



# 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 12/7/2016 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 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 10/26/2016 meeting.

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

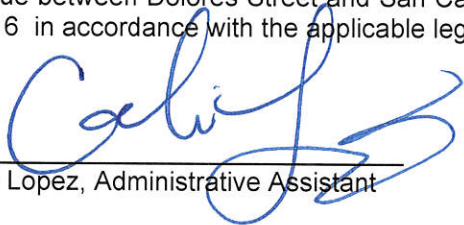
2. Receive a report from the Carmel Public Library Foundation regarding recent activities.
3. Receive presentation from Local History Librarian Katie O'Connell regarding the library's emergency plan.
4. Review and adopt three-year Library Strategic Work Plan. pg. 4-11
5. Election of Board Officers. pg. 12-13
6. Receive the Librarian's Report:
  - Statistics pg. 14-19
  - Library Journal Star Library Award pg. 20-24
  - Food for Fines
  - One-time distribution of CENIC funding in the amount 2681.85 of that will be applied toward AT&T bills pg. 25-30

7. Receive the Treasurer's Report and accept the 9/30/2016 and 10/31/2016 check registers and financial statements.

## 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 12/1/2016 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**

**October 26, 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

**ABSENT:** TWOMEY

**STAFF PRESENT:** Jean Chapin, Head Reference Librarian  
Carolina Lopez, Library Office Assistant

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

President Flower introduced and welcomed the newest Board member, Bill Godwin. Board member Blomgren gave the board upcoming information about the centennial parade.

**IV. APPEARANCES:**

No appearances.

**V. APPROVAL OF MINUTES:**

Board Member BLOMGREN moved to, **Approve the Minutes of the September 28, 2016 Regular Meeting**, seconded by Board Member FLOWER and carried by the following roll call vote:

AYES: BLOMGREN, FLOWER,

NOES: NONE

ABSENT: TWOMEY

ABSTAIN: GODWIN, REIMERS

**VI. ORDERS OF BUSINESS:**

**A. Accept a restricted donation on the amount of \$1,000 from the Carmel Presbyterian Church for children's services**

Pastor Ric Duncan and Elder Linda Maston presented the proceeds from a fundraiser at the Carmel Presbyterian Church for the children's library.

Board Member REIMERS moved to, **accept the donation and set up a restricted reserve account and allocate the funds at a later date in the amount of \$1,000 from the Carmel Presbyterian Church for children's services**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

AYES: BLOMGREN, FLOWER, GODWIN, REIMERS

NOES: NONE  
ABSENT: TWOMEY  
ABSTAIN: NONE

**B. Receive and discuss report on end of Fiscal Year 2015/16 financial statements from Lupe Ceballos of Golden Gate Bookkeeping**

Bookkeeper Lupe Ceballos of Golden Gate Bookkeeping reviewed the fiscal year-end 2015/16 financial statements and answered questions from the Board.

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

Executive Director Amy Donohue reviewed upcoming fall program events and benefits. Donohue also invited the board to the upcoming program in December featuring the Monterey Bay Aquarium and the Packard family.

**D. Receive and discuss annual Public Library Survey report**

Head reference librarian Jean Chapin reviewed the Public Library Survey with the Board and answered questions.

**E. Accept first quarter Fiscal Year 2016/17 distribution from the Carmel Public Library Foundation in the amount of \$72,775**

- F.** Board Member GODWIN moved to, accept the first quarter Fiscal Year 2016/17 distribution from the Carmel Public Library Foundation in the amount of \$72,775. seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**G. Accept annual proceeds of the Friends of the Library book sale in the amount of \$25,000**

Board Member BLOMGREN moved to, accept the annual proceeds of the Friends of the Library book sale in the amount of \$25,000. seconded by Board Member REIMERS and carried by the following roll call vote:

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

**H. Discuss November 2016 and December 2016 Library Board meeting schedules and provide direction**

The Board discussed the two meeting dates.

Board Member BLOMGREN moved to, approve rescheduling the November Board meeting to Wednesday, December 7, 2016 at 9 a.m., seconded by Board Member GODWIN and carried by the following roll call vote:

AYES: BLOMGREN, FLOWER, GODWIN, REIMERS



NOES: NONE  
ABSENT: TWOMEY  
ABSTAIN: NONE

Board Member REIMERS moved to, **cancel the December 28<sup>th</sup> Board Meeting**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**VII. LIBRARIAN'S REPORT:**

Jean Chapin reviewed the monthly statistics with the Board and answered questions.

**VIII. TREASURERS REPORT:**

Board unanimously agreed to postpone the review of the September 30, 2016 check register to the next meeting so that Treasurer Twomey could report on it.

**X. ADJOURNMENT:**

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:18 am. The next regular meeting is scheduled for December 7, 2016.

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Respectfully submitted,  
Carolina Lopez, Administrative Assistant

Approved by:

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Richard Flower, President, Library Board of Trustees

# **HARRISON MEMORIAL LIBRARY**

## **STRATEGIC WORK PLAN**

**2017 - 2020**

**City of Carmel-by-the-Sea, California**

**January 2017**

## INTRODUCTION

Since 2007, the library has operated under a series of strategic work plans, the primary focus of which has been improving customer service, library collections and internal workflow. For this latest work plan, staff agreed the focus should center around improving our library patrons' experience using the library and its materials and services.

In 2014, library staff attended several workshops on current trends regarding library spaces and services. Based on information from these workshops, the Library Board of Trustees, the Carmel Public Library Foundation and library staff began the process of planning near-term and future library services. Of particular importance was reinventing our library spaces to create welcoming, educational and engaging environments that are responsive to our users' needs and strengthen the library's position as a community place.

In August 2015, library staff, using current public library service trends as a guide, participated in a day-long workshop to plan the next three years of library services. A key area of focus was improving our patrons' library experience. We tackled issues such as how to create a "self-service" library in which users can easily find their way without assistance, and looked at ways to facilitate positive staff-customer interactions. Again, the role of the library buildings and spaces played a key role in the process.

The Carmel Public Foundation also engaged the services of Library Consultant Susan Kent to provide information and expertise on the future of public library buildings, review library documents and data, and present a community workshop on trends in library services. Based on Ms. Kent's recommendations (see attached report) the Carmel Public Library Foundation has engaged the services of Group 4 Architecture, Research and Planning to undertake an assessment of the two library buildings and make recommendations regarding improving interior layouts and potential renovation opportunities. Key elements of the report will be incorporated into the work plan as they are decided upon.

## Vision Statement

*Harrison Memorial Library will:*

- *Be a welcoming community center that connects diverse users from multiple generations to their community and to each other by offering a wide range of educational and cultural programs*
- *Provide outstanding customer service*
- *Be a safe and inviting place for the community's youth while providing materials, spaces, and activities to engage their interest and promote life-long learning*
- *Be innovative and continually changing, adopting new and emerging technologies to meet the community's informational and service needs*
- *Provide collections that are broad in scope and depth, in a wide range of formats*
- *Be a respected and sustainable organization that functions as the cultural, intellectual and informational heart of the community*

**Harrison Memorial Library Mission Statement**

The Harrison Memorial Library is a community space that provides collections, resources and programs that support the public's educational, informational and recreational pursuits and technology needs. In addition, the library acquires and preserves materials that document the history of Carmel-by-the-Sea.

