



# 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 7<sup>th</sup> Avenues

### REGULAR MEETING

1/25/2017

9:00 a.m.

#### CALL TO ORDER AND ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### EXTRAORDINARY BUSINESS

- A. Proclamations, special recognitions, election or appointment of chair, etc.

**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 12/7/2017 meeting. *pp 1-3*

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

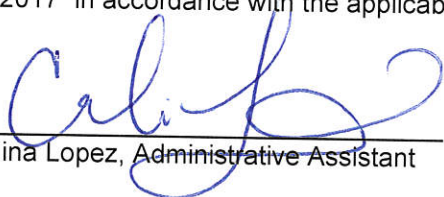
2. Appointment of Councilmember Jan Reimers as City Council liaison to the Library Board of Trustees. *pp. 4-5*
3. Receive a report from the Carmel Public Library Foundation regarding recent activities.
4. Receive report from Local History Librarian Katie O'Connell regarding audio cassette preservation grant. *pp. 6-7*

5. Consider authorization of a resolution authorizing investment of monies in the Local Agency Investment Fund. *PP- 8-10*
6. Receive and discuss update on the library renovation project.
7. Receive the Librarian's Report.
  - a. Review monthly statistics. *PP- 11-21*
  - b. Closure of the Park Branch Library for painting and carpeting
8. Receive Treasurer's Report and accept the November 30, 2016 check register and financial statements and December 31, 2016 check register.

## 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 1/19/2017 in accordance with the applicable legal requirements.



Carolina Lopez, Administrative Assistant

### SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

### SPECIAL NOTICES TO PUBLIC

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

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

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

**December 7, 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, FLOWER, GODWIN, REIMERS, TWOMEY

**ABSENT:** NONE

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

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

President FLOWER acknowledged the news of CPLF Executive Director Amy Donohue's departure and expressed the board's deep appreciation of the work she has done for the library.

**IV. APPEARANCES:**

No appearances.

**V. APPROVAL OF MINUTES:**

Board Member REIMERS moved to, **Approve the Minutes of the November 26, 2016 Regular Meeting**, 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

**VI. ORDERS OF BUSINESS:**

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

CPLF Executive Director Amy Donohue reviewed upcoming library events.

**B. Receive presentation from Local History Librarian Katie O'Connell regarding the Library's emergency plan**

Local History Librarian Katie O'Connell reviewed the Library's emergency plan updates and answered questions.

**C. Review and adopt three-year Library Strategic Work Plan**

Library Director Bombard reviewed the proposed three-year Library Strategic Work Plan with the Board and answered questions.

Board Member TWOMEY moved to, **accept the three-year Library Strategic Work Plan,** 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

**D. Election of Board Officers**

Board member FLOWER nominated Board member TWOMEY for President and declared nomination closed

Board member BLOMGREN nominated Board member REIMERS for Vice President and declared nomination closed

Board member GODWIN nominated Board member Blomgren for Treasurer and declared nominations closed

Board Member GODWIN moved to, **accept the slate of Election of Board Officers as follows: Tara Twomey for Board President, Niels Reimers as Vice President, Tim Blomgren as Treasurer,** 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

**VII. LIBRARIAN'S REPORT:**

Library Director Janet Bombard reviewed the monthly statistics with the Board and answered questions. The Food for Fines program has started at both branches.

**VIII. TREASURER'S REPORT:**

Board Treasurer Twomey reviewed the financial statements and check registers with the Board. There were no extraordinary expenses that needed special attention from the Board.

Board Member REIMERS moved to, **accept the September Check register,** 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

Board Member GODWIN moved to, **accept the October Financial Statement and Check Register**, seconded by Board Member REIMERS 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 10:40 am. The next regular meeting is scheduled for January 25, 2017.

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Respectfully submitted,  
Carolina Lopez, Administrative Assistant

Approved by:

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Richard Flower, President, Library Board of Trustees



**Carmel-  
by-the-Sea**

Janet Bombard <jbombard@ci.carmel.ca.us>

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**Please send to all council members LIASON between boards/commissions**

2 messages

**steve dallas** <sgdallas@yahoo.com>

Wed, Jan 4, 2017 at 8:37 AM

Reply-To: steve dallas <sgdallas@yahoo.com>

To: Chip Rerig <crerig@ci.carmel.ca.us>

Cc: Leslie Fenton <lsfenton@ci.carmel.ca.us>, Marc Wiener <mwiener@ci.carmel.ca.us>, Rob Mullane <rmullane@ci.carmel.ca.us>, Janet Bombard <jbombard@ci.carmel.ca.us>

Council members and Staff here is what I discussed last night....  
Please call me at 831-293-4052 if you have any questions

I would ask that we attend the meeting to introduce each of you  
to the different board this month in January

We will then meet at least every 6 months (or sooner) with the  
chair and vice chair of that board, the director, and Chip at city  
hall for a 30 minute meeting.

Carrie	Forest and Beach
Jan	Library
Carolyn	Community Activities
Bobby	Historic Resource board
Steve	Planning

1/10/2017

Community Activities & Cultural Commission Meeting

1/11/2017

Planning Commission Meeting

1/12/2017

Forest & Beach Commission Meeting

*Page 4*

1/16/2017

## Historic Resources Board Meeting

1/25/2017

## Harrison Memorial Library Board of Trustees Meeting

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**Leslie Fenton** <lsfenton@ci.carmel.ca.us>

Wed, Jan 4, 2017 at 9:57 AM

To: carrie@carrieforcarmel.com, letsgocarmel@gmail.com, Carolyn Hardy <chardy824@gmail.com>, Janet Reimers <janetr2016@gmail.com>, Steve Dallas <dallasforcarmel@gmail.com>, Janet Bombard <jbombard@ci.carmel.ca.us>, Rob Mullane <rmullane@ci.carmel.ca.us>, Mike Branson <mbranson@ci.carmel.ca.us>, Marc Wiener <mwiener@ci.carmel.ca.us>  
Cc: Chip Rerig <crerig@ci.carmel.ca.us>

Please see the message below from the Mayor.

Thank you

Leslie

[Quoted text hidden]

--

Leslie Fenton

Executive Assistant

City of Carmel-by-the-Sea

831-620-2007

Page 5



Preservation Department  
University of California, Berkeley  
20 Doe Library  
Berkeley, CA 94720

January 5, 2017

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

Dear Katie,

The CAVPP is excited to move forward to digitize the following nominations:

Anne Hadden: First Librarian and Big Sur Pioneer	1/4 inch audio tape; 1/8 inch audio cassette	1 Tape of 1
Charles Sumner Greene: Art, Architecture and the Creative Spirit	1/4 inch audio tape; 1/8 inch audio cassette	1 Tape of 1
Cole Weston: My Life and Times in Carmel	1/4 inch audio tape; 1/8 inch audio cassette	1 Tape of 1
Donald Teague - Watercolorist	1/4 inch audio tape; 1/8 inch audio cassette	1 Tape of 1
Julia Morgan Today	1/4 inch audio tape; 1/8 inch audio cassette	1 Tape of 1
Nora May French: Her Life and Poetry	1/4 inch audio tape; 1/8 inch audio cassette	1 Tape of 1
Santiago Duckworth and the Catholic Resort	1/4 inch audio tape; 1/8 inch audio cassette	1 Tape of 1
Who Put the 'B' in Bohemians? Monterey Peninsula Artists from Tavernier to Ariss	1/4 inch audio tape; 1/8 inch audio cassette	1 Tape of 1

Please note that if any nominated recordings raise content concerns during the CAVPP process, we may need to ask for substitutions.

The CAVPP transfers recordings according to these technical specifications, asking the digitization vendor to capture content from the original source faithfully, accurately and completely, with no information loss or degradation. Film and video will sources will be transferred as "one" or "best" light. No image/sound processing should be introduced to the signal chain at any point in the creation of preservation masters. This includes, but is not limited to, color enhancement, dropout compensation, noise reduction and audio equalization. CAVPP will cover the cost of renaming files and trimming that would otherwise cause problems for access and preservation. For instance, if related content is distributed across separate objects, CAVPP will cover the cost of renaming the

*The California Preservation Program provides information, education, and expert assistance on preservation of collections to heritage institutions in California.*



files as part of one object, or if there is more than five minutes of unrelated content at the beginning or end of a recording, CAVPP will cover the cost of trimming the files.

Partners will be asked to cover the cost of enhancements or editing beyond a straight transfer. Partners will be asked to cover the cost of renaming issues like flipped sides or aesthetic trimming (five minutes or less of unrelated content); otherwise, CAVPP will leave file as-is and add a note in the Internet Archive record to notify the user of the issue.

Public access is a requirement of the project. The CAVPP's [permission guidelines](#) walk participants through reasonable steps of due diligence to gain permission to digitize your selected recordings for preservation and access. As part of the due diligence process, we also include a sample letter and grant of permission you can use to send to the rights holder once you've identified and located them. You might find that it's best to digitize recordings with the clearest copyright status - we'll leave that decision to you once you've read the permission documents.

You've supplied minimum metadata required at this point, but feel free to augment your existing records in Islandora using the CAVPP's [Metadata Guidelines](#), which include all possible descriptive, rights, and technical metadata fields you have the option to include. You'll have the option to update the records once the content is available online - in fact, at the very least, we require that you confirm the content matches the description provided. After digitization, we will ask you to review the recordings to confirm their value to the collection and correct/enrich the descriptive metadata in Islandora in order to support their discovery.

