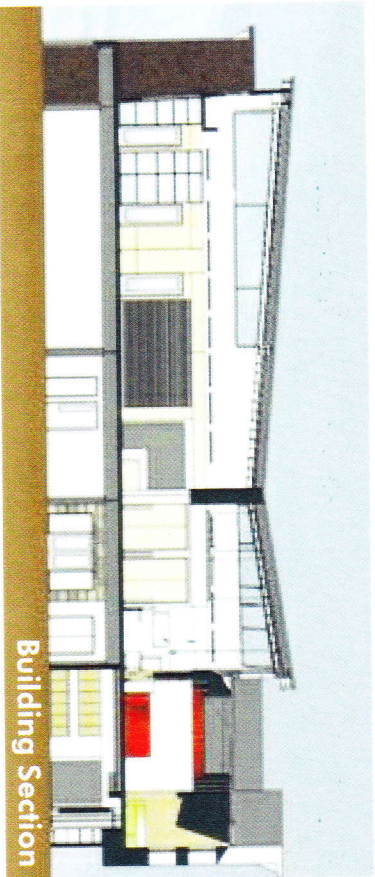
GROUP 4

# Rose Garden Branch Library

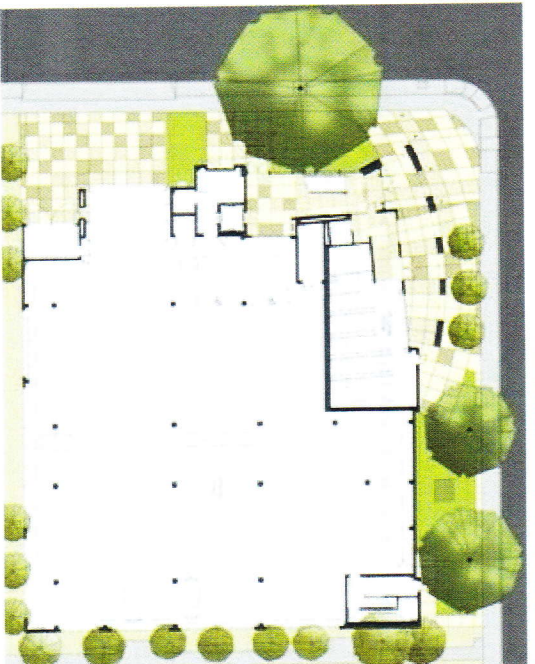
Precedent Example