**Carmel Public Library Foundation Mission Statement**

The mission of the Carmel Public Library Foundation is to provide supplemental funds for Harrison Memorial Library that will ensure free library service in perpetuity.



**GOAL 1: Enhance the user experience by making the library more accessible, convenient and easy to use.**

**First Year Objectives:**

- Review library policies with an eye toward relaxing them within reason and eliminating the “no’s”.
- Investigate the possibility of allowing certain types of food in the library. Should the decision be made to do so, develop a policy regarding food and drink in the library.
- Develop and send electronic Welcome Packets to new library patrons. Investigate whether this can be done through the library’s Integrated Library System (ILS).
- Develop a cell phone etiquette handout that will educate patrons about considerate cell phone use in the library, while mitigating the disruption that sometimes results from people talking loudly on their phones.
- Review library policies with an eye toward relaxing them within reason and eliminating the “no’s”.

**Second Year Objectives:**

- After a year-long implementation of Sunday hours, investigate readjusting library open hours to respond to our users’ needs.
- Install catalog computers in mezzanine, teen room and reading room of the Main Library.
- Investigate what will be necessary to allow library patrons to pay fines with credit cards.

**Third Year Objectives:**

- Budget for, and implement, the ability for library patrons to pay fines with credit cards.
- Readjust library open hours as necessary to respond to our library users’ needs.

**Years One Through Three Objectives:**

- Continuously develop ways in which the library staff can say “no” in a positive way, while offering viable alternatives whenever possible.
- Continue to train staff so as to ensure that all staff members are able to assist library patrons with any technology in either building.
- Develop and install clear and user-friendly signage that will allow library patrons to find materials without having to ask for help.
- Improve and create catalog records, indexes and finding aids to make all Local History department materials accessible to the public.
- Continuously weed all library collections.
- Staff in both buildings will, whenever possible, continue to support patron needs by escorting them to service desks and/or the stacks to locate materials.

**GOAL 2: Provide a variety of interesting and informative programs for all ages.**

**First Year Objectives:**

- Continue, and expand if possible, the Oral History program.
- Develop relevant and interesting teen programs that attract a wider audience.
- As possible, hold more small adult programs in the Main Library.
- Increase outreach to pre-schools.
- Investigate partnering with the video production class at Carmel High School to film library lectures.
- Begin posting links to videos of library programs and oral histories on the library website.

**Second Year Objectives:**

- Add more family programming in Youth Services.
- Add more “tween” (9-14 years old) programming in Youth Services.
- Increase STEM (Science, Technology, Engineering, Math) and STEAM (Science, Technology, Engineering, Art, Math) programming in Youth Services.

**Third Year Objectives:**

- Develop STEM and STEAM programming for teens and adults.
- Install DVD shelving on rollers in the Main Library that can be moved out of the way to make more room for adult programming in the Reading Room.

**GOAL 3: Use technology to enhance and support public service to the community.**

**First Year Objectives:**

- Investigate the possibility of implementing self-serve computer time extensions.
- Investigate the feasibility of creating a way to place Interlibrary Loan requests over the phone or by email that incorporates billing for the service.
- Investigate installing a print release station for the public computers at the Main Library.

**Second Year Objectives:**

- Investigate adding a map feature to the online catalog to help users find materials in the library.
- Assist the City in planning and developing a responsive, accessible website that translates across all platforms.

**Third Year Objective:**

- Install a Smart TV flat screen in the teen lounge to allow teens to play DVD's.

**Years One Through Three Objectives:**

- Continue to digitize and make Local History collections available online.
- Create fillable library forms and make them available online.
- When possible, allocate additional funding to the most heavily used digital resources.
- Review digital offerings for ease of patron use; replace hard-to-use technologies with like products that are more user friendly.
- Add more e-books for children and tweens.

**GOAL 4: Market the library's services**

**First Year Objectives:**

- Research successful marketing strategies/best practices that are in use by other libraries and implement ideas that will work for our community.
- Create an information packet about the library and send it to new residents who have not yet gotten a library card.

**Second Year Objectives:**

- Market the library's Outreach Program to attract new users.
- Develop ways in which to get more use of the Local History department.

**Third Year Objectives:**

- Market the library's streaming video services to all users, with special emphasis on what is available for youth and teens.



**Goal 5:           Modify library spaces to provide a more welcoming and functional environment.**

**First Year Objectives:**

- Install new carpet and furniture in the Park Branch Lobby.
- Remove existing directional signage in the Main Library and begin installing improved signage that will allow users to find their way around the library more effectively.
- Remove the old exterior signage by the front door of the Main Library that is no longer relevant or accurate.
- Label end-shelving at the Main Library with subject headings in addition to the Dewey Decimal numbers. Example: cooking, gardening.

**Second Year Objectives:**

- Install Security Gates in the Local History department to protect the collections.
- Continue to re-sign the Main Library.
- Relocate the handouts on the west wall of the Main Library to an area where they will be more visible – possibly underneath the community bulletin board.
- Determine what would be necessary to relocate the Reference Desk at the Main Library to the same floor as the Circulation Desk.

**Third Year Objectives:**

- If feasible, relocate the reference desk to the same floor as the Circulation Desk.
- Install wall slats in the space currently occupied by the bulletin board in Youth Services for display of new materials.

**Years One Through Three Objectives:**

- As the budget permits, replace large, heavy furniture with lightweight, sturdy modular furniture in both buildings that will be easy to move for programs and so that patrons can make their own furniture groupings.



# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

December 7, 2016

**TO:** Harrison Memorial Library Board of Trustees  
**FROM:** Janet Bombard, Library Director  
**SUBJECT:** Annual Election of 2017 Officers

### BACKGROUND / SUMMARY

Officers of the Board of Trustees consist of a President, Vice President, and Treasurer. Elections occur annually at the December Board meeting; elected officers begin their terms in January.

The Harrison Memorial Library Board of Trustees By-Laws, Article IV – Officers of the Board of Trustees – states the following:

- A. Officers of the Board of Trustees shall consist of a President, a Vice President and a Treasurer, who shall perform their appropriate duties.
- B. Officers shall be elected at the annual meeting, or at such other meeting as may be necessary to serve for a period of one year or until a successor has been seated. Election of officers shall occur in December, or in November if a meeting is cancelled or no meeting is held, with prior notification to the City Clerk.
- C. No member of the Board shall be elected President for more than two consecutive full terms; however other than that there are no other official regulations governing Board elections.