We ask that you send materials and final metadata to the CAVPP by **Thursday, January 19**. We can arrange a local delivery or you can ship the materials to Kristin Lipska's attention (preferably pre-paid by FedEx - please see our [shipping guidelines](#)):

Kristin Lipska  
California Preservation Program  
Preservation Department  
University of California, Berkeley  
20 Doe Library  
Berkeley, CA 94720  
Phone: 510.642.3885  
Email: [klipska@berkeley.edu](mailto:klipska@berkeley.edu)

Many thanks for helping to build the California Light and Sound collection for us all! We are so glad that Harrison Memorial Library has joined the CAVPP!

Best regards,

Pamela and Barclay



# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees

### Staff Report

January 25, 2017

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

**FROM:** Janet Bombard, Library Director

**SUBJECT:** Consider authorization of a resolution authorizing investment of monies in the Local Agency Investment Fund.

#### BACKGROUND / SUMMARY

The Harrison Memorial Library Board of Trustees' reserve funds are invested in the Local Agency Investment Fund, or, LAIF (see attachment 1).

LAIF requires a resolution to designate the persons who are authorized to order the deposit and withdrawal of monies; therefore, the Board updates its LAIF resolution when a new President and/or Treasurer are elected.

Adoption of the resolution does not affect current operations regarding investment activities. The resolution is only to update the names of persons authorized to transfer monies between the Wells Fargo checking account and the Local Agency Investment Fund.

#### ATTACHMENTS

1. Local Agency Investment Fund Program Description
2. Resolution

RESOLUTION OF Harrison Memorial Library Board of Trustees

AGENCY  
ADDRESS P. O. Box 800, Carmel, CA 93921

AGENCY  
PHONE NUMBER 831-624-1366

AUTHORIZING INVESTMENT OF MONIES  
IN THE LOCAL AGENCY INVESTMENT FUND

WHEREAS, Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Harrison Memorial Library Board of Trustees does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the Harrison Memorial Library Board of Trustees.

NOW THEREFORE, BE IT RESOLVED, that the Harrison Memorial Library Board of Trustees does hereby authorize the deposit and withdrawal of Harrison Memorial Library Board of Trustees monies in the Local Agency Investment Fund of the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein, and verification by the State Treasurer's Office of all banking information provided in that regard.

BE IT FURTHER RESOLVED, that the following Harrison Memorial Library Board of Trustees officers **or their successors in office** shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

PRESIDENT	TREASURER	LIBRARY DIRECTOR	LIBRARIAN II
_____	_____	_____	_____
Tara Twomey	Timothy Blomgren	Janet Bombard	Jean Chapin

**PASSED AND ADOPTED** BY THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES OF THE CITY OF CARMEL-BY-THE-SEA, MONTEREY COUNTY OF THE STATE OF CALIFORNIA ON

\_\_\_\_\_.

ATTEST:

\_\_\_\_\_  
Carolina Lopez  
Harrison Memorial Library Administrative Assistant



California State Treasurer  
**John Chiang**



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[Home](#) ->> [LAIF](#) ->> Program Description



**LOCAL AGENCY INVESTMENT FUND**

## Program Description

The Local Agency Investment Fund (LAIF), is a voluntary program created by statute; began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer John Chiang's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. This in-house management team is comprised of civil servants who have each worked for the State Treasurer's Office for an average of 20 years.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chairman, or his designated representative appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district or municipal corporation of this state.

The term of each appointment is two years or at the pleasure of the appointing authority.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an in-house audit process involving three separate divisions.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,461 participants and \$21.6 billion at the end of December 2016.

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10

# LIBRARIAN'S MONTHLY REPORT

November 30, 2016

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Adult Circulation Transactions:</b>					
Fiction	-5.52	2,337	2,247	11,921	12,617
Non-Fiction	-3.79	1,404	1,338	7,132	7,413
Magazines	10.69	124	137	694	627
Audio/Video	7.91	2,681	2,607	13,271	12,298
<b>ADULT CIRCULATION TOTAL:</b>	<b>0.19</b>	<b>6,546</b>	<b>6,329</b>	<b>33,018</b>	<b>32,955</b>
<b>Juvenile Circulation Transactions:</b>					
Fiction	18.09	4,828	1,921	12,718	10,770
Non-Fiction	6.84	561	214	1,639	1,534
Magazines	-51.46	13	10	83	171
Audio/Video	-12.67	408	352	1,888	2,162
<b>JUVENILE CIRCULATION TOTAL:</b>	<b>11.55</b>	<b>5,810</b>	<b>2,497</b>	<b>16,328</b>	<b>14,637</b>
<b>CIRCULATION TOTAL:</b>	<b>3.69</b>	<b>12,356</b>	<b>8,826</b>	<b>49,346</b>	<b>47,592</b>
<b>OVERDRIVE</b>					
Patron Registrations	-7.02	7	15	53	57
Checkouts	15.73	153	163	758	655
<b>OTHER DIGITAL RESOURCES</b>					
Checkouts	11.80	466	644	2729	2441
Total electronic checkouts	1.61	466	644	3021	2973
<b>Reserve Requests:</b>	<b>3.08</b>	<b>761</b>	<b>797</b>	<b>4,250</b>	<b>4,123</b>
<b>Patron Visit Count</b>					
HML Building	-4.37	5,620	5,601	27,280	28,526
Park Branch Building	-3.98	1,494	1,616	8,503	8,855
Local History	-3.76	27	77	205	213
Youth Services Dept.	-4.42	1,467	1,539	8,298	8,682
<b>PATRON VISIT TOTAL:</b>	<b>-4.30</b>	<b>7,114</b>	<b>8,833</b>	<b>44,286</b>	<b>46,276</b>

# LIBRARIAN'S MONTHLY REPORT

November 30, 2016

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>PLACE OF RESIDENCE</b>						
<b>Residents:</b>						
Carmel-by-the-Sea		-14.17	2,287	2,480	11,659	13,584
Outreach		-28.65	31	22	127	178
<b>RESIDENTS TOTAL:</b>		<b>-14.36</b>	<b>2,318</b>	<b>2,502</b>	<b>11,786</b>	<b>13,762</b>
<b>Non-Residents:</b>						
Other Monterey County Cities		21.04	1,442	1,429	7,242	5,983
Unincorporated Monterey County		-4.07	4,926	4,729	25,025	26,087
Other Zip Codes		9.07	328	166	1,744	1,599
<b>NON-RESIDENTS TOTAL:</b>		<b>1.02</b>	<b>6,696</b>	<b>6,324</b>	<b>34,011</b>	<b>33,669</b>
<b>OUTREACH SERVICES:</b>						
Visits		-5.00	3	4	19	20
Circulation		-28.65	31	22	127	178
<b>LOCAL HISTORY:</b>						
Visitors		-11.74	27	28	188	213
Programs Attendance			0	0	0	0
<b>TELEPHONE CALLS:</b>						
Reference Desk		-21.07	232	265	1,146	1,452
Youth Services Desk		-35.61	43	26	217	337
Local History Desk		66.04	22	22	176	106
Circulation Desk		-12.30	744	789	4,421	5,041
<b>TOTAL TELEPHONE CALLS:</b>		<b>-14.07</b>	<b>1,041</b>	<b>1,102</b>	<b>5,960</b>	<b>6,936</b>

# LIBRARIAN'S MONTHLY REPORT

November 30, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Reference Questions Answered:</b>					
Reference Desk	-45.26	584	565	2927	1997
Youth Services Desk	1.71	235	176	1188	1168
Local History Desk	20.43	99	204	843	700
Circulation Desk	-11.55	650	658	3499	3956
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>8.13</b>	<b>1568</b>	<b>1603</b>	<b>8457</b>	<b>7821</b>
<b>Information Questions Answered:</b>					
Reference Desk	52.00	105	154	1254	825
Youth Services Desk	2.61	128	90	669	652
Local History Desk	-27.33	14	37	117	161
Circulation Desk	-22.49	610	662	2875	3709
<b>TOTAL INFORMATION QUESTIONS:</b>	<b>-8.08</b>	<b>857</b>	<b>943</b>	<b>4915</b>	<b>5347</b>
<b>TECHNOLOGY ASSISTANCE</b>	<b>#DIV/0!</b>	<b>118</b>	<b>92</b>	<b>579</b>	
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	21.62	24	23	135	111
ILL from Other Libraries	8.75	14	20	87	80
<b>PATRON REGISTRATION:</b>	<b>Patron Data Base Purge 08/16</b>				
Carmel by-the-Sea Residents	-45.36	9	11	53	97
Monterey County Cities Residents	33.33	12	16	80	60
Unincorp. Monterey Cty Residents	-5.56	35	37	187	198
Visitor Cards	-17.24	4	1	24	29
Other Borrowers	-7.41	12	9	50	54
<b>REGISTRATION TOTAL:</b>	<b>-10.05</b>	<b>72</b>	<b>74</b>	<b>394</b>	<b>438</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>-24.23</b>			<b>8,707</b>	<b>11,492</b>