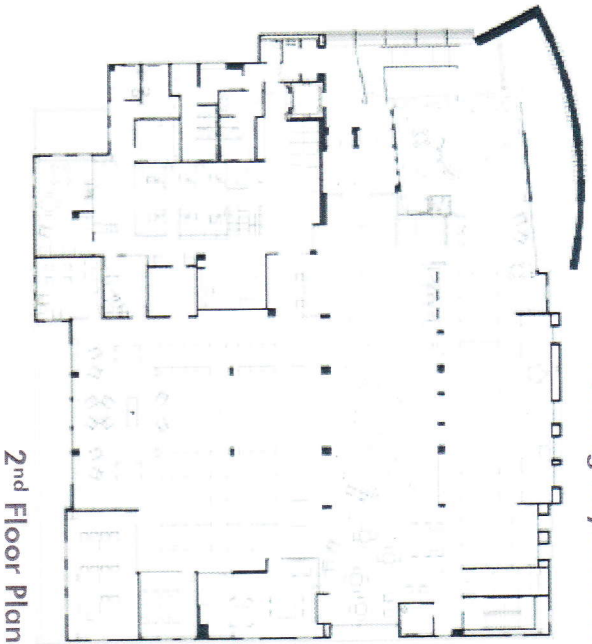
Building Overview



Building Section

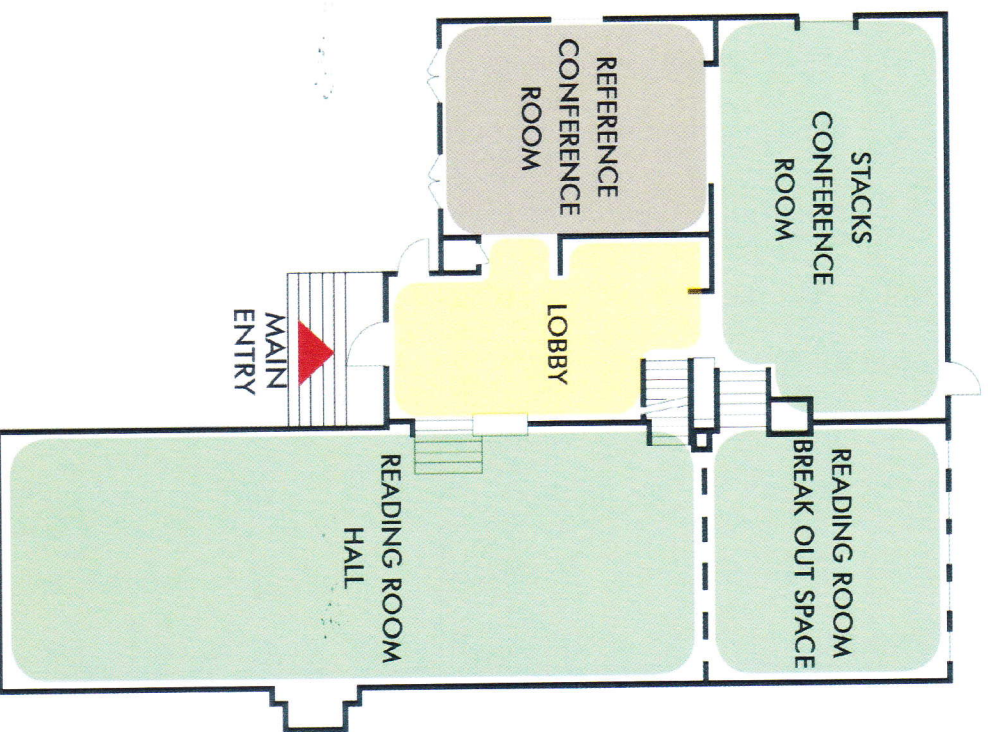
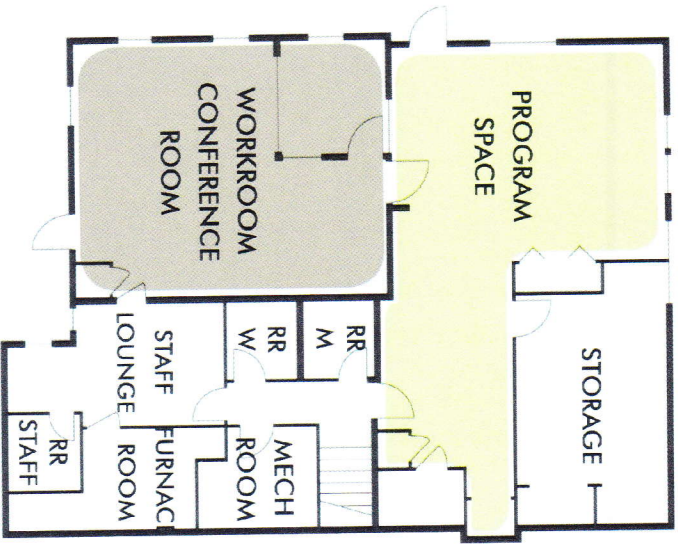