Because the method of appointing new Board officers was established by practice only, and was not stipulated in library Board By-Laws or City regulations, the Board of Trustees at its April 25, 2012 meeting, adopted the following guidelines regarding election of officers:

#### *PROCEDURE REGARDING THE ANNUAL ELECTION OF OFFICERS HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES*

*Per the City of Carmel-by-the-Sea, in an effort to maintain consistency all elections of Boards, Committees and Commissions should occur in December. If a December election is not possible due to a meeting cancellation, a November election may be held upon prior notice to the City Clerk.*

*Elected positions of the Library Board of Trustees consist of a President, Vice President, and Treasurer. Officers' terms begin in January; positions are held for one year or until a successor has been appointed. Per Library Board by-laws, no member of the Board shall be elected President for more than two consecutive full terms.*

*The election of officers is an agendaized Order of Business. Due to Brown Act restrictions, nominations are made, discussed and voted on at the December meeting.*

*It has been customary for the Vice President to succeed the President and for the Treasurer position to be held by a new Board member. The rationale for choosing a new Board member as Treasurer is that it provides a good introduction to Board finances and operations.*

*This method of appointing new Board officers has been established by practice only; it is not stipulated in Library Board By-Laws or City regulations.*

# LIBRARIAN'S MONTHLY REPORT

October 31, 2016

CIRCULATION		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Adult Circulation Transactions:</b>						
Fiction		-56.21	2,247	2,347	4,594	10,492
Non-Fiction		-54.12	1,338	1,395	2,733	5,957
Magazines		-52.63	137	97	234	494
Audio/Video		-48.08	2,607	2,641	5,248	10,108
<b>ADULT CIRCULATION TOTAL:</b>		<b>-52.65</b>	<b>6,329</b>	<b>6,480</b>	<b>12,809</b>	<b>27,051</b>
<b>Juvenile Circulation Transactions:</b>						
Fiction		-60.65	1,921	1,674	3,595	9,137
Non-Fiction		-64.30	214	239	453	1,269
Magazines		-86.39	10	10	20	147
Audio/Video		-64.90	352	292	644	1,835
<b>JUVENILE CIRCULATION TOTAL:</b>		<b>-61.96</b>	<b>2,497</b>	<b>2,215</b>	<b>4,712</b>	<b>12,388</b>
<b>CIRCULATION TOTAL:</b>		<b>-55.57</b>	<b>8,826</b>	<b>8,695</b>	<b>17,521</b>	<b>39,439</b>
<b>OVERDRIVE</b>						
Patron Registrations		-54.55	15	5	20	44
Checkouts		-41.75	163	144	307	527
<b>OTHER DIGITAL RESOURCES</b>						
Checkouts		-40.92	644	443	1087	1840
Total electronic checkouts		-45.17	644	587	1231	2245
<b>Reserve Requests:</b>		<b>-53.00</b>	<b>797</b>	<b>846</b>	<b>1,643</b>	<b>3,496</b>
<b>Patron Visit Count</b>						
HML Building		-53.08	5,601	5,388	10,989	23,420
Park Branch Building		-55.95	1,616	1,633	3,249	7,376
Local History		-39.31	77	28	105	173
Youth Services Dept.		-56.35	1,539	1,605	3,144	7,203
<b>PATRON VISIT TOTAL:</b>		<b>-48.52</b>	<b>8,833</b>	<b>7,021</b>	<b>15,854</b>	<b>30,796</b>



# LIBRARIAN'S MONTHLY REPORT

October 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	-57.61	2,480	2,299	4,779	11,273	
Outreach	-77.01	22	18	40	174	
<b>RESIDENTS TOTAL:</b>	<b>-57.90</b>	<b>2,502</b>	<b>2,317</b>	<b>4,819</b>	<b>11,447</b>	
<b>Non-Residents:</b>						
Other Monterey County Cities	-43.14	1,429	1,439	2,868	5,044	
Unincorporated Monterey County	-56.55	4,729	4,590	9,319	21,446	
Other Zip Codes	-69.59	166	254	420	1,381	
<b>NON-RESIDENTS TOTAL:</b>	<b>-54.77</b>	<b>6,324</b>	<b>6,283</b>	<b>12,607</b>	<b>27,871</b>	
<b>OUTREACH SERVICES:</b>						
Visits	-50.00	4	4	8	16	
Circulation	-77.01	22	18	40	174	
<b>LOCAL HISTORY:</b>						
Visitors	-64.16	28	34	62	173	
Programs Attendance		3	0	3	0	
<b>TELEPHONE CALLS:</b>						
Reference Desk	-60.30	221	288	509	1,282	
Youth Services Desk	-68.20	26	64	90	283	
Local History Desk	-30.86	22	34	56	81	
Circulation Desk	-59.76	789	826	1,615	4,013	
<b>TOTAL TELEPHONE CALLS:</b>	<b>-59.89</b>	<b>1,058</b>	<b>1,212</b>	<b>2,270</b>	<b>5,659</b>	

# LIBRARIAN'S MONTHLY REPORT

October 31, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Reference Questions Answered:</b>					
Reference Desk	-73.26	565	578	1143	1614
Youth Services Desk	-58.87	176	218	394	958
Local History Desk	-24.22	204	234	438	578
Circulation Desk	-55.01	658	699	1357	3016
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>-45.96</b>	<b>1603</b>	<b>1729</b>	<b>3332</b>	<b>6166</b>
<b>Information Questions Answered:</b>					
Reference Desk	-51.52	154	181	335	691
Youth Services Desk	-60.11	90	135	225	564
Local History Desk	-45.00	37	29	66	120
Circulation Desk	-52.95	662	702	1364	2899
<b>TOTAL INFORMATION QUESTIONS:</b>	<b>-53.44</b>	<b>943</b>	<b>1047</b>	<b>1990</b>	<b>4274</b>
<b>TECHNOLOGY ASSISTANCE</b>	<b>#DIV/0!</b>	<b>92</b>	<b>130</b>	<b>222</b>	
<b>SUCCESSFUL RETRIEVAL OF ELECTRONIC INFO</b>	<b>#DIV/0!</b>	<b>9</b>	<b>27</b>	<b>36</b>	
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	-46.81	23	27	50	94
ILL from Other Libraries	-43.24	20	22	42	74
<b>PATRON REGISTRATION:</b>	Patron Data Base Purge 08/16				
Carmel by-the-Sea Residents	-64.29	11	19	30	84
Monterey County Cities Residents	-40.38	16	15	31	52
Unincorp. Monterey Cty Residents	-54.88	37	37	74	164
Visitor Cards	-92.59	1	1	2	27
Other Borrowers	-57.14	9	12	21	49
<b>REGISTRATION TOTAL:</b>	<b>-57.98</b>	<b>74</b>	<b>84</b>	<b>158</b>	<b>376</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>-23.11</b>			<b>8,788</b>	<b>11,430</b>

# LIBRARIAN'S MONTHLY REPORT

October 31, 2016

YOUTH SERVICES PROGRAMS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:	-11.11	4	4	8	9
Summer Reading/Special Programs:	-25.00	3	3	6	8
<b>TOTAL PROGRAMS:</b>	<b>-17.65</b>	<b>7</b>	<b>7</b>	<b>14</b>	<b>17</b>
<b>Attendance At Programs:</b>					
Storytime-Children:	19.79	120	110	230	192
Summer Reading/Special-Children:	-75.10	43	18	61	245
<b>TOTAL CHILDREN'S ATTENDANCE:</b>	<b>-33.41</b>	<b>163</b>	<b>128</b>	<b>291</b>	<b>437</b>
<b>TOTAL ADULT ATTENDANCE:</b>	<b>-8.87</b>	<b>142</b>	<b>115</b>	<b>257</b>	<b>282</b>
<b>TOTAL YS PROGRAM ATTENDANCE :</b>	<b>-23.78</b>	<b>305</b>	<b>243</b>	<b>548</b>	<b>719</b>
<b>OFFSITE PROGRAMS</b>		3	3	6	
<b>TOTAL OFFSITE PROGRAM ATTENDANCE</b>		<b>198</b>	<b>330</b>	<b>528</b>	
<b>PRESCHOOL PROGRAMS</b>	#DIV/0!	0	4	4	
<b>TOTAL PRESCHOOL PROGRAM ATTENDANCE</b>	#DIV/0!	<b>0</b>	<b>216</b>	<b>216</b>	
<b>PROGRAMS FOR 9 - 12 YEAR OLDS:</b>	<b>-50.00</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>4</b>
<b>TOTAL ATTENDANCE:</b>	<b>-90.08</b>	<b>13</b>	<b>11</b>	<b>24</b>	<b>242</b>
<b>SCHOOL AGE PROGRAMS</b>		4	3	7	
<b>TOTAL SCHOOL AGE PROGRAM ATTENDANCE</b>		<b>53</b>	<b>42</b>	<b>95</b>	
<b>ADULT PROGRAMS:</b>	20.00	6	6	12	10
<b>TOTAL ATTENDANCE:</b>	<b>127.27</b>	<b>232</b>	<b>318</b>	<b>550</b>	<b>242</b>
<b>TEEN PROGRAMS:</b>	0.00	1	2	3	3
<b>TOTAL ATTENDANCE:</b>	<b>54.29</b>	<b>4</b>	<b>50</b>	<b>54</b>	<b>35</b>
<b>CLASS VISITS</b>					
Children's Visits: 1 Teen Visits: X	#DIV/0!	20	0	20	0
<b>TOTAL CHILDREN'S ATTENDANCE</b>	<b>17.65</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>17</b>
<b>TOTAL TEEN ATTENDANCE</b>	#DIV/0!	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ATTENDANCE</b>	<b>17.65</b>	<b>20</b>	<b>0</b>	<b>20</b>	<b>17</b>