# LIBRARIAN'S MONTHLY REPORT

November 30, 2016

YOUTH SERVICES PROGRAMS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:	0.00	5	4	13	13
Summer Reading/Special Programs:	11.11	2	3	10	9
<b>TOTAL PROGRAMS:</b>	<b>4.55</b>	<b>7</b>	<b>7</b>	<b>23</b>	<b>22</b>
<b>Attendance At Programs:</b>					
Storytime-Children:	31.87	130	120	360	273
Summer Reading/Special-Children:	-40.53	25	43	157	264
<b>TOTAL CHILDREN'S ATTENDANCE:</b>	<b>-3.72</b>	<b>155</b>	<b>163</b>	<b>517</b>	<b>537</b>
<b>TOTAL ADULT ATTENDANCE:</b>	<b>20.61</b>	<b>124</b>	<b>142</b>	<b>433</b>	<b>359</b>
<b>TOTAL YS PROGRAM ATTENDANCE :</b>	<b>6.03</b>	<b>279</b>	<b>305</b>	<b>950</b>	<b>896</b>
<b>OFFSITE PROGRAMS</b>					
<b>TOTAL OFFSITE PROGRAM ATTENDANCE</b>		<b>2</b>	<b>3</b>	<b>8</b>	
<b>PRESCHOOL PROGRAMS</b>					
<b>TOTAL PRESCHOOL PROGRAM ATTENDANCE</b>	<b>#DIV/0!</b>	<b>6</b>	<b>0</b>	<b>10</b>	
<b>PROGRAMS FOR 9 - 12 YEAR OLDS:</b>					
<b>TOTAL ATTENDANCE:</b>	<b>25.00</b>	<b>1</b>	<b>1</b>	<b>5</b>	<b>4</b>
	<b>70.00</b>	<b>8</b>	<b>13</b>	<b>68</b>	<b>40</b>
<b>SCHOOL AGE PROGRAMS</b>					
<b>TOTAL SCHOOL AGE PROGRAM ATTENDANCE</b>		<b>3</b>	<b>4</b>	<b>11</b>	
		<b>44</b>	<b>53</b>	<b>236</b>	
<b>ADULT PROGRAMS:</b>	<b>33.33</b>	<b>2</b>	<b>6</b>	<b>16</b>	<b>12</b>
<b>TOTAL ATTENDANCE:</b>	<b>21.02</b>	<b>79</b>	<b>232</b>	<b>662</b>	<b>547</b>
<b>TEEN PROGRAMS:</b>	<b>50.00</b>	<b>2</b>	<b>2</b>	<b>6</b>	<b>4</b>
<b>TOTAL ATTENDANCE:</b>	<b>135.90</b>	<b>16</b>	<b>26</b>	<b>92</b>	<b>39</b>
<b>CLASS VISITS</b>					
Children's Visits: Teen Visits: X		0	1	1	1
<b>TOTAL CHILDREN'S ATTENDANCE</b>	<b>-97.22222222</b>	<b>0</b>	<b>20</b>	<b>1</b>	<b>36</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>20</b>	<b>20</b>	<b>36</b>



# LIBRARIAN'S MONTHLY REPORT

November 30, 2016

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
<b>BOOKS CATALOGED:</b>						
Adult			171	171	754	754
Leased						
Reference			80	55	503	400
Youth Services			7	6	36	35
Audio			142	142	636	636
Video			13	10	132	126
<b>TOTAL:</b>			472	443	2,253	2,143
<b>HOLDINGS TO DATE</b>						
HML Main Library Building			49,150	64,200 titles		
Park Branch Library			20,445	held in both buildings		
<b>TOTAL ITEMS HELD:</b>			69,595			
<b>TOTAL TITLES HELD:</b>				<b>64,200</b>		
<b>DATA BASE MAINTENANCE:</b>						
Corrections Made to Bibliographic & Item Databases		27 this month, 45 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		10 this month, 28 YTD				

# LIBRARIAN'S MONTHLY REPORT

November 30, 2016

<b>VOLUNTEER HOURS:</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
Circulation	-2.55	34.00	30.00	153.00	157.00
Local History	13.41	23.00	16.00	93.00	82.00
Reference	83.33	2.00	4.00	22.00	12.00
Technical Services	33.33	17.00	16.00	84.00	63.00
Youth Services	0.00	0.00	0.00	2.00	2.00
<b>TOTALS:</b>	<b>12.03</b>	<b>76.00</b>	<b>66.00</b>	<b>354.00</b>	<b>316.00</b>
<b>BRAIN FUSE:</b>					
	134.21	17	50	89	38
<b>SCIENCEFLIX</b>					
	-58.33	11	10	36	57
<b>SELF CHECK PATRONS :</b>					
Main Library	-20.58	351	346	1710	2153
Youth Services	-20.15	56	60	313	392
<b>TOTAL:</b>	<b>-20.51</b>	<b>407</b>	<b>406</b>	<b>2023</b>	<b>2545</b>

<b>ELECTRONIC SEARCH ACTIVITY</b>					
Public in-Library Computer Use:	16.75	555	682	3695	3165
Electronic Search/Visits Total:	1.73	3,079	3,312	17,116	16,825
Public WiFi Use	39.67	437	430	2,183	1,563
<b>Use of HML Web Page Averages:</b>					
Number of Pages Viewed Per Day:	-3.92	186	177	981	1,021
Number of Pages Viewed Per Visit:		2	2	2	2.00
Length of Visit		1.5 MIN	1.5 MIN		

# LIBRARIAN'S MONTHLY REPORT

December 31, 2016

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Adult Circulation Transactions:</b>					
Fiction	-5.44	2,293	2,337	14,214	15,032
Non-Fiction	-2.46	1,407	1,404	8,539	8,754
Magazines	-1.87	93	124	787	802
Audio/Video	7.09	2,759	2,681	16,029	14,968
<b>ADULT CIRCULATION TOTAL:</b>	<b>0.03</b>	<b>6,552</b>	<b>6,546</b>	<b>39,569</b>	<b>39,556</b>
<b>Juvenile Circulation Transactions:</b>					
Fiction	12.84	1,387	4,828	14,105	12,500
Non-Fiction	2.57	158	561	1,797	1,752
Magazines	-42.93	22	13	105	184
Audio/Video	-11.61	359	408	2,247	2,542
<b>JUVENILE CIRCULATION TOTAL:</b>	<b>7.52</b>	<b>1,926</b>	<b>5,810</b>	<b>18,254</b>	<b>16,978</b>
<b>CIRCULATION TOTAL:</b>	<b>-100.00</b>	<b>8,478</b>	<b>12,356</b>		<b>56,534</b>
<b>OVERDRIVE</b>					
Patron Registrations	-90.72	15	7	68	733
Checkouts	14.65	142	153	900	785
<b>OTHER DIGITAL RESOURCES</b>					
Checkouts	13.96	658	466	3387	2972
Total electronic checkouts	4.99	658	466	3679	3504
<b>Reserve Requests:</b>	<b>2.32</b>	<b>820</b>	<b>761</b>	<b>5,070</b>	<b>4,955</b>
<b>Patron Visit Count</b>					
HML Building	-2.21	5,700	5,620	32,980	33,726
Park Branch Building	-3.66	1,620	1,494	10,123	10,508
Local History	-4.42	33	27	238	249
Youth Services Dept.	-4.02	1,587	1,467	9,885	10,299
<b>PATRON VISIT TOTAL:</b>	<b>20.33</b>	<b>0</b>	<b>7,114</b>	<b>53,226</b>	<b>44,234</b>

17

# LIBRARIAN'S MONTHLY REPORT

December 31, 2016

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>PLACE OF RESIDENCE</b>						
<b>Residents:</b>						
Carmel-by-the-Sea		-14.93	2,122	2,287	13,781	16,200
Outreach		-30.62	18	31	145	209
<b>RESIDENTS TOTAL:</b>		<b>-15.13</b>	<b>2,140</b>	<b>2,318</b>	<b>13,926</b>	<b>16,409</b>
<b>Non-Residents:</b>						
Other Monterey County Cities		22.61	1,295	1,442	8,537	6,963
Unincorporated Monterey County		-14.13	1,696	4,926	26,721	31,119
Other Zip Codes		10.27	296	328	2,040	1,850
<b>NON-RESIDENTS TOTAL:</b>		<b>-6.60</b>	<b>3,287</b>	<b>6,696</b>	<b>37,298</b>	<b>39,932</b>
<b>OUTREACH SERVICES:</b>						
Visits		-8.33	3	3	22	24
Circulation		-30.62	18	31	145	209
<b>LOCAL HISTORY:</b>						
Visitors		-24.50	0	27	188	249
Programs Attendance			76	0	76	0
<b>TELEPHONE CALLS:</b>		<b>#DIV/0!</b>				
Reference Desk		-17.48	251	232	1,397	1,693
Youth Services Desk		-32.91	48	43	265	395
Local History Desk		-65.63	22	22	44	128
Circulation Desk		-14.97	769	744	5,190	6,104
<b>TOTAL TELEPHONE CALLS:</b>		<b>-17.12</b>	<b>1,090</b>	<b>1,041</b>	<b>6,896</b>	<b>8,320</b>