Parking Layout Plan



2nd Floor Plan

# Main Library Community Collaborative

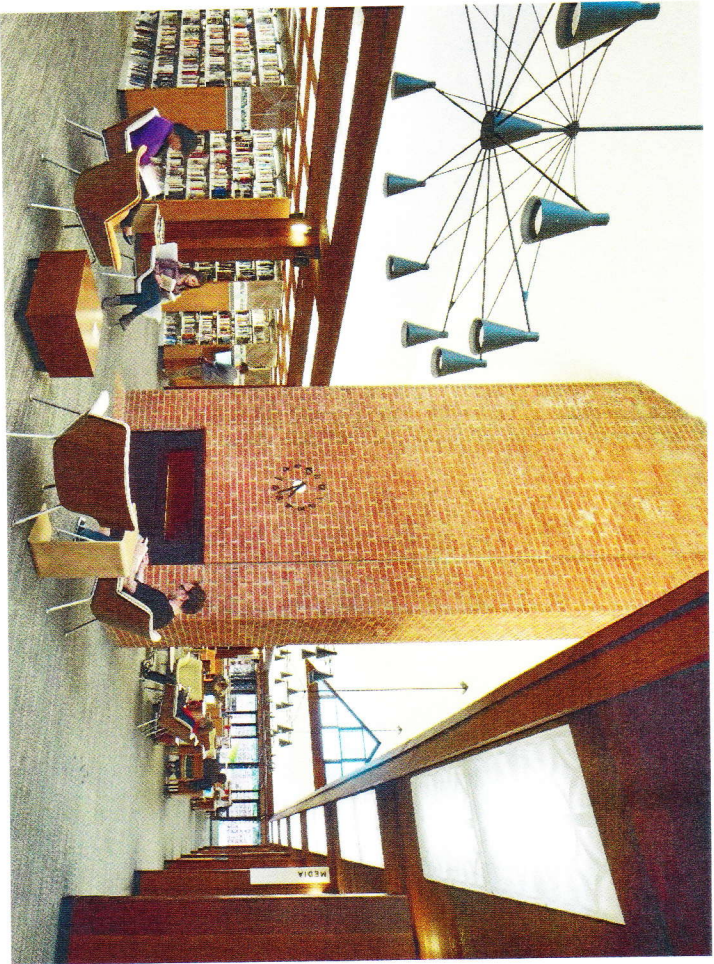


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GROUP 4

# Design Heritage

## Precedent Example



Palo Alto Rinconada Library



Milpitas Library

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# Design Heritage

## Precedent Example

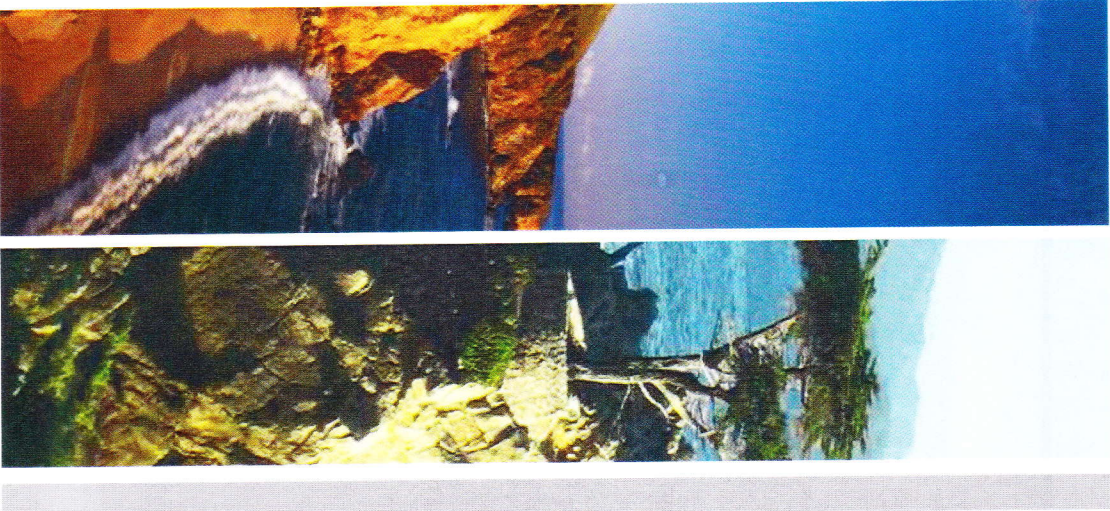


Burlingame Library



Palo Alto Rinconada Library

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# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

August 24, 2016

**TO:** Harrison Memorial Library Board of Trustees  
**FROM:** Janet Bombard, Library and Community Activities Director  
**SUBJECT:** Accept donation in the amount of \$5000 from Laurie M. Best Revocable Trust

### BACKGROUND / SUMMARY

The library has received a donation in the amount of \$5,000 from the Laurie M. Best Revocable Trust.