# LIBRARIAN'S MONTHLY REPORT

October 31, 2016

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
<b>BOOKS CATALOGED:</b>						
Adult			110	110	583	583
Leased			99	74	423	345
Reference			8	8	29	29
Youth Services			95	95	494	494
Audio			35	35	119	116
Video			45	45	133	133
<b>TOTAL:</b>			<b>392</b>	<b>367</b>	<b>1,781</b>	<b>1,700</b>
<b>HOLDINGS TO DATE</b>						
HML Main Library Building			48,953	64,035 titles		
Park Branch Library			20,353	held in both buildings		
<b>TOTAL ITEMS HELD:</b>			<b>69,306</b>			
<b>TOTAL TITLES HELD:</b>				<b>64,035</b>		
<b>DATA BASE MAINTENANCE:</b>						
Corrections Made to Bibliographic & Item Databases		7 this month, 18 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		7 this month, 18 YTD				

# LIBRARIAN'S MONTHLY REPORT

October 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	-47.15	30.00	35.00	65.00	123.00
Local History	#DIV/0!	16.00	17.00	33.00	0.00
Reference	-80.00	4.00	10.00	14.00	70.00
Technical Services	240.00	16.00	18.00	34.00	10.00
Youth Services	-100.00	0.00	0.00	0.00	55.00
<b>TOTALS:</b>	<b>7,200.00</b>	<b>66.00</b>	<b>80.00</b>	<b>146.00</b>	<b>2.00</b>
<b>BRAINFUSE:</b>	<b>52.78</b>	<b>50</b>	<b>5</b>	<b>55</b>	<b>36</b>
<b>SCIENCEFLIX</b>	<b>-184.62</b>	<b>10</b>	<b>3</b>	<b>13</b>	<b>37</b>
<b>SELF CHECK PATRONS :</b>					
Main Library	-62.30	346	322	668	1772
Youth Services	-68.98	60	52	112	361
<b>TOTAL:</b>	<b>-63.43</b>	<b>406</b>	<b>374</b>	<b>780</b>	<b>2133</b>

<b>ELECTRONIC SEARCH ACTIVITY</b>					
Public in-Library Computer Use:	-40.65	682	788	1470	2477
Electronic Search/Visits Total:	-50.58	3,312	3,531	6,843	13,846
Public WiFi Use	-28.44	430	443	873	1,220
<b>Use of HML Web Page Averages:</b>					
Number of Pages Viewed Per Day:	-78.85	177	218	177	837
Number of Pages Viewed Per Visit:		2	2	4	
Length of Visit		1.5 MIN	1.5 MIN		



SOURCE: <http://lj.libraryjournal.com/stars-faq/#01>

### **1. What is the *LJ* Index of Public Library Service?**

The *LJ* Index is a national rating system designed to recognize and promote America's public libraries, to help improve the pool of nationally collected library statistics, and to encourage library self-evaluation.

### **2. How was the *LJ* Index designed?**

Simplicity, transparency, and comprehensibility were the main objectives in designing the rating system. We used statistical correlation analysis to identify a concise and straight-forward set of indicators of library service provision. We also wanted to enable individual libraries to examine first-hand the data upon which their ratings are based. One of the foundational ideas of this system is the acknowledgment of the strengths and weaknesses of library ratings systems of any kind. Ratings are best understood within the larger context of library assessment and evaluation. Comprehensive local evaluation of library operations by libraries and their constituents is the most productive method for assessing library performance.

### **3. What data are *LJ* Index scores based on?**

*LJ* Index scores and Star ratings (see FAQ item #8) are based on data reported annually by public libraries to their state library agencies and compiled nationally by the [Institute of Museum and Library Services](#) (IMLS). Each edition of the *LJ* Index specifies the statistical year the ratings pertain to—in the article text and also in a separate table. The November 2016 ratings are based on IMLS public libraries data for 2014; the November 2015 ratings, on the 2013 IMLS data; the November 2014 ratings, on the 2012 data. And so on. Any issues with data accuracy or completeness should be directed to local libraries and/or their state library agencies.

### **4. What statistical measures does the *LJ* Index use?**

Originally, *LJ* Index scores were based on four per capita service output statistics:

- library visits
- circulation
- program attendance
- public Internet computer use

Beginning with the 2016 edition (based on FY 2014 data), circulation of electronic materials, or e-circ, was added. The original four measures are positively related statistically. Other service output statistics available nationally—patron registration counts, reference transactions, and interlibrary lending—were not sufficiently related to these four original measures to justify their inclusion in the same index. E-circulation is related to the original measures, especially circulation, though it is not as strongly related to the original measures as they are to each other. This is not surprising, however, as e-circulation, unlike the original measures, is far less likely to require a physical visit to a library. Traditional circulation of physical materials, program attendance, and use of public Internet computers usually do require a physical visit.

### **5. How does a library qualify to be included in *LJ* Index ratings?**

To receive an *LJ* Index rating a library must satisfy these criteria:

- Meet the IMLS definition of a public library
- Have a service area with at least 1000 population
- Have total operating expenditures of at least \$10,000
- Report the service output statistics listed in FAQ item # 4.

### **6. How are the *LJ* Index scores calculated?**

A complete specification of the calculation algorithm used [appears here](#).

### **7. What does the *LJ* Index measure?**

The index measures how quantities of selected services provided by a library compare with libraries

within its peer group (groups are listed to the left). For each library, each of the four output statistics is measured against the average for the library's peer group ([see table](#)).

A very high value on one or more statistics can compensate for lower values on other statistics. This "sensitivity" of the index is intended to encourage both the identification of excellence in specific services as well as thoughtful review of the validity and reliability of local data reports. (See also FAQ item # 18 regarding *weighting*.)