1 Local History program: history of Mtry Bay Aquarium

18

# LIBRARIAN'S MONTHLY REPORT

December 31, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Reference Questions Answered:</b>					
Reference Desk	-47.32	471	584	3398	2505
Youth Services Desk	0.74	165	235	1353	1343
Local History Desk	22.93	165	99	1008	820
Circulation Desk	-13.94	699	650	4198	4878
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>4.31</b>	<b>1500</b>	<b>1568</b>	<b>9957</b>	<b>9546</b>
<b>Information Questions Answered:</b>					
Reference Desk	41.27	105	105	1359	962
Youth Services Desk	7.53	174	128	843	784
Local History Desk	-29.59	21	14	138	196
Circulation Desk	-20.94	689	610	3564	4508
<b>TOTAL INFORMATION QUESTIONS:</b>	<b>#REF!</b>	<b>989</b>	<b>857</b>	<b>5904</b>	<b>6450</b>
<b>TECHNOLOGY ASSISTANCE</b>	<b>#DIV/0!</b>	<b>87</b>	<b>118</b>	<b>666</b>	
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	11.85	16	24	151	135
ILL from Other Libraries	7.61	12	14	99	92
<b>PATRON REGISTRATION:</b>	Patron Data Base Purge 08/16				
Carmel by-the-Sea Residents	-43.86	11	9	64	114
Monterey County Cities Residents	20.25	15	12	95	79
Unincorp. Monterey Cty Residents	-2.67	32	35	219	225
Visitor Cards	-22.86	3	4	27	35
Other Borrowers	1.52	17	12	67	66
<b>REGISTRATION TOTAL:</b>	<b>-9.06</b>	<b>78</b>	<b>72</b>	<b>472</b>	<b>519</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>-24.09</b>			<b>8,785</b>	<b>11,573</b>

c 19

# LIBRARIAN'S MONTHLY REPORT

December 31, 2016

YOUTH SERVICES PROGRAMS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:	-5.56	4	5	17	18
Summer Reading/Special Programs:	20.00	2	2	12	10
<b>TOTAL PROGRAMS:</b>	<b>3.57</b>	<b>6</b>	<b>7</b>	<b>29</b>	<b>28</b>
<b>Attendance At Programs:</b>					
Storytime-Children:	3.75	110	130	470	453
Summer Reading/Special-Children:	-29.86	45	25	202	288
<b>TOTAL CHILDREN'S ATTENDANCE:</b>	<b>-10.64</b>	<b>155</b>	<b>155</b>	<b>672</b>	<b>752</b>
<b>TOTAL ADULT ATTENDANCE:</b>	<b>3.68</b>	<b>130</b>	<b>124</b>	<b>563</b>	<b>543</b>
<b>TOTAL YS PROGRAM ATTENDANCE :</b>	<b>-4.63</b>	<b>285</b>	<b>279</b>	<b>1,235</b>	<b>1,295</b>
<b>OFFSITE PROGRAMS</b>					
<b>TOTAL OFFSITE PROGRAM ATTENDANCE</b>		<b>1</b>	<b>2</b>	<b>9</b>	
<b>PRESCHOOL PROGRAMS</b>	#DIV/0!				
<b>TOTAL PRESCHOOL PROGRAM ATTENDANCE</b>	#DIV/0!	<b>4</b>	<b>6</b>	<b>14</b>	
<b>PROGRAMS FOR 9 - 12 YEAR OLDS:</b>					
<b>TOTAL ATTENDANCE:</b>		<b>20.00</b>	<b>7</b>	<b>8</b>	<b>5</b>
					<b>92</b>
<b>SCHOOL AGE PROGRAMS</b>					
<b>TOTAL SCHOOL AGE PROGRAM ATTENDANCE</b>		<b>3</b>	<b>3</b>	<b>14</b>	
		<b>79</b>	<b>44</b>	<b>315</b>	
<b>ADULT PROGRAMS:</b>	-19.05	1	2	17	21
<b>TOTAL ATTENDANCE:</b>	<b>21.58</b>	<b>76</b>	<b>79</b>	<b>738</b>	<b>607</b>
<b>TEEN PROGRAMS:</b>	75.00	1	2	7	4
<b>TOTAL ATTENDANCE:</b>	<b>141.03</b>	<b>2</b>	<b>16</b>	<b>94</b>	<b>39</b>
<b>CLASS VISITS</b>					
Children's Visits: Teen Visits: X		0	0	1	1
<b>TOTAL CHILDREN'S ATTENDANCE</b>	-44.44444444	0	20	20	36
<b>TOTAL TEEN ATTENDANCE</b>	#DIV/0!	0	0	0	0
<b>TOTAL ATTENDANCE</b>		<b>0</b>	<b>20</b>	<b>20</b>	<b>36</b>

# LIBRARIAN'S MONTHLY REPORT

December 31, 2016

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
<b>BOOKS CATALOGED:</b>						
Adult			224	224	978	978
Leased			89	81	592	481
Reference			33	11	69	46
Youth Services			93	93	729	729
Audio			50	50	182	176
Video			84	84	276	276
<b>TOTAL:</b>			573	543	2,826	2,686
<b>HOLDINGS TO DATE</b>						
HML Main Library Building			48,952	63,853		
Park Branch Library			20,214	held in both buildings		
<b>TOTAL ITEMS HELD:</b>			69,166			
<b>TOTAL TITLES HELD:</b>				<b>63,853</b>		
<b>DATA BASE MAINTENANCE:</b>						
Corrections Made to Bibliographic & Item Databases		16 this month, 61 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		10 this month, 38 YTD				

21

# LIBRARIAN'S MONTHLY REPORT

December 31, 2016

<b>VOLUNTEER HOURS:</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
Circulation	-1.05	36.00	34.00	189.00	191.00
Local History	-60.44	13.00	23.00	36.00	91.00
Reference	71.43	2.00	2.00	24.00	14.00
Technical Services	26.58	16.00	17.00	100.00	79.00
Youth Services	0.00	0.00	0.00	2.00	2.00
<b>TOTALS:</b>	<b>-6.90</b>	<b>67.00</b>	<b>76.00</b>	<b>351.00</b>	<b>377.00</b>
<b>BRAINFUSE:</b>	<b>102.27</b>	<b>0</b>	<b>17</b>	<b>89</b>	<b>44</b>
<b>SCIENCEFLIX</b>	<b>-59.46</b>	<b>1</b>	<b>11</b>	<b>37</b>	<b>59</b>
<b>SELF CHECK PATRONS :</b>					
Main Library	-18.04	366	351	2076	2533
Youth Services	-100.00		56		467
<b>TOTAL:</b>	<b>-100.00</b>		<b>407</b>		<b>3000</b>

<b>ELECTRONIC SEARCH ACTIVITY</b>					
Public in-Library Computer Use:	12.49	645	555	4340	3858
Electronic Search/Visits Total:	2.14	3,088	3,079	20,204	19,780
Public WiFi Use	35.99	432	437	2,615	1,923
<b>Use of HML Web Page Averages:</b>					
Number of Pages Viewed Per Day:	-3.33	182	186	1,163	1,203
Number of Pages Viewed Per Visit:		2	2	2	2
Length of Visit		1.5 MIN	1.5 MIN		

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**FINANCIAL STATEMENTS**  
**of**  
**HARRISON MEMORIAL LIBRARY**  
**For the Period Ended November 30, 2016**

**HARRISON MEMORIAL LIBRARY**  
**STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS**  
**November 30, 2016**

**CURRENT ASSETS**

Wells Fargo Checking	85,259.11
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

<b>Total Current Assets</b>	1,096,950.51
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<b>TOTAL ASSETS</b>	<u>1,096,950.51</u>
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**LIABILITIES AND NET ASSETS**

**NET ASSETS**

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	792,188.94
Net Income / Loss	(20,597.30)

<b>Total Net Assets</b>	1,096,950.51
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<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>1,096,950.51</u>
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**Harrison Memorial Library**  
**Statement of Revenues and Expenses - Cash Basis**  
For the Period Ended November 2016

	November 2016	YTD	Annual	Budget Balance
Income	Actual	Actual	Budget	
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	-	72,775.00	291,000.00	(218,225.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
<b>Total 43000 · CPLF Revenue</b>	<b>-</b>	<b>72,775.00</b>	<b>291,000.00</b>	<b>(218,225.00)</b>
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	6,015.00	500.00	5,515.00
44500-HML Donations-Materials	-	-	-	-
<b>Total 44000-HML Donations-Unrestricted</b>	<b>-</b>	<b>6,015.00</b>	<b>500.00</b>	<b>5,515.00</b>
45000 · Interest Income				
45100 · Interest-Bradney	-	264.57	-	264.57
45000 · Interest Income - Other	-	2,381.05	2,000.00	381.05
<b>Total 45000 · Interest Income</b>	<b>-</b>	<b>2,645.62</b>	<b>2,000.00</b>	<b>645.62</b>
46000 · Friends of HML				
48000 · Library Operations	-	25,000.00	21,500.00	3,500.00
48005 - Books 4 U Grant	1,615.66	6,407.83	16,000.00	(9,592.17)
<b>Total Income</b>	<b>1,615.66</b>	<b>112,843.45</b>	<b>331,000.00</b>	<b>(218,156.55)</b>
Expense				

25

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

	November 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>60000 · ADMINISTRATION</b>				
60010 · Cash (Over)/ Short	(14.59)	(146.72)	-	-
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	-	50.00	(50.00)
60030 · Telephone	585.07	2,937.38	9,700.00	(6,762.62)
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	480.44	2,215.63	11,700.00	(9,484.37)
60080 · Postage	76.46	402.84	1,050.00	(647.16)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	-	1,400.00	4,333.00	(2,933.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	231.00	426.00	1,100.00	(674.00)
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	400.00	1,000.00	2,400.00	(1,400.00)
60190 · Courier Services	100.00	500.00	1,800.00	(1,300.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	11,641.00	(3,000.00)
60210 · Staff Training	53.25	2,034.56	2,500.00	(465.44)
60220 · Mileage	16.25	160.95	500.00	(339.05)
60230 · Professional Memberships	260.00	260.00	1,700.00	(1,440.00)
60240 · Administration- Contingency	-	-	-	-