Per the Board of Trustees financial policy all donations and gifts with a value in excess of \$500 must be approved and accepted by the Board.

### ATTACHMENTS

1. Copy of check

LAURIE M. BEST REVOCABLE TRUST  
N MAC TAVISH  
2509 SACRAMENTO ST.  
SAN FRANCISCO, CA 94115-2215

102

26 June 2016

Date

Pay to the Order of ARRISON MEMORIAL LIBRARY \$ 5,000.00

Five Thousand Dollars and No Cents

Dollars



Security Features  
Details on  
Back



The Bank of New York Mellon  
1 Wall Street  
New York, NY 10286

**VOID**

Schwab One®

For \_\_\_\_\_

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MP

Harland Clarke

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# LIBRARIAN'S MONTHLY REPORT

July 31, 2016

CIRCULATION	YTD Percentage Change	This Month	Last Month	This FYTD	Last FYTD
<b>Adult Circulation Transactions:</b>					
Fiction	-20.29	2,596	2,567	2,596	3,257
Non-Fiction	-19.65	1,537	1,711	1,537	1,913
Magazines	0.00	172	150	172	172
Audio/Video	-12.46	2,768	2,863	2,768	3,162
<b>ADULT CIRCULATION TOTAL:</b>	<b>-16.83</b>	<b>7,073</b>	<b>7,291</b>	<b>7,073</b>	<b>8,504</b>
<b>Juvenile Circulation Transactions:</b>					
Fiction	391.47	2,246	3,043	2,246	457
Non-Fiction	606.98	304	386	304	43
Magazines	-96.90	22	32	22	710
Audio/Video	-90.04	497	580	497	4,989
<b>JUVENILE CIRCULATION TOTAL:</b>	<b>-62.35</b>	<b>3,069</b>	<b>4,041</b>	<b>3,069</b>	<b>8,151</b>
<b>CIRCULATION TOTAL:</b>	<b>-39.11</b>	<b>10,142</b>	<b>11,332</b>	<b>10,142</b>	<b>16,655</b>
<b>OVERDRIVE</b>					
Patron Registrations	18.18	13	9	13	11
Checkouts	8.70	150	151	150	138
<b>OTHER DIGITAL RESOURCES</b>					
Checkouts	192.52	626	549	626	214
Total electronic checkouts	77.84	626	549	626	352
<b>Reserve Requests:</b>	<b>38.83</b>	<b>901</b>	<b>953</b>	<b>901</b>	<b>649</b>
<b>Patron Visit Count</b>					
HML Building	-7.89	5,371	5,227	5,731	6,222
Park Branch Building	-31.41	2,129	2,559	2,129	3,104
Local History	-45.07	39	34	39	71
Youth Services Dept.	-31.09	2,090	2,525	2,090	3,033
<b>PATRON VISIT TOTAL:</b>	<b>-15.72</b>	<b>7,500</b>	<b>7,786</b>	<b>7,860</b>	<b>9,326</b>

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# LIBRARIAN'S MONTHLY REPORT