#### **8. How are LJ Index "Star Libraries" identified?**

Within each expenditure peer group we identify the top 30 scores. We give the top ten scores a 5-star rating, the next ten scores a 4-star rating, and the remaining ten scores a 3-star rating. However, for the *\$30 million and above* expenditure group, we only identify the top 15 scores, and proceed to divide these into three groups of five. The minimum number of *star-rated* libraries in each edition will be 255. However, when libraries tie for scores falling within the top scoring ranges, all tying libraries receive stars. For this reason, the total number of *star-rated* libraries can exceed 255 and may differ from edition to edition.

#### **9. Does the LJ Index measure the quality, excellence, effectiveness, value, or appropriateness of library services?**

No, the index measures none of these. By definition, service outputs do not reflect quality, excellence, effectiveness, or value of services to the library's community. National-level data required to measure these aspects of library performance, even in a limited fashion, do not exist. Similarly, the index does not indicate whether library service output levels are appropriate for the library's community, nor the extent to which services sufficiently address community needs. We encourage libraries to analyze their own operational and community demographic data locally in order to address these two vital assessment issues.



*****	Northbrook Public Library	IL	33170	25.16	0.89	12.66	1.19	1.10	1108
*****	Northport Public Library	NY	36113	15.08	0.89	14.22	0.89	3.61	1092
*****	Vernon Area Public Library District	IL	41055	21.53	1.70	7.97	1.55	0.91	1074
*****	Patchogue-Medford Library	NY	52929	16.58	0.39	10.76	1.00	4.50	1072
***	Newport Beach Public Library	CA	86874	19.45	1.05	16.11	0.64	1.40	1012
***	Pueblo City-County Library District	CO	161258	15.41	1.20	8.83	1.13	3.11	1011
***	Cerritos Public Library	CA	49741	11.16	0.23	18.81	0.42	3.67	1002
***	Carmel Clay Public Library	IN	83293	25.26	1.52	6.84	0.79	2.83	1000
***	Hewlett-Woodmere Public Library	NY	20356	16.51	0.85	10.86	0.98	2.29	968
***	Comsewogue Public Library	NY	23752	20.12	1.53	11.73	0.82	0.59	938
***	Cook Memorial Public Library District	IL	59842	26.38	1.42	9.67	0.60	1.11	931
***	Niles Public Library District	IL	57284	17.76	0.87	7.34	1.05	2.43	923
***	Champaign Public Library	IL	81055	25.17	0.59	11.76	0.50	1.56	918
***	Fountaindale Public Library District	IL	67683	16.28	0.55	7.41	1.23	1.64	886

Expenditure Range \$1,000,000–\$4,999,999

Search:

STARS	LIBRARY	STATE	Population	Circ (per Capita)	eCirc (per Capita)	Visits (per Capita)	Program Attendance (per Capita)	Public Internet Computer Use (per Capita)	SCORE
*****	Avalon Free Public Library	NJ	1334	123.68	14.34	68.34	8.36	9.75	6692
*****	Grandview Heights Public Library	OH	7392	84.51	16.71	78.48	3.51	5.21	5606
*****	Hudson Library And Historical Society	OH	22262	56.09	10.25	42.04	1.81	6.69	3676
*****	San Miguel Library District # 1 (Telluride)	CO	6121	37.06	1.50	43.01	7.69	7.59	3284
*****	Lakewood Public Library	OH	51983	31.91	0.61	17.26	2.01	17.19	2680

*****	Westhampton Free Library	NY	5571	39.29	1.80	30.79	7.06	2.95	2631
*****	Fayetteville Free Library	NY	10314	28.48	2.11	46.08	3.48	5.21	2519
*****	Bernardsville Public Library	NJ	7707	26.51	0.40	23.02	3.03	11.64	2354
*****	Center Moriches Free Public Library	NY	7546	30.67	2.19	34.83	4.93	2.88	2344
*****	Lancaster Sys Admin Unit	PA	4231	10.28	0.18	2.73	14.05	0.00	2250
*****	West Bloomfield Township Public Library	MI	71755	39.65	1.05	17.65	0.81	11.17	2153
*****	Mattituck-Laurel Library	NY	5613	16.17	1.83	57.55	0.60	4.69	2101
*****	Twinsburg Public Library	OH	24453	50.14	2.36	15.71	1.27	6.20	2041
*****	Cutchogue New Suffolk Free Library	NY	3684	34.65	1.12	25.73	4.41	2.76	2014
*****	Brumback Library	OH	23964	35.51	1.99	22.80	4.05	2.42	1997
*****	Lake Forest Library	IL	19375	23.27	1.17	24.00	0.69	10.11	1967
*****	St. Helena Public Library	CA	5943	52.67	1.27	20.19	2.86	2.79	1948
*****	Sanibel Public Library	FL	6490	29.50	1.84	18.51	3.60	4.55	1944
*****	Darien Library	CT	21330	31.06	1.01	16.96	2.43	7.33	1916
*****	Mary Riley Styles Public Library	VA	12567	36.71	3.34	25.18	1.86	2.16	1895
*****	Port Jefferson Free Library	NY	7570	31.78	1.66	26.96	3.42	1.68	1837
*****	Manlius Library	NY	11226	27.97	1.22	18.64	2.07	6.65	1823
*****	Harrison Memorial Library	CA	3722	42.27	1.11	34.29	1.05	2.65	1798
*****	Mountain Brook - Emmet O'Neal Library	AL	20369	20.67	6.28	9.85	2.09	2.17	1791
*****	Ocean City Free Public Library	NJ	11701	21.85	1.25	25.98	1.65	4.77	1665
*****	Wickliffe Public Library	OH	12753	37.63	1.30	15.25	2.30	3.40	1642
*****	Shaker Heights Public Library	OH	32311	34.19	1.37	14.56	0.81	6.26	1638

***	Belvedere-Tiburon Library	CA	11184	28.59	2.88	14.48	2.45	1.63	1571
***	Sedona Public Library	AZ	10176	28.19	1.25	19.87	1.41	4.36	1564
***	Coal City Public Library District	IL	11257	19.34	1.08	8.09	5.81	1.24	1547

## Expenditure Range \$400,000–\$999,999

Search:

STARS	LIBRARY	STATE	Population	Circ (per Capita)	eCirc (per Capita)	Visits (per Capita)	Program Attendance (per Capita)	Public Internet Computer Use (per Capita)	SCORE
*****	Foley Public Library	AL	15402	53.39	17.49	38.53	1.22	1.96	3721
*****	Provincetown Public Library	MA	2968	33.89	0.02	116.13	1.59	15.33	3670
*****	Camden Public Library	ME	4838	58.48	1.72	46.70	5.12	14.52	3607
*****	Quogue Library	NY	1080	36.75	3.38	60.19	6.04	9.50	3480
*****	The Hampton Library In Bridgehampton	NY	1827	45.89	4.25	43.18	8.11	3.38	3335
*****	Island Free Library	RI	1051	33.74	1.32	47.98	6.49	7.63	2964
*****	Wellfleet Public Library	MA	2742	43.44	0.06	37.62	5.74	8.36	2747
*****	New Port Richey Public Library	FL	15107	43.17	1.03	31.22	7.55	2.34	2609
*****	Leslie County Public Library	KY	11019	34.42	10.21	6.07	1.54	7.73	2592
*****	Amagansett Free Library	NY	1365	30.84	1.89	30.23	5.84	4.74	2424
****	West Tisbury Free Public Library	MA	2828	51.09	0.71	34.95	1.31	11.03	2419
****	Hewitt Public Library	TX	22000	24.12	10.19	12.50	3.12	2.45	2416
****	Page Public Library	AZ	7582	18.64	0.31	21.18	2.72	18.23	2395
****	North Kansas City Public Library	MO	4208	40.92	1.08	44.85	1.79	8.84	2387
****	Osterville Village Library	MA	3012	34.38	0.00	30.94	4.76	8.55	2379
****	Haines Borough Public Library	AK	2537	40.81	0.58	34.66	2.86	7.64	2251
****	Brewton Public Library	AL	5347	22.04	11.66	11.60	0.56	3.45	2227
****	Unalaska Public Library	AK	4689	45.38	0.02	24.14	1.41	10.76	2094
****	Dover Town Library	MA	5722	33.35	4.81	13.66	3.20	3.31	2046

10/31/2016

To: Janet Bombard  
From: Carol Frost, System Director, PLP  
Subject: PLP Public Library Member Reimbursements for Networking Costs

I am pleased to inform you of two very important decisions by the Pacific Library Partnership (PLP) Executive Committee that will result in savings for your library regarding networking costs. Please take a moment to review this memo and return the attached forms with your preferences.