26

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

	November 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>61000 · ADMINISTRATION</b>				
Total 60000 · ADMINISTRATION	2,187.88	19,882.64	53,599.00	(33,569.64)
<b>61000 · EQUIPMENT</b>				
61050 · Other Professional Services	126.49	251.49	300.00	(48.51)
61100 · Equipment Maintenance/Contracts	203.55	8,527.01	13,000.00	(4,472.99)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	-	1,099.37	17,459.00	(16,359.63)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	330.04	9,877.87	30,759.00	(20,881.13)
<b>62000 · DOCUMENTS</b>				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	1,621.82	6,186.05	22,000.00	(15,813.95)
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	748.49	1,952.78	5,300.00	(3,347.22)
62140 · MAIN-NF-Travel Cont.	494.36	1,477.77	5,000.00	(3,522.23)
62150 · MAIN-Non Fiction	2,005.66	8,478.76	23,000.00	(14,521.24)
62155 - MAIN-Online Subscription	-	568.99	2,100.00	(1,531.01)
62160 · MAIN-Ebooks/Additional Titles	559.37	6,250.69	5,500.00	750.69
62180 · MAIN-Special Category	-	-	50.00	(50.00)
62190 · MAIN-Teen Fiction	292.03	674.62	1,200.00	(525.38)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	15.99	34.11	1,000.00	(965.89)
62210- MAIN-Teen Nonfiction	101.66	354.85	800.00	(445.15)
62215-MAIN-Teen DVD	47.16	47.16	200.00	(152.84)

27

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

	November 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	57.00	135.00	200.00	(65.00)
62310 · REF-Database	634.06	13,396.26	28,500.00	(15,103.74)
62320 · REF-Continuation	1,417.29	4,989.88	11,000.00	(6,010.12)
62330 · REF-General	-	95.37	3,500.00	(3,404.63)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	2,334.77	7,271.81	13,000.00	(5,728.19)
62410 · YS-DataBases	-	2,160.00	2,294.00	(134.00)
62420 · YS-Audio/Video	937.94	2,077.48	4,500.00	(2,422.52)
62510 · LH-Conservation Supplies	1.58	141.69	2,500.00	(2,358.31)
62520 · LH-Documents/ Digital Preserv.	853.14	2,567.99	2,500.00	67.99
62600 · Serials Subscriptions	1,409.57	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	-	-	-	-
<b>Total 62000 · DOCUMENTS</b>	<b>13,531.89</b>	<b>93,354.35</b>	<b>192,464.00</b>	<b>(99,109.65)</b>
<b>66000 · PROGRAMS AND CATALOGING</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
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	1,302.89	2,544.93	6,000.00	(3,455.07)
66600 · Teen Programs	150.00	202.25	250.00	(47.75)
66700 · OCLC Cataloging	609.69	4,040.07	9,050.00	(5,009.93)
66750 · Library Cards	-	-	900.00	(900.00)
66760- IFM for ILL	-	-	-	-
66800 · Programs/Cataloging Contingency	-	-	-	-
<b>Total 66000 · PROGRAMS/SUPPLIES</b>	<b>2,062.58</b>	<b>8,029.53</b>	<b>24,200.00</b>	<b>(16,170.47)</b>
<b>67000 · INFORMATION SYSTEMS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
67100 · IS-Equipment	-	139.04	29,000.00	(28,860.96)

28

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

	November 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 · IS-Hosting and Maintenance	69.97	69.97	8,750.00	(8,680.03)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	125.71	688.35	7,204.00	(6,515.65)
67500 · IS-Software	-	-	500.00	(500.00)
67600- IS-Website Development	-	1,304.00	1,500.00	(196.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	95.00	400.00	(305.00)
<b>Total 67000 · INFORMATION SYSTEMS</b>	<u>195.68</u>	<u>2,296.36</u>	<u>47,354.00</u>	<u>(45,057.64)</u>
<b>68000 - RESERVE EXPENDITURES</b>				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
<b>Total 68000- RESERVE EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expense</b>	<u>18,308.07</u>	<u>133,440.75</u>	<u>348,376.00</u>	<u>(214,788.53)</u>
<b>Net Income</b>	<u>(16,692.41)</u>	<u>(20,597.30)</u>	<u>(17,376.00)</u>	<u>(3,368.02)</u>

29

Harrison Memorial Library  
Reconciliation Summary  
10000 · Wells Fargo Checking, Period Ending 11/30/2016

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	<u>Nov 30, 16</u>
Beginning Balance	106,022.15
Cleared Transactions	
Checks and Payments - 35 items	(14,402.17)
Deposits and Credits - 7 items	1,515.96
Total Cleared Transactions	<u>(12,886.21)</u>
Cleared Balance	<u>93,135.94</u>
Uncleared Transactions	
Checks and Payments - 20 items	<u>(7,876.83)</u>
Total Uncleared Transactions	<u>(7,876.83)</u>
Register Balance as of 11/30/2016	<u>85,259.11</u>
Ending Balance	85,259.11



# Harrison Memorial Library

## Reconciliation Detail

10000 · Wells Fargo Checking, Period Ending 11/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						106,022.15
Cleared Transactions						
Checks and Payments - 35 items						
Bill Pmt -Check	09/15/2016	3698	DATAFLOW	X	-61.90	-61.90
Bill Pmt -Check	10/19/2016	3741	SUNSERI, MARYLEE	X	-150.00	-211.90
Bill Pmt -Check	10/25/2016	3743	BAKER & TAYLOR	X	-2,137.81	-2,349.71
Bill Pmt -Check	10/25/2016	3746	AMAZON	X	-640.74	-2,990.45
Bill Pmt -Check	10/25/2016	3745	OFFICE DEPOT	X	-227.06	-3,217.51
Bill Pmt -Check	10/25/2016	3744	MOST-RONDO, DANTE	X	-200.00	-3,417.51
Bill Pmt -Check	11/01/2016	3748	BAKER & TAYLOR	X	-2,610.37	-6,027.88
Bill Pmt -Check	11/01/2016	3750	GAYLORD	X	-450.14	-6,478.02
Bill Pmt -Check	11/01/2016	3752	SENTRY	X	-231.00	-6,709.02
Bill Pmt -Check	11/01/2016	3751	PACIFIC GROVE SEL...	X	-200.00	-6,909.02
Bill Pmt -Check	11/01/2016	3747	AMYAH GUNN	X	-200.00	-7,109.02
Bill Pmt -Check	11/01/2016	3753	SMILE BUSINESS PR...	X	-126.49	-7,235.51
Bill Pmt -Check	11/01/2016	3749	BIBLIOTECA LLC	X	-70.00	-7,305.51
Bill Pmt -Check	11/03/2016	3754	AT&T CALNET 3	X	-585.07	-7,890.58
Bill Pmt -Check	11/03/2016	3758	OFFICE DEPOT	X	-229.65	-8,120.23
Bill Pmt -Check	11/03/2016	3757	DEMCO	X	-89.75	-8,209.98
Bill Pmt -Check	11/03/2016	3755	ORIENTAL TRADING	X	-78.93	-8,288.91
Bill Pmt -Check	11/03/2016	3756	RECORDED BOOKS	X	-44.77	-8,333.68
Bill Pmt -Check	11/08/2016	3759	BAKER & TAYLOR	X	-1,622.00	-9,955.68
Bill Pmt -Check	11/08/2016	3761	HOOPLA	X	-634.06	-10,589.74
Bill Pmt -Check	11/08/2016	3760	H.W. WILSON	X	-307.50	-10,897.24
Bill Pmt -Check	11/09/2016	3764	OCLC	X	-609.69	-11,506.93
Bill Pmt -Check	11/09/2016	3768	WELLS FARGO	X	-382.78	-11,889.71
Bill Pmt -Check	11/09/2016	3762	BAKER & TAYLOR	X	-286.34	-12,176.05
Bill Pmt -Check	11/09/2016	3766	WELLS FARGO BANK	X	-150.00	-12,326.05
Bill Pmt -Check	11/09/2016	3763	KAL-WEST	X	-100.00	-12,426.05
Bill Pmt -Check	11/09/2016	3767	XEROX	X	-40.90	-12,466.95
Bill Pmt -Check	11/15/2016	3772	INFORMATION TODAY	X	-404.53	-12,871.48
Bill Pmt -Check	11/15/2016	3773	TEI Landmark Audio	X	-369.70	-13,241.18
Bill Pmt -Check	11/15/2016	3771	BUD SMITH	X	-200.00	-13,441.18
Bill Pmt -Check	11/15/2016	3770	BAKER & TAYLOR	X	-192.33	-13,633.51
Bill Pmt -Check	11/15/2016	3769	AFFORDABLE ALTE...	X	-51.06	-13,684.57
Bill Pmt -Check	11/16/2016	3774	BAKER & TAYLOR	X	-368.34	-14,052.91
Bill Pmt -Check	11/16/2016	3776	GAYLORD	X	-256.61	-14,309.52
Bill Pmt -Check	11/16/2016	3777	DATAFLOW	X	-92.65	-14,402.17
Total Checks and Payments					-14,402.17	-14,402.17
Deposits and Credits - 7 items						
Deposit	11/08/2016			X	204.35	204.35
Deposit	11/08/2016			X	218.05	422.40
Deposit	11/08/2016			X	252.05	674.45
Bill Pmt -Check	11/16/2016	3775	DATAFLOW	X	0.00	674.45
Deposit	11/30/2016			X	171.48	845.93
Deposit	11/30/2016			X	309.65	1,155.58
Deposit	11/30/2016			X	360.38	1,515.96