July 31, 2016

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This FYTD	Last FYTD
<b>PLACE OF RESIDENCE</b>					
<b>Residents:</b>					
Carmel-by-the-Sea	-35.07	2,483	2,731	2,483	3,824
Outreach	-18.18	27	34	27	33
<b>RESIDENTS TOTAL:</b>	<b>-34.92</b>	<b>2,510</b>	<b>2,765</b>	<b>2,510</b>	<b>3,857</b>
<b>Non-Residents:</b>					
Other Monterey County Cities	-22.43	1,356	1,760	1,356	1,748
Unincorporated Monterey County	-22.43	5,584	6,251	5,584	7,203
Other Zip Codes	-2.84	615	500	615	633
<b>NON-RESIDENTS TOTAL:</b>	<b>-21.17</b>	<b>7,555</b>	<b>8,511</b>	<b>7,555</b>	<b>9,584</b>
<b>OUTREACH SERVICES:</b>					
Visits	0.00	4	4	4	4
Circulation	-18.18	27	34	27	33
<b>LOCAL HISTORY:</b>					
Visitors	-18.75	39	34	39	48
Programs Attendance	#DIV/0!		0		0
<b>TELEPHONE CALLS:</b>					
Reference Desk	-31.34	230	270	230	335
Youth Services Desk	-1.67	59	53	59	60
Local History Desk	-40.00	12	29	12	20
Circulation Desk	-100.00		967		966
<b>TOTAL TELEPHONE CALLS:</b>	<b>-78.20</b>	<b>301</b>	<b>1,319</b>	<b>301</b>	<b>1,381</b>

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# LIBRARIAN'S MONTHLY REPORT

July 31, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This FYTD	Last FYTD
<b>Reference Questions Answered:</b>					
Reference Desk	-28.64	563	647	563	789
Youth Services Desk	3.79	301	375	301	290
Local History Desk	-25.00	117	120	117	156
Circulation Desk	8.63	743	702	743	684
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>-10.16</b>	<b>1724</b>	<b>1844</b>	<b>1724</b>	<b>1919</b>
<b>Information Questions Answered:</b>					
Reference Desk	-43.61	150	275	150	266
Youth Services Desk	-10.00	180	199	180	200
Local History Desk	-46.67	16	24	16	30
Circulation Desk	9.87	746	699	746	679
<b>TOTAL INFORMATION QUESTIONS:</b>	<b>-7.06</b>	<b>1092</b>	<b>1197</b>	<b>1092</b>	<b>1175</b>
<b>INTERLIBRARY LOAN:</b>					
MOBAC ILL to Other Libraries	45.45	32	34	32	22
MOBAC ILL from Other Libraries	0.00	17	17	17	17

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<b>PATRON REGISTRATION:</b>	Patron Data Base Purge 08/16				
Carmel by-the-Sea Residents	-36.00	16	24	16	25
Monterey City Residents	75.00	21	22	21	12
Unincorp. Monterey Co Residents	-35.42	31	54	31	48.00
Visitor Cards	-64.00	9	6	9	25
Monterey City Residents	-50.00	6	13	6	12
<b>REGISTRATION TOTAL</b>		<b>83</b>	<b>119</b>	<b>83</b>	<b>12,123</b>
<b>TOTAL # CARDHOLDERS</b>					<b>7676</b>