**Distribution of \$100,000 California Library Services Act (CLSA) Funds for Networking**

The original PLP CLSA funding for FY 16/17 was \$360,429. At the July 12, 2016 California Library Services Board (CLSB) meeting, an additional \$333,731 was allocated to PLP. Expenditure of funds must follow the state regulations for Communications and Delivery, with some funds allocated towards Administration. Much of the funding supports the delivery between PLP libraries. The unexpected \$333,731 allows PLP to fund additional initiatives. The PLP Executive Committee allocated \$100,000 to renew enki for FY 16/17, \$100,000 to fund future development of the Library Simplified SimplyE eBook app, and \$100,000 to libraries for broadband and networking costs. The remaining funds are unencumbered for future use.

The \$100,000 CLSA funds for broadband and networking costs are being distributed to the PLP public libraries by the following formula: 40% based on amount and 60% based on population. Attachment A outlines the reimbursement for libraries. For your library, the reimbursement is \$1,245.68.

Because these are CLSA funds, PLP is not able to keep the funds on deposit for libraries. All libraries must complete Form A and choose one of the following options:

1. Receive the money from PLP and agree to use it for networking costs. These costs may include monthly network/broadband service fees (whether on CENIC or not), network hardware, connectivity, and installation costs of networks. You may choose to receive the funds in FY 16/17 or FY 17/18.
2. For libraries on CENIC, or in the process of joining CENIC through Califa, PLP can direct the funds towards your CENIC broadband service fees until such time that your funds are expended. You will not receive the funds directly. For libraries on CENIC but not through Califa, PLP will work directly with CENIC to apply the funds to your broadband service fees until such time that your funds are expended.

PACIFIC LIBRARY PARTNERSHIP

CLAIM FORM FOR CENIC BROADBAND FUNDS

Form B

Library: HARRISON MEMORIAL LIBRARY

Amount of Approved Allocation: \$1,616.71

I hereby certify that the above-named library should use these funds for CENIC for broadband or other broadband access for either monthly networking costs or network hardware purchases. I understand that if my library is on CENIC, these funds may only be used for CENIC broadband services, and that I may only receive a distribution of funds if my library is not using CENIC.

I authorize PLP to direct the funds towards my CENIC broadband service fees until my funds are expended. PLP will coordinate with Califa and CENIC depending upon which CENIC connection I have. I would like to begin applying the funds in (circle one) FY 16/17 or FY 17/18.

I am not on CENIC and would like a check to be issued to my library. I agree to use the funds for allowable network costs, including other broadband access monthly networking costs or network hardware. Please send payment in (circle one) FY 16/17 or FY 17/18.

Signature: Janet Bombard Title: LIBRARY DIRECTOR

Name: JANET BOMBARD Date: 11/16/16

\*\*\*\*\*

For Staff use

Approved by: Carol Frost, System Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Mail one copy with an original signature to: Pacific Library Partnership

Attn: Donna Truong  
2471 Flores Street  
San Mateo, CA 94403

**ATTACHMENT A**  
**CLSA FY 16/17 ALLOCATION of \$100,000**  
**Networking Funds**

Library	Population	40% Base Amount	60% Based on Population	TOTAL
Alameda County Library	564,695	1,212.12	5,057.06	6,269.18
Alameda Free Library	76,638	1,212.12	686.32	1,898.44
Berkeley Public Library	118,780	1,212.12	1,063.72	2,275.84
Burlingame Public Library	37,503	1,212.12	335.85	1,547.98
Contra Costa County Library	995,525	1,212.12	8,915.31	10,127.44
Daly City Public Library	105,810	1,212.12	947.57	2,159.69
Harrison Memorial Library	3,747	1,212.12	33.56	1,245.68
Livermore Public Library	85,990	1,212.12	770.07	1,982.20
Los Gatos Library	30,505	1,212.12	273.18	1,485.31
Menlo Park Public Library	33,273	1,212.12	297.97	1,510.09
Monterey County Free Libraries	223,395	1,212.12	2,000.59	3,212.71
Monterey Public Library	28,163	1,212.12	252.21	1,464.33
Mountain View Public Library	77,914	1,212.12	697.75	1,909.87
Oakland Public Library	432,286	1,212.12	3,871.29	5,083.41
Pacific Grove Public Library	15,388	1,212.12	137.81	1,349.93
Palo Alto City Library	66,932	1,212.12	599.40	1,811.52
Pleasanton Public Library	74,850	1,212.12	670.31	1,882.43
Redwood City Public Library	81,838	1,212.12	732.89	1,945.01
Richmond Public Library	107,346	1,212.12	961.33	2,173.45
Salinas Public Library	154,720	1,212.12	1,385.58	2,597.70
San Benito County Free Library	56,414	1,212.12	505.21	1,717.33
San Bruno Public Library	44,409	1,212.12	397.70	1,609.82
San Francisco Public Library	845,602	1,212.12	7,572.70	8,784.82
San Jose Public Library	1,016,479	1,212.12	9,102.97	10,315.09
San Juan Bautista City Library	1,930	1,212.12	17.28	1,229.41
San Mateo County Library	278,861	1,212.12	2,497.31	3,709.43
San Mateo Public Library	105,236	1,212.12	942.43	2,154.55
Santa Clara City Library	120,973	1,212.12	1,083.36	2,295.48
Santa Clara County Library	428,807	1,212.12	3,840.13	5,052.25
Santa Cruz Public Libraries	219,010	1,212.12	1,961.32	3,173.44
South San Francisco Public Library	66,193	1,212.12	592.78	1,804.91
Sunnyvale Public Library	148,028	1,212.12	1,325.65	2,537.77
Watsonville Public Library	52,636	1,212.12	471.38	1,683.50
	<b>6,699,876</b>	<b>40,000.00</b>	<b>60,000.00</b>	<b>100,000.00</b>

## Distribution of \$110,000 Held by CENIC

In 2014, PLP and CENIC signed an agreement regarding broadband services for PLP public libraries, and PLP deposited \$110,000 with CENIC for broadband for PLP libraries. Soon after this contract was signed, CENIC began working with the State Library to expand broadband statewide and apply for e-rate for CENIC libraries. In addition, Califa Group became a partner with CENIC and began providing discounts on hardware, and grants were offered for hardware and connection costs.