31

Harrison Memorial Library  
Reconciliation Detail

10000 · Wells Fargo Checking, Period Ending 11/30/2016

Type	Date	Num	Name	Clr	Amount	Balance	
Total Deposits and Credits						1,515.96	1,515.96
Total Cleared Transactions						-12,886.21	-12,886.21
Cleared Balance						-12,886.21	93,135.94
Uncleared Transactions							
Checks and Payments - 20 items							
Bill Pmt -Check	04/23/2013	2167	THE GREAT JONATH...		-275.00	-275.00	
Bill Pmt -Check	11/19/2014	2836	DISCOUNT SCHOOL ...		-62.30	-337.30	
Bill Pmt -Check	12/30/2014	2879	DISCOUNT SCHOOL ...		-69.32	-406.62	
Bill Pmt -Check	02/26/2015	2969	KINDER JAM		-150.00	-556.62	
Bill Pmt -Check	01/20/2016	3383	FARONICS		-96.50	-653.12	
Bill Pmt -Check	11/09/2016	3765	PEAK ENTERPRISES		-229.05	-882.17	
Bill Pmt -Check	11/22/2016	3779	BAKER & TAYLOR		-856.76	-1,738.93	
Bill Pmt -Check	11/22/2016	3778	AMYAH GUNN		-200.00	-1,938.93	
Bill Pmt -Check	11/22/2016	3781	PACIFIC GROVE SEL...		-200.00	-2,138.93	
Bill Pmt -Check	11/22/2016	3780	COMCAST		-125.71	-2,264.64	
Bill Pmt -Check	11/22/2016	3782	QUILL.COM		-73.91	-2,338.55	
Bill Pmt -Check	11/29/2016	3783	AMAZON		-2,480.24	-4,818.79	
Bill Pmt -Check	11/29/2016	3785	EBSCO		-694.71	-5,513.50	
Bill Pmt -Check	11/29/2016	3786	OVERDRIVE		-559.37	-6,072.87	
Bill Pmt -Check	11/29/2016	3784	BAKER & TAYLOR		-377.68	-6,450.55	
Bill Pmt -Check	11/30/2016	3788	BAKER & TAYLOR		-430.47	-6,881.02	
Bill Pmt -Check	11/30/2016	3789	EBSCO		-316.81	-7,197.83	
Bill Pmt -Check	11/30/2016	3787	AMERICAN LIBRARY...		-260.00	-7,457.83	
Bill Pmt -Check	11/30/2016	3791	BELLA QUATTRO		-250.00	-7,707.83	
Bill Pmt -Check	11/30/2016	3790	MERCURY NEWS		-169.00	-7,876.83	
Total Checks and Payments						-7,876.83	-7,876.83
Total Uncleared Transactions						-7,876.83	-7,876.83
Register Balance as of 11/30/2016						-20,763.04	85,259.11
Ending Balance						-20,763.04	85,259.11

Harrison Memorial Library  
 Check Detail  
 November 2016

5:15 PM  
 01/19/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3747	11/01/2016	AMYAH GUNN		10000 · Wells Farg...	-200.00	-200.00
Bill	10222...	11/01/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3748	11/01/2016	BAKER & TAYLOR		10000 · Wells Farg...	-2,610.37	-2,610.37
Bill	40117...	11/01/2016			62150 · MAIN-Non F...	-18.50	18.50
Bill	40117...	11/01/2016			62130 · MAIN-Fiction	-18.67	18.67
Bill	40117...	11/01/2016			62210 · MAIN_Teen...	-36.25	36.25
Bill	40117...	11/01/2016			62190 · MAIN-Teen...	-212.28	212.28
Bill	40117...	11/01/2016			62150 · MAIN-Non F...	-38.50	38.50
Bill	40117...	11/01/2016			62130 · MAIN-Fiction	-254.55	254.55
Bill	40117...	11/01/2016			62400 · YS-Collection	-1,321.98	1,321.98
Bill	40117...	11/01/2016			62420 · YS-AudioVi...	-82.12	82.12
Bill	50143...	11/01/2016			62140 · MAIN-NF-Tr...	-34.53	34.53
Bill	40117...	11/01/2016			62150 · MAIN-Non F...	-406.82	406.82
Bill	40117...	11/01/2016			62130 · MAIN-Fiction	-155.95	155.95
Bill	40117...	11/01/2016			62400 · YS-Collection	-30.22	30.22
TOTAL						-2,610.37	2,610.37
Bill Pmt -Check	3749	11/01/2016	BIBLIOTECA LLC		10000 · Wells Farg...	-70.00	-70.00
Bill	QUO-...	11/01/2016			61100 · Equipment ...	-70.00	70.00
TOTAL						-70.00	70.00
Bill Pmt -Check	3750	11/01/2016	GAYLORD		10000 · Wells Farg...	-450.14	-450.14
Bill	2449134	11/01/2016			62520 · LH-Docume...	-405.45	405.45
Bill	2452491	11/01/2016			62520 · LH-Docume...	-44.69	44.69
TOTAL						-450.14	450.14
Bill Pmt -Check	3751	11/01/2016	PACIFIC GROVE S...		10000 · Wells Farg...	-200.00	-200.00
Bill	29973	11/01/2016			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00

33

Harrison Memorial Library  
 Check Detail  
 November 2016

5:15 PM  
 01/19/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3752	11/01/2016	SENTRY		10000 · Wells Fargo...		-231.00
Bill	2038169	11/01/2016			60150 · Building Ala...	-231.00	231.00
TOTAL						-231.00	231.00
Bill Pmt -Check	3753	11/01/2016	SMILE BUSINESS ...		10000 · Wells Fargo...		-126.49
Bill	405281	11/01/2016			61050 · Other Profe...	-126.49	126.49
TOTAL						-126.49	126.49
Bill Pmt -Check	3754	11/03/2016	AT&T CALNET 3		10000 · Wells Fargo...		-585.07
Bill	8777681	11/03/2016			60030 · Telephone	-19.79	19.79
Bill	8777559	11/03/2016			60030 · Telephone	-565.28	565.28
TOTAL						-585.07	585.07
Bill Pmt -Check	3755	11/03/2016	ORIENTAL TRADING		10000 · Wells Fargo...		-78.93
Bill	68021...	11/03/2016			66400 · YS-Reading...	-78.93	78.93
TOTAL						-78.93	78.93
Bill Pmt -Check	3756	11/03/2016	RECORDED BOOKS		10000 · Wells Fargo...		-44.77
Bill	7542372	11/03/2016			62105 · MAIN-Audio...	-44.77	44.77
TOTAL						-44.77	44.77
Bill Pmt -Check	3757	11/03/2016	DEMCO		10000 · Wells Fargo...		-89.75
Bill	5992696	11/03/2016			60070 · Supplies	-89.75	89.75
TOTAL						-89.75	89.75
Bill Pmt -Check	3758	11/03/2016	OFFICE DEPOT		10000 · Wells Fargo...		-229.65
Bill	87367...	11/03/2016			60070 · Supplies	-229.65	229.65
TOTAL						-229.65	229.65

34

Harrison Memorial Library  
 Check Detail  
 November 2016

5:15 PM  
 01/19/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3759	11/08/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-1,622.00
Bill	40117...	11/08/2016			62400 · YS-Collection 62130 · MAIN-Fiction 62190 · MAIN-Teen ... 62205 · MAIN_Adult... 62150 · MAIN-Non F... 62320 · REF-Contin... 62320 · REF-Contin... 62400 · YS-Collection 62130 · MAIN-Fiction 62150 · MAIN-Non F... 62320 · REF-Contin... 62140 · MAIN-NF-Tr...	-697.61 60.01 10.42 15.99 179.94 26.39 77.42 32.02 47.96 81.21 246.51 146.52	697.61 60.01 10.42 15.99 179.94 26.39 77.42 32.02 47.96 81.21 246.51 146.52
Bill	50143...	11/08/2016					
Bill	50143...	11/08/2016					
Bill	40117...	11/08/2016					
Bill	50143...	11/08/2016					
Bill	50143...	11/08/2016					
TOTAL						-1,622.00	1,622.00
Bill Pmt -Check	3760	11/08/2016	H.W. WILSON		10000 · Wells Fargo...		-307.50
Bill	340227	11/08/2016			62320 · REF-Contin...	-307.50	307.50
TOTAL						-307.50	307.50
Bill Pmt -Check	3761	11/08/2016	HOOPLA		10000 · Wells Fargo...		-634.06
Bill	94469...	11/08/2016			62310 · REF-Databa...	-634.06	634.06
TOTAL						-634.06	634.06
Bill Pmt -Check	3762	11/09/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-286.34
Bill	40117...	11/09/2016			62150 · MAIN-Non F... 62400 · YS-Collection	-189.14 -29.02	189.14 29.02
Bill	50143...	11/09/2016			62140 · MAIN-NF-Tr... 62320 · REF-Contin...	-21.79 -20.00 -26.39	21.79 20.00 26.39
Bill	50143...	11/09/2016			62320 · REF-Contin...	-26.39	26.39
TOTAL						-286.34	286.34
Bill Pmt -Check	3763	11/09/2016	KAL-WEST		10000 · Wells Fargo...		-100.00
Bill	11012...	11/09/2016			60190 · Courier Serf...	-100.00	100.00
TOTAL						-100.00	100.00