# LIBRARIAN'S MONTHLY REPORT

July 31, 2016

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This FYTD	Last FYTD
Public in-Library Computer Use:	-7.09	852	843	852	917
Electronic Search/Visits Total:	-9.01	3,472	3,559	3,472	3,816
Public WiFi Use	86.80	467	414	467	250
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-19.83	190	207	190	237
Number of Pages Viewed Per Visit:	0.00	2	2	2	2
Length of Visit		1.5 MIN	1.5 MIN	1.5 MIN	
<b>YOUTH SERVICES PROGRAMS</b>					
Storytime Programs:	#DIV/0!	0	0	0	0
Summer Reading/Special Programs:	-33.33	2	4	2	3
<b>TOTAL PROGRAMS:</b>	<b>-33.33</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>3</b>
Attendance At Programs:					
Storytime-Children:	#DIV/0!	0	0	0	0
Summer Reading/Special-Children:	-2.74	71	251	71	73
<b>TOTAL CHILDREN'S ATTENDANCE:</b>	<b>-2.74</b>	<b>71</b>	<b>251</b>	<b>71</b>	<b>73</b>
<b>TOTAL ADULT ATTENDANCE:</b>	<b>23.81</b>	<b>52</b>	<b>157</b>	<b>52</b>	<b>42</b>
<b>TOTAL YS PROGRAM ATTENDANCE :</b>	<b>6.96</b>	<b>123</b>	<b>408</b>	<b>123</b>	<b>115</b>
PROGRAMS FOR 9 - 12 YEAR OLDS:	100.00	2	0	2	1
<b>TOTAL ATTENDANCE:</b>	<b>89.47</b>	<b>36</b>	<b>0</b>	<b>36</b>	<b>19</b>
ADULT PROGRAMS:	-33.33	2	4	2	3
<b>TOTAL ATTENDANCE:</b>	<b>-63.74</b>	<b>33</b>	<b>206</b>	<b>33</b>	<b>91</b>
TEEN PROGRAMS:	-100.00		0		1
<b>TOTAL ATTENDANCE:</b>	<b>-100.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>
<b>CLASS VISITS</b>					
Children's Visits: X Teen Visits: X		0	0	0	0
<b>TOTAL CHILDREN'S ATTENDANCE</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL TEEN ATTENDANCE</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ATTENDANCE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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# LIBRARIAN'S MONTHLY REPORT

July 31, 2016

TECHNICAL SERVICES	DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
<b>BOOKS CATALOGED:</b>					
Adult		19	19	19	19
Leased		93	85	93	85
Reference		7	7	7	7
Youth Services		27	27	27	27
Audio		8	5	8	5
Video		17	17	17	17
<b>TOTAL:</b>		171	160	171	160
<b>HOLDINGS TO DATE</b>					
HML Main Library Building		48,895	63532 titles		
Park Branch Library		19,864	held in both bldgs		
<b>TOTAL ITEMS HELD:</b>		68,759			
<b>TOTAL TITLES HELD:</b>			63,532		
<b>DATA BASE MAINTENANCE:</b>					
Corrections Made to Bibliographic & Item Databases	3 this month, 3 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging	1 this month, 1 YTD				

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# LIBRARIAN'S MONTHLY REPORT

July 31, 2016

<b>VOLUNTEER HOURS:</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This FYTD</b>	<b>Last FYTD</b>
Circulation	85.71	26.00	24.00	26.00	14.0
Local History	0.00	20.00	9.00	20.00	20.0
Reference	0.00	4.00	4.00	4.00	4.0
Technical Services	0.00	14.00	16.00	14.00	14.0
Youth Services	0.00	2.00	8.00	2.00	2.0
<b>TOTALS:</b>	<b>22.22</b>	<b>66.00</b>	<b>61.00</b>	<b>66.00</b>	<b>54.0</b>
<b>BRAIN/FUSE:</b>	<b>-60.00</b>	<b>6</b>	<b>8</b>	<b>6</b>	<b>15</b>
<b>SCIENCE/FILIX:</b>	<b>#DIV/0!</b>	<b>0</b>	<b>6</b>	<b>0</b>	
<b>SELF CHECK PATRONS :</b>					
Main Library	-32.81	340	310	340	506
Youth Services	-30.71	97	115	97	140
<b>TOTAL:</b>	<b>-32.35</b>	<b>437</b>	<b>425</b>	<b>437</b>	<b>646</b>