The PLP Executive Committee approved a plan for PLP public library members for distributing the \$110,000 as credits to PLP libraries on their CENIC bills, using the PLP cost-share distribution formula of a 40% base amount (\$1,571.43) and 60% based on population, as indicated in Attachment B. CENIC credits will be used to offset CENIC bills and will not be a distribution of funds. The credits are anticipated to commence in the January, 2017 billing cycle and will continue until the money is spent. Credits will be on either Califa or CENIC bills, depending upon jurisdiction. For libraries still connecting, credits will be applied upon completion of installations.

For the five PLP public libraries which are using a network provider other than CENIC for broadband, the PLP Executive Committee approved an allocation of CLSA funds to those libraries. Acceptance and use of these funds by the libraries would follow the CLSA guidelines regarding broadband access for either monthly networking costs or network hardware purchases. Attachment B outlines the distribution of funds, based on the PLP cost-share distribution formula.

For your library, your reimbursement is \$1,616.71.

All libraries must complete Form B and indicate the following:

1. For libraries on CENIC, or in the process of joining CENIC through Califa, PLP will direct the funds towards your CENIC broadband service fees until such time that your funds are expended. You will not receive the funds directly. For libraries on CENIC but not through Califa, PLP will work directly with CENIC to apply the funds to your broadband service fees until such time that your funds are expended.
2. For libraries using a network provider other than CENIC, you will receive the money from PLP and agree to use it for networking costs. These costs may include monthly network/broadband service fees, network hardware, connectivity, and installation costs of networks. You may choose to receive the funds in FY 16/17 or FY 17/18.

Please complete Forms A and B by 12/1/2016 and return them to Donna Truong. For questions, please contact Donna Truong, PLP Chief Financial Officer, at (650)349-5538 or [truong@plsinfo.org](mailto:truong@plsinfo.org).

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PACIFIC LIBRARY PARTNERSHIP

CLAIM FORM FOR CLSA NETWORKING FUNDS  
Form A

Library: HARRISON MEMORIAL LIBRARY

Amount of Approved Allocation: \$1,245.68

I hereby certify that the above-named library should use these CLSA networking funds for CENIC broadband or other broadband access for either monthly networking costs or network hardware purchases.

Please check the line below with your preference.

I plan to use the funds for other broadband access monthly networking costs or network hardware and would like a check to be issued to my library. Please send payment in (circle one) FY 16/17 or FY 17/18.

I plan to use the funds for CENIC broadband monthly costs. I authorize PLP to direct the funds towards my CENIC broadband service fees until my funds are expended. PLP will coordinate with Califa and CENIC depending upon which CENIC connection I have. I would like to begin applying the funds in (circle one) FY 16/17 or FY 17/18.

Signature: Janet Bombard Title: LIBRARY DIRECTOR

Name: JANET BOMBARD Date: 11/16/16

\*\*\*\*\*

For Staff use

Approved by: Carol Frost, System Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Mail one copy with an original signature to: Pacific Library Partnership

Attn: Donna Truong  
2471 Flores Street  
San Mateo, CA 94403

**ATTACHMENT B**

**CLSA-CENIC Allocation of \$110,000  
for Libraries on CENIC network**

<b>Library</b>	<b>Population</b>	<b>40% Base Amount</b>	<b>60% Base on Population</b>	<b>TOTAL</b>
Alameda County Library	564,695	1,571.4285	6,823.63	8,395.06
Alameda Free Library	76,638	1,571.4285	926.07	2,497.50
Berkeley Public Library	118,780	1,571.4285	1,435.31	3,006.74
Burlingame Public Library	37,503	1,571.4285	453.18	2,024.61
Daly City Public Library	105,810	1,571.4285	1,278.58	2,850.01
Harrison Memorial Library	3,747	1,571.4285	45.28	1,616.71
Livermore Public Library	85,990	1,571.4285	1,039.08	2,610.51
Los Gatos Library	30,505	1,571.4285	368.61	1,940.04
Menlo Park Public Library	33,273	1,571.4285	402.06	1,973.49
Monterey County Free Libraries	223,395	1,571.4285	2,699.45	4,270.88
Monterey Public Library	28,163	1,571.4285	340.31	1,911.74
Mountain View Public Library	77,914	1,571.4285	941.49	2,512.92
Oakland Public Library	432,286	1,571.4285	5,223.64	6,795.07
Pacific Grove Public Library	15,388	1,571.4285	185.94	1,757.37
Pleasanton Public Library	74,850	1,571.4285	904.47	2,475.90
Redwood City Public Library	81,838	1,571.4285	988.91	2,560.34
Richmond Public Library	107,346	1,571.4285	1,297.14	2,868.57
Salinas Public Library	154,720	1,571.4285	1,869.60	3,441.03
San Benito County Free Library	56,414	1,571.4285	681.69	2,253.12
San Bruno Public Library	44,409	1,571.4285	536.63	2,108.06
San Francisco Public Library	845,602	1,571.4285	10,218.04	11,789.47
San Jose Public Library	1,016,479	1,571.4285	12,282.88	13,854.31
San Mateo County Library	278,861	1,571.4285	3,369.69	4,941.12
San Mateo Public Library	105,236	1,571.4285	1,271.65	2,843.07
Santa Clara County Library	428,807	1,571.4285	5,181.60	6,753.03
Santa Cruz Public Libraries	219,010	1,571.4285	2,646.46	4,217.89
South San Francisco Public Library	66,193	1,571.4285	799.86	2,371.29
Sunnyvale Public Library	148,028	1,571.4285	1,788.73	3,360.16
	<b>5,461,880</b>	<b>43,999.9980</b>	<b>66,000.00</b>	<b>110,000.00</b>
<b>Libraries Using other Broadband</b>				
Contra Costa County Library	995,525	1,571.4285	9,477.40	11,048.83
Palo Alto City Library	66,932	1,571.4285	637.19	2,208.62
San Juan Bautista City Library	1,930	1,571.4285	18.37	1,589.80
Santa Clara City Library	120,973	1,571.4285	1,151.66	2,723.09
Watsonville Public Library	52,636	1,571.4285	501.09	2,072.52
	<b>1,237,996.00</b>	<b>7,857.1425</b>	<b>11,785.73</b>	<b>19,642.87</b>

Harrison Memorial Library  
Reconciliation Summary

10000 · Wells Fargo Checking, Period Ending 09/30/2016

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	Sep 30, 16
Beginning Balance	230,448.53
Cleared Transactions	
Checks and Payments - 40 items	-208,616.17
Deposits and Credits - 5 items	73,794.91
Total Cleared Transactions	-134,821.26
Cleared Balance	95,627.27
Uncleared Transactions	
Checks and Payments - 12 items	-9,800.88
Total Uncleared Transactions	-9,800.88
Register Balance as of 09/30/2016	85,826.39
New Transactions	
Checks and Payments - 13 items	-3,460.36
Total New Transactions	-3,460.36
Ending Balance	82,366.03