35

Harrison Memorial Library  
 Check Detail  
 November 2016

5:15 PM  
 01/19/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3764	11/09/2016	OCLC		10000 · Wells Farg...	-609.69	-609.69
Bill	497035	11/09/2016			66700 · OCLC Catal...	-609.69	609.69
TOTAL						-609.69	609.69
Bill Pmt -Check	3765	11/09/2016	PEAK ENTERPRISES		10000 · Wells Farg...	-229.05	-229.05
Bill	P-HA...	11/09/2016			62600 · Serials Sub...	-229.05	229.05
TOTAL						-229.05	229.05
Bill Pmt -Check	3766	11/09/2016	WELLS FARGO BA...		10000 · Wells Farg...	-150.00	-150.00
Bill	11022...	11/09/2016			66600 · Teen Progra...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	3767	11/09/2016	XEROX		10000 · Wells Farg...	-40.90	-40.90
Bill	86843...	11/09/2016			61100 · Equipment ...	-40.90	40.90
TOTAL						-40.90	40.90
Bill Pmt -Check	3768	11/09/2016	WELLS FARGO		10000 · Wells Farg...	-382.78	-382.78
Bill	11022...	11/09/2016			66400 · YS-Reading...	-158.24	158.24
					60210 · Staff Training	-53.25	53.25
					67200 · IS-Hosting a...	-69.97	69.97
					66400 · YS-Reading...	-16.52	16.52
					66400 · YS-Reading...	-4.08	4.08
					66400 · YS-Reading...	-80.72	80.72
TOTAL						-382.78	382.78
Bill Pmt -Check	3769	11/15/2016	AFFORDABLE ALT...		10000 · Wells Farg...	-51.06	-51.06
Bill	6343	11/15/2016			60070 · Supplies	-51.06	51.06
TOTAL						-51.06	51.06

36

Harrison Memorial Library  
 Check Detail  
 November 2016

5:15 PM  
 01/19/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3770	11/15/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-192.33
Bill	40117...	11/15/2016			62130 · MAIN-Fiction	-7.19	7.19
					62150 · MAIN-Non F...	-19.10	19.10
					62210 · MAIN_Teen...	-65.41	65.41
					62190 · MAIN_Teen...	-69.33	69.33
					62140 · MAIN-NF-Tr...	-31.30	31.30
TOTAL						-192.33	192.33
Bill Pmt -Check	3771	11/15/2016	BUD SMITH		10000 · Wells Fargo...		-200.00
Bill	11102...	11/15/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3772	11/15/2016	INFORMATION TO...		10000 · Wells Fargo...		-404.53
Bill	16172...	11/15/2016			62320 · REF-Contin...	-404.53	404.53
TOTAL						-404.53	404.53
Bill Pmt -Check	3773	11/15/2016	TEI Landmark Audio		10000 · Wells Fargo...		-369.70
Bill	11848...	11/15/2016			62105 · MAIN-Audio...	-369.70	369.70
TOTAL						-369.70	369.70
Bill Pmt -Check	3774	11/16/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-368.34
Bill	50143...	11/16/2016			62320 · REF-Contin...	-54.95	54.95
					62140 · MAIN-NF-Tr...	-136.14	136.14
					62420 · YS-Audio/Vi...	-120.25	120.25
					62220 · MAIN_Teen...	-57.00	57.00
TOTAL						-368.34	368.34
Bill Pmt -Check	3775	11/16/2016	DATAFLOW		10000 · Wells Fargo...		0.00
TOTAL						0.00	0.00

37

Harrison Memorial Library  
 Check Detail  
 November 2016

5:15 PM  
 01/19/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3776	11/16/2016	GAYLORD		10000 · Wells Farg...		-256.61
Bill	2454327	11/16/2016			62520 · LH-Docume...	-256.61	256.61
TOTAL						-256.61	256.61
Bill Pmt -Check	3777	11/16/2016	DATAFLOW		10000 · Wells Farg...		-92.65
Bill	190146	11/16/2016			61100 · Equipment ...	-30.83	30.83
Bill	196975	11/16/2016			61100 · Equipment ...	-30.91	30.91
Bill	194131	11/16/2016			61100 · Equipment ...	-30.91	30.91
TOTAL						-92.65	92.65
Bill Pmt -Check	3778	11/22/2016	AMYAH GUNN		10000 · Wells Farg...		-200.00
Bill	11092...	11/22/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3779	11/22/2016	BAKER & TAYLOR		10000 · Wells Farg...		-856.76
Bill	40117...	11/22/2016			62400 · YS-Collection	-38.23	38.23
					62130 · MAIN-Fiction	-134.95	134.95
					62150 · MAIN-Non F...	-683.58	683.58
TOTAL						-856.76	856.76
Bill Pmt -Check	3780	11/22/2016	COMCAST		10000 · Wells Farg...		-125.71
Bill	11/24/...	11/22/2016			67400 · IS-Telecom ...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3781	11/22/2016	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	30313	11/22/2016			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00

38



Harrison Memorial Library  
 Check Detail  
 November 2016

5:15 PM  
 01/19/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3782	11/22/2016	QUILL.COM		10000 · Wells Farg...	-73.91	-73.91
Bill	1646899	11/22/2016			60070 · Supplies	-73.91	73.91
TOTAL						-73.91	73.91
Bill Pmt -Check	3783	11/29/2016	AMAZON		10000 · Wells Farg...		-2,480.24
Bill	07371...	11/29/2016			62105 · MAIN-Audio...	-5.43	5.43
Bill	07371...	11/29/2016			62105 · MAIN-Audio...	-8.68	8.68
Bill	27764...	11/29/2016			62130 · MAIN-Fiction	-17.48	17.48
Bill	29910...	11/29/2016			62420 · YS-Audio/Vi...	-21.90	21.90
Bill	29910...	11/29/2016			62420 · YS-Audio/Vi...	-45.14	45.14
Bill	29910...	11/29/2016			62420 · YS-Audio/Vi...	-69.73	69.73
Bill	07371...	11/29/2016			62215 · MAIN_Teen...	-5.00	5.00
Bill	24507...	11/29/2016			62105 · MAIN-Audio...	-79.03	79.03
Bill	19230...	11/29/2016			62520 · LH-Docume...	-13.95	13.95
Bill	15431...	11/29/2016			62520 · LH-Docume...	-18.99	18.99
Bill	02887...	11/29/2016			62420 · YS-Audio/Vi...	-26.70	26.70
Bill	07371...	11/29/2016			62520 · LH-Docume...	-8.00	8.00
Bill	21966...	11/29/2016			62105 · MAIN-Audio...	-11.07	11.07
Bill	02887...	11/29/2016			62215 · MAIN_Teen...	-14.08	14.08
Bill	29910...	11/29/2016			62105 · MAIN-Audio...	-30.39	30.39
Bill	21966...	11/29/2016			62130 · MAIN-Fiction	-19.95	19.95
Bill	02887...	11/29/2016			62520 · LH-Docume...	-22.30	22.30
Bill	29910...	11/29/2016			62420 · YS-Audio/Vi...	-143.56	143.56
Bill	21966...	11/29/2016			62105 · MAIN-Audio...	-32.53	32.53
Bill	21996...	11/29/2016			62105 · MAIN-Audio...	-80.88	80.88
Bill	07371...	11/29/2016			62105 · MAIN-Audio...	-84.14	84.14
Bill	08774...	11/29/2016			62105 · MAIN-Audio...	-85.52	85.52
Bill	02887...	11/29/2016			62130 · MAIN-Fiction	-14.41	14.41
Bill	02768...	11/29/2016			62150 · MAIN-Non F...	-20.13	20.13
Bill	08774...	11/29/2016			62520 · LH-Docume...	-22.07	22.07
Bill	21966...	11/29/2016			60070 · Supplies	-36.07	36.07
Bill	29240...	11/29/2016			62105 · MAIN-Audio...	-76.96	76.96
Bill	08556...	11/29/2016			62105 · MAIN-Audio...	-111.76	111.76
Bill	00274...	11/29/2016			62420 · YS-Audio/Vi...	-59.02	59.02
Bill	08556...	11/29/2016			62420 · YS-Audio/Vi...	-42.76	42.76
Bill	00274...	11/29/2016			62105 · MAIN-Audio...	-156.14	156.14
Bill	08556...	11/29/2016			62105 · MAIN-Audio...	-4.06	4.06
Bill	29240...	11/29/2016			62105 · MAIN-Audio...	-15.72	15.72
Bill	29092...	11/29/2016			62105 · MAIN-Audio...	-35.84	35.84
Bill	08774...	11/29/2016			62420 · YS-Audio/Vi...	-36.80	36.80
Bill	00274...	11/29/2016			62150 · MAIN-Non F...	-60.31	60.31
Bill	00274...	11/29/2016			62105 · MAIN-Audio...	-76.02	76.02
Bill	00274...	11/29/2016			62105 · MAIN-Audio...	-104.37	104.37
Bill	00274...	11/29/2016			62105 · MAIN-Audio...	-31.97	31.97