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Harrison Memorial Library  
Check Detail  
July 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3604	07/13/2016	BAKER & TAYLOR		10000 · Wells Farg...	-124.30	-124.30
Bill	50141...	07/13/2016			62320 · REF-Contin...	-124.30	124.30
TOTAL						-124.30	124.30
Bill Pmt -Check	3605	07/13/2016	CALIFA GROUP		10000 · Wells Farg...	-10,111.00	-10,111.00
TOTAL			CALIFA GROUP		11000 · Accounts P...	-10,111.00	10,111.00
Bill Pmt -Check	3606	07/13/2016	COMCAST		10000 · Wells Farg...	-125.71	-125.71
Bill	7/4/20...	07/13/2016			67400 · IS-Telecom ...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3607	07/13/2016	GAYLORD		10000 · Wells Farg...	-74.76	-74.76
Bill	2434800	07/13/2016			62520 · LH-Docume...	-74.76	74.76
TOTAL						-74.76	74.76
Bill Pmt -Check	3608	07/13/2016	KAL-WEST		10000 · Wells Farg...	-100.00	-100.00
Bill	00601	07/13/2016			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3609	07/13/2016	OCLC		10000 · Wells Farg...	-1,601.31	-1,601.31
Bill	472849	07/13/2016			66700 · OCLC Catal...	-1,601.31	1,601.31
TOTAL						-1,601.31	1,601.31
Bill Pmt -Check	3610	07/13/2016	OFFICE DEPOT		10000 · Wells Farg...	-25.41	-25.41
Bill	84693...	07/13/2016			60070 · Supplies	-25.41	25.41
TOTAL						-25.41	25.41
Bill Pmt -Check	3611	07/13/2016	OVERDRIVE		10000 · Wells Farg...	-2,100.00	-2,100.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	H-003...	07/13/2016			62160 · MAIN-EBoo...	-2,100.00	2,100.00
TOTAL						-2,100.00	2,100.00
Bill Pmt -Check	3612	07/13/2016	RECORDED BOOKS		10000 · Wells Farg...	-44.77	-44.77
Bill	75355...	07/13/2016			62105 · MAIN-Audio...	-44.77	44.77
TOTAL						-44.77	44.77
Bill Pmt -Check	3613	07/13/2016	REDSHIFT		10000 · Wells Farg...	-14.95	-14.95
Bill	1739882	07/13/2016			67400 · IS-Telecom ...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3614	07/13/2016	XEROX		10000 · Wells Farg...	-123.89	-123.89
Bill	08525...	07/13/2016			61100 · Equipment ...	-123.89	123.89
TOTAL						-123.89	123.89
Bill Pmt -Check	3615	07/13/2016	ENGAGED PATRO...		10000 · Wells Farg...	-495.00	-495.00
Bill	7019-...	07/13/2016			67600 · IS-Website ...	-495.00	495.00
TOTAL						-495.00	495.00
Bill Pmt -Check	3616	07/13/2016	BAKER & TAYLOR		10000 · Wells Farg...	-30.75	-30.75
Bill	50141...	07/13/2016			62320 · REF-Contln...	-30.75	30.75
TOTAL						-30.75	30.75
Bill Pmt -Check	3617	07/13/2016	AT&T CALNET 3		10000 · Wells Farg...	-586.79	-586.79
Bill	08249...	06/28/2016			60030 · Telephone	-19.18	19.18
Bill	08248...	06/28/2016			60030 · Telephone	-567.61	567.61
TOTAL						-586.79	586.79
Bill Pmt -Check	3618	07/13/2016	GOLDEN GATE BO...		10000 · Wells Farg...	-325.00	-325.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	6998	06/28/2016			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3619	07/13/2016	PUPPET ART THEA...		10000 · Wells Farg...	-400.00	-400.00
Bill	070616	06/28/2016			66300 · YS-Summer...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	3620	07/13/2016	WELLS FARGO BA...		10000 · Wells Farg...	-1,609.13	-1,609.13
Bill	7125/16	06/28/2016			62520 · LH-Docume...	-150.00	150.00
					62520 · LH-Docume...	-266.00	266.00
					62520 · LH-Docume...	-850.87	850.87
					62520 · LH-Docume...	-225.50	225.50
					62520 · LH-Docume...	-116.76	116.76
TOTAL						-1,609.13	1,609.13
Bill Pmt -Check	3621	07/13/2016	WELLS FARGO		10000 · Wells Farg...	-50.00	-50.00
Bill	06212...	06/28/2016			66100 · Adult/ LH Pr...	-50.00	50.00
TOTAL						-50.00	50.00
Bill Pmt -Check	3622	07/14/2016	TIMOTHY E. SCOT...		10000 · Wells Farg...	-250.00	-250.00
Bill	7132016	06/28/2016			66300 · YS-Summer...	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	3623	07/14/2016	BAKER & TAYLOR		10000 · Wells Farg...	-152.75	-152.75
Bill	50141...	07/14/2016			62320 · REF-Contn...	-152.75	152.75
TOTAL						-152.75	152.75
Bill Pmt -Check	3624	07/14/2016	OVERDRIVE		10000 · Wells Farg...	-2,519.31	-2,519.31
Bill	09101...	07/14/2016			62160 · MAIN-EBoo...	-1,950.32	1,950.32
Bill	09101...	07/14/2016			62155 · MAIN - Onli...	-568.99	568.99
TOTAL						-2,519.31	2,519.31

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3625	07/14/2016	CALIFA GROUP		10000 · Wells Farg...		-9,451.00
Bill	8735	07/14/2016			62310 · REF-Databa...	-810.00	810.00
Bill	499	07/14/2016			60205 · MOBAC/PL...	-8,641.00	8,641.00
TOTAL						-9,451.00	9,451.00
Bill Pmt -Check	3627	07/19/2016	THE GREAT JONA...		10000 · Wells Farg...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3628	07/19/2016	JOHN VASQUEZ		10000 · Wells Farg...		-400.00
Bill	07162...	06/28/2016			66300 · YS-Summer...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	3630	07/19/2016	EBSCO		10000 · Wells Farg...		-5,142.89
Bill	10000...	07/19/2016			62310 · REF-Databa...	-5,142.89	5,142.89
TOTAL						-5,142.89	5,142.89
Bill Pmt -Check	3631	07/19/2016	HOOPLA		10000 · Wells Farg...		-356.83
Bill	94111...	07/19/2016			62310 · REF-Databa...	-356.83	356.83
TOTAL						-356.83	356.83
Bill Pmt -Check	3632	07/19/2016	MARQUIS		10000 · Wells Farg...		-1,195.00
Bill	1149345	07/19/2016			62310 · REF-Databa...	-1,195.00	1,195.00
TOTAL						-1,195.00	1,195.00
Bill Pmt -Check	3633	07/19/2016	PROQUEST		10000 · Wells Farg...		-2,120.00
Bill	BK110...	07/19/2016			67600 · IS-Website ...	-580.00	580.00
Bill	70400...	07/19/2016			62310 · REF-Databa...	-1,540.00	1,540.00
TOTAL						-2,120.00	2,120.00

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## Harrison Memorial Library Check Detail July 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3634	07/19/2016	BAKER & TAYLOR		10000 · Wells Farg...		-31,625.40
Bill	LS160...	07/19/2016			62110 · MAIN-Book ...	-31,625.40	31,625.40
TOTAL						-31,625.40	31,625.40
Bill Pmt -Check	3635	07/19/2016	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	28969	07/19/2016			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3636	07/21/2016	AMAZON		10000 · Wells Farg...		-27.03
Bill	05967...	07/21/2016			62105 · MAIN-Audio...	-27.03	27.03
TOTAL						-27.03	27.03
Bill Pmt -Check	3637	07/21/2016	BAKER & TAYLOR		10000 · Wells Farg...		-18.12
Bill	40116...	07/21/2016			62205 · MAIN_Adult...	-18.12	18.12
TOTAL						-18.12	18.12
Bill Pmt -Check	3638	07/26/2016	BAKER & TAYLOR		10000 · Wells Farg...		-143.66
Bill	50141...	07/26/2016			62320 · REF-Contin...	-56.98	56.98
					62140 · MAIN-NF-Tr...	-86.68	86.68
TOTAL						-143.66	143.66
Bill Pmt -Check	3639	07/26/2016	INFORMATION TO...		10000 · Wells Farg...		-292.03
Bill	16032...	07/26/2016			62320 · REF-Contin...	-292.03	292.03
TOTAL						-292.03	292.03

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