39

Harrison Memorial Library  
 Check Detail  
 November 2016

5:15 PM  
 01/19/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	29240...	11/29/2016			62420 · YS-Audio/Vi...	-6.47	6.47
Bill	24148...	11/29/2016			62105 · MAIN-Audio...	-37.96	37.96
Bill	03004...	11/29/2016			62420 · YS-Audio/Vi...	-14.99	14.99
Bill	26854...	11/29/2016			62420 · YS-Audio/Vi...	-15.64	15.64
Bill	03004...	11/29/2016			62420 · YS-Audio/Vi...	-20.62	20.62
Bill	18397...	11/29/2016			62420 · YS-Audio/Vi...	-34.68	34.68
Bill	16909...	11/29/2016			66400 · YS-Reading...	-37.11	37.11
Bill	16909...	11/29/2016			66400 · YS-Reading...	-13.99	13.99
Bill	26854...	11/29/2016			62420 · YS-Audio/Vi...	-31.95	31.95
Bill	26854...	11/29/2016			62420 · YS-Audio/Vi...	-42.35	42.35
Bill	16909...	11/29/2016			66400 · YS-Reading...	-13.99	13.99
Bill	05196...	11/29/2016			66400 · YS-Reading...	-19.98	19.98
Bill	03004...	11/29/2016			62420 · YS-Audio/Vi...	-27.14	27.14
Bill	16433...	11/29/2016			66400 · YS-Reading...	-11.79	11.79
Bill	04953...	11/29/2016			62400 · YS-Collection	-7.59	7.59
Bill	03004...	11/29/2016			62420 · YS-Audio/Vi...	-96.12	96.12
Bill	16433...	11/29/2016			66400 · YS-Reading...	-17.54	17.54
Bill	00239...	11/29/2016			62105 · MAIN-Audio...	-23.97	23.97
Bill	07209...	11/29/2016			62215 · MAIN_Teen...	-28.08	28.08
Bill	26940...	11/29/2016			62105 · MAIN-Audio...	-30.40	30.40
Bill	08774...	11/29/2016			62105 · MAIN-Audio...	-24.97	24.97
Bill	16567...	11/29/2016			62105 · MAIN-Audio...	-59.54	59.54
Bill	15522...	11/29/2016			62150 · MAIN-Non F...	-14.98	14.98
Bill	04934...	11/29/2016			62520 · LH-Docume...	-41.08	41.08
Bill	04934...	11/29/2016			62150 · MAIN-Non F...	-41.08	41.08
Bill	04934...	11/29/2016			62130 · MAIN-Fiction	-17.37	17.37
TOTAL						-2,480.24	2,480.24
Bill Pmt -Check	3784	11/29/2016	BAKER & TAYLOR		10000 · Wells Farg...	-377.68	-377.68
Bill	50143...	11/29/2016			62320 · REF-Contin...	-33.24	33.24
Bill	50143...	11/29/2016			62320 · REF-Contin...	-43.00	43.00
Bill	50143...	11/29/2016			62320 · REF-Contin...	-32.94	32.94
Bill	50143...	11/29/2016			62140 · MAIN-NF-Tr...	-50.81	50.81
Bill	50143...	11/29/2016			62320 · REF-Contin...	-36.27	36.27
Bill	50143...	11/29/2016			62320 · REF-Contin...	-108.15	108.15
Bill	50143...	11/29/2016			62140 · MAIN-NF-Tr...	-73.27	73.27
TOTAL						-377.68	377.68
Bill Pmt -Check	3785	11/29/2016	EBSCO		10000 · Wells Farg...	-694.71	-694.71
Bill	0492875	11/29/2016			62600 · Serials Sub...	-694.71	694.71
TOTAL						-694.71	694.71

40

Harrison Memorial Library  
Check Detail  
November 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3786	11/29/2016	OVERDRIVE		10000 · Wells Fargo...		-559.37
Bill	09101...	11/29/2016			62160 · MAIN-EBoo...	-559.37	559.37
TOTAL						-559.37	559.37
Bill Pmt -Check	3787	11/30/2016	AMERICAN LIBRA...		10000 · Wells Fargo...		-260.00
Bill	1195685	11/30/2016			60230 · Professional...	-260.00	260.00
TOTAL						-260.00	260.00
Bill Pmt -Check	3788	11/30/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-430.47
Bill	40117...	11/30/2016			62150 · MAIN-Non F... 62400 · YS-Collection	-252.37 -178.10	252.37 178.10
TOTAL						-430.47	430.47
Bill Pmt -Check	3789	11/30/2016	EBSCO		10000 · Wells Fargo...		-316.81
Bill	0492874	11/30/2016			62600 · Serials Sub...	-316.81	316.81
TOTAL						-316.81	316.81
Bill Pmt -Check	3790	11/30/2016	MERCURY NEWS		10000 · Wells Fargo...		-169.00
Bill	511463	11/30/2016			62600 · Serials Sub...	-169.00	169.00
TOTAL						-169.00	169.00
Bill Pmt -Check	3791	11/30/2016	BELLA QUATTRO		10000 · Wells Fargo...		-250.00
Bill	417	11/30/2016			66400 · YS-Reading...	-250.00	250.00
TOTAL						-250.00	250.00

41

Harrison Memorial Library  
 Check Detail  
 December 2016

12:35 PM  
 01/18/17

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
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
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
Bill	454333	12/06/2016			61200 · Equipment...	-93.20	93.20
					60070 · Supplies	-404.14	404.14
TOTAL						-497.34	497.34
Bill Pmt -Check	3795	12/06/2016	DEIMCO		10000 · Wells Farg...		-131.34
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
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
Bill	94558...	12/06/2016			62310 · REF-Databa...	-651.38	651.38
TOTAL						-651.38	651.38

42

Harrison Memorial Library  
 Check Detail  
 December 2016

12:35 PM  
 01/18/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3798	12/06/2016	KAL-WEST		10000 · Wells Fargo...		-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 Fargo...		-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 Fargo...		-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 Fargo...		-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 Fargo...		-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
					62320 · REF-Contin...	-40.95	40.95
Bill	50143...	12/06/2016				-1,216.39	1,216.39
TOTAL						-1,216.39	1,216.39
Bill Pmt -Check	3803	12/07/2016	GOLDEN GATE BO...		10000 · Wells Fargo...		-650.00
Bill	7257	12/07/2016			60130 · Bookkeepin...	-650.00	650.00
TOTAL						-650.00	650.00

43

Harrison Memorial Library  
 Check Detail  
 December 2016

12:35 PM  
 01/18/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3804	12/07/2016	REDSHIFT		10000 · Wells Farg...		-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 Farg...		-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 Farg...		-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 Farg...		-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 Farg...		-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 Farg...		-150.00
Bill	0071	12/08/2016			66400 · YS-Reading...	-150.00	150.00
TOTAL						-150.00	150.00

44

Harrison Memorial Library  
Check Detail  
December 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3810	12/08/2016	MONTEREY BAY C...		10000 · Wells Fargo...		-58.56
Bill	1130216	12/08/2016			62150 · MAIN-Non F... 62330 · REF-General	-19.52 -39.04	19.52 39.04
TOTAL						-58.56	58.56
Bill Pmt -Check	3811	12/08/2016	RECORDED BOOKS		10000 · Wells Fargo...		-44.77
Bill	75440...	12/08/2016			62105 · MAIN-Audio...	-44.77	44.77
TOTAL						-44.77	44.77
Bill Pmt -Check	3812	12/14/2016	AMAZON		10000 · Wells Fargo...		-143.85
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-9.10	9.10
Bill	03574...	12/14/2016			66400 · YS-Reading...	-34.65	34.65
TOTAL						-143.85	143.85
Bill Pmt -Check	3813	12/14/2016	AMYAH GUNN		10000 · Wells Fargo...		-200.00
Bill	0004	12/14/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3814	12/14/2016	COMCAST		10000 · Wells Fargo...		-125.17
Bill			COMCAST		11000 · Accounts P...	-125.17	125.17
TOTAL						-125.17	125.17

45

Harrison Memorial Library  
 Check Detail  
 December 2016

12:35 PM  
 01/18/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3815	12/14/2016	DATAFLOW		10000 · Wells Farg...		-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 Farg...		-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 Farg...		-128.89
Bill	40117...	12/15/2016			62105 · MAIN-Audio... 62220 · MAIN_Teen...	-95.15 -33.74	95.15 33.74
TOTAL						-128.89	128.89
Bill Pmt -Check	3818	12/15/2016	WELLS FARGO BA...		10000 · Wells Farg...		-320.98
Bill	120216	12/15/2016			60075 · Teen Room ... 60075 · Teen Room ... 60075 · Teen Room ...	-67.53 -69.07 -184.38	67.53 69.07 184.38
TOTAL						-320.98	320.98
Bill Pmt -Check	3819	12/21/2016	BAKER & TAYLOR		10000 · Wells Farg...		-2,520.79
Bill	40117...	12/21/2016			62150 · MAIN-Non F... 62130 · MAIN-Fiction 62400 · YS-Collection 62140 · MAIN-NF-Tr... 62320 · REF-Contin... 62105 · MAIN-Audio... 62140 · MAIN-NF-Tr... 62320 · REF-Contin... 62140 · MAIN-NF-Tr... 62140 · MAIN-NF-Tr... 62400 · YS-Collection 62150 · MAIN-Non F... 62210 · MAIN_Teen... 62400 · YS-Collection 62150 · MAIN-Non F...	-101.23 -109.39 -35.35 -74.83 -184.25 -390.70 -54.59 -150.03 -69.57 -519.72 -16.88 -73.22 -29.14 -21.05 -21.10	101.23 109.39 35.35 74.83 184.25 390.70 54.59 150.03 69.57 519.72 16.88 73.22 29.14 21.05 21.10
TOTAL						-2,520.79	2,520.79

46



Harrison Memorial Library  
 Check Detail  
 December 2016

12:35 PM  
 01/18/17

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

47

Harrison Memorial Library  
 Check Detail  
 December 2016

12:35 PM  
 01/18/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3826	12/21/2016	SENTRY		10000 · Wells Fargo...		-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 Fargo...		-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 Fargo...		-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 Fargo...		-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

48

Harrison Memorial Library  
 Check Detail  
 December 2016

12:35 PM  
 01/18/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3830	12/22/2016	CALIFA GROUP		10000 · Wells Fargo...		-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
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
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
Bill	40117...	12/29/2016			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
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
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

49