# Harrison Memorial Library Reconciliation Detail

10000 · Wells Fargo Checking, Period Ending 09/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						230,448.53
Cleared Transactions						
Checks and Payments - 40 items						
Bill Pmt -Check	08/30/2016	3670	OVERDRIVE	X	-434.97	-434.97
Bill Pmt -Check	08/30/2016	3671	TEI Landmark Audio	X	-297.46	-732.43
Bill Pmt -Check	08/30/2016	3669	BAKER & TAYLOR	X	-293.50	-1,025.93
Bill Pmt -Check	08/31/2016	3675	OFFICE DEPOT	X	-444.52	-1,470.45
Bill Pmt -Check	08/31/2016	3672	BAKER & TAYLOR	X	-360.45	-1,830.90
Bill Pmt -Check	08/31/2016	3674	MERCURY NEWS	X	-162.50	-1,993.40
Bill Pmt -Check	08/31/2016	3676	ORIENTAL TRADING	X	-121.56	-2,114.96
Bill Pmt -Check	08/31/2016	3673	GALE	X	-50.00	-2,164.96
Bill Pmt -Check	08/31/2016	3677	RECORDED BOOKS	X	-44.77	-2,209.73
Bill Pmt -Check	09/06/2016	3682	NEWS BANK	X	-660.00	-2,869.73
Bill Pmt -Check	09/06/2016	3678	AT&T CALNET 3	X	-585.50	-3,455.23
Bill Pmt -Check	09/06/2016	3680	HOOPLA	X	-406.02	-3,861.25
Bill Pmt -Check	09/06/2016	3684	TEI Landmark Audio	X	-339.95	-4,201.20
Bill Pmt -Check	09/06/2016	3679	BAKER & TAYLOR	X	-249.66	-4,450.86
Bill Pmt -Check	09/06/2016	3681	KAL-WEST	X	-100.00	-4,550.86
Bill Pmt -Check	09/06/2016	3683	REDSHIFT	X	-14.95	-4,565.81
Bill Pmt -Check	09/13/2016	3685	BAKER & TAYLOR	X	-2,722.62	-7,288.43
Bill Pmt -Check	09/13/2016	3686	CALIFA GROUP	X	-660.00	-7,948.43
Bill Pmt -Check	09/13/2016	3688	GOLDEN GATE BO...	X	-425.00	-8,373.43
Bill Pmt -Check	09/13/2016	3689	INFORMATION TOD...	X	-334.03	-8,707.46
Bill Pmt -Check	09/13/2016	3690	OFFICE DEPOT	X	-48.56	-8,756.02
Bill Pmt -Check	09/13/2016	3691	XEROX	X	-40.90	-8,796.92
Bill Pmt -Check	09/14/2016	3693	OCLC	X	-609.69	-9,406.61
Bill Pmt -Check	09/14/2016	3692	COMCAST	X	-125.71	-9,532.32
Bill Pmt -Check	09/14/2016	3694	WELLS FARGO	X	-107.54	-9,639.86
Check	09/15/2016		LAIF	X	-193,000.00	-202,639.86
Bill Pmt -Check	09/15/2016	3697	WELLS FARGO BANK	X	-630.36	-203,270.22
Bill Pmt -Check	09/15/2016	3696	PACIFIC GROVE SE...	X	-200.00	-203,470.22
Bill Pmt -Check	09/15/2016	3699	SENTRY	X	-195.00	-203,665.22
Bill Pmt -Check	09/15/2016	3695	BRODART	X	-147.23	-203,812.45
Check	09/15/2016			X	-30.00	-203,842.45
Bill Pmt -Check	09/20/2016	3703	BAKER & TAYLOR	X	-1,414.11	-205,256.56
Bill Pmt -Check	09/20/2016	3706	OTIS ELEVATOR	X	-722.49	-205,979.05
Bill Pmt -Check	09/20/2016	3702	AMAZON	X	-525.64	-206,504.69
Bill Pmt -Check	09/20/2016	3707	THE WALL STREET ...	X	-455.70	-206,960.39
Bill Pmt -Check	09/20/2016	3705	INFORMATION TOD...	X	-379.00	-207,339.39
Bill Pmt -Check	09/20/2016	3704	VALUE LINE	X	-325.00	-207,664.39
Bill Pmt -Check	09/21/2016	3709	INFORMATION TOD...	X	-658.00	-208,322.39
Bill Pmt -Check	09/21/2016	3708	ENGAGED PATRONS	X	-229.00	-208,551.39
Bill Pmt -Check	09/21/2016	3710	OFFICE DEPOT	X	-64.78	-208,616.17
Total Checks and Payments					-208,616.17	-208,616.17
Deposits and Credits - 5 items						
Deposit	09/08/2016			X	268.36	268.36
Deposit	09/15/2016			X	292.75	561.11
Deposit	09/20/2016			X	280.01	841.12
Deposit	09/27/2016			X	178.79	1,019.91
Deposit	09/27/2016			X	72,775.00	73,794.91
Total Deposits and Credits					73,794.91	73,794.91
Total Cleared Transactions					-134,821.26	-134,821.26
Cleared Balance					-134,821.26	95,627.27
Uncleared Transactions						
Checks and Payments - 12 items						
Bill Pmt -Check	04/23/2013	2167	THE GREAT JONAT...		-275.00	-275.00
Bill Pmt -Check	11/19/2014	2836	DISCOUNT SCHOO...		-62.30	-337.30

Harrison Memorial Library  
Reconciliation Detail

10000 - Wells Fargo Checking, Period Ending 09/30/2016

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	12/30/2014	2879	DISCOUNT SCHOO...		-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	09/13/2016	3687	COPIES BY THE SEA		-40.65	-693.77
Bill Pmt -Check	09/15/2016	3698	DATAFLOW		-61.90	-755.67
Bill Pmt -Check	09/27/2016	3712	BAKER & TAYLOR		-1,186.61	-1,942.28
Bill Pmt -Check	09/27/2016	3713	INFORMATION TOD...		-279.00	-2,221.28
Bill Pmt -Check	09/27/2016	3711	AMYAH CZERNY		-200.00	-2,421.28
Bill Pmt -Check	09/29/2016	3714	BIBLIOTECA LLC		-7,229.60	-9,650.88
Bill Pmt -Check	09/29/2016	3715	SUNSERI, MARYLEE		-150.00	-9,800.88
Total Checks and Payments					-9,800.88	-9,800.88
Total Uncleared Transactions					-9,800.88	-9,800.88
Register Balance as of 09/30/2016					-144,622.14	85,826.39
New Transactions						
Checks and Payments - 13 items						
Bill Pmt -Check	10/04/2016	3716	BAKER & TAYLOR		-595.87	-595.87
Bill Pmt -Check	10/04/2016	3722	AT&T CALNET 3		-589.99	-1,185.86
Bill Pmt -Check	10/04/2016	3718	INFORMATION TOD...		-399.00	-1,584.86
Bill Pmt -Check	10/04/2016	3723	GOLDEN GATE BO...		-325.00	-1,909.86
Bill Pmt -Check	10/04/2016	3717	BUD SMITH		-200.00	-2,109.86
Bill Pmt -Check	10/04/2016	3725	XEROX		-103.78	-2,213.64
Bill Pmt -Check	10/04/2016	3724	KAL-WEST		-100.00	-2,313.64
Bill Pmt -Check	10/04/2016	3719	RECORDED BOOKS		-60.02	-2,373.66
Bill Pmt -Check	10/04/2016	3721	ULINE		-46.71	-2,420.37
Bill Pmt -Check	10/04/2016	3720	THE SALINAS CALIF...		-34.98	-2,455.35
Bill Pmt -Check	10/06/2016	3727	HOOPLA		-610.15	-3,065.50
Bill Pmt -Check	10/06/2016	3726	BAKER & TAYLOR		-299.86	-3,365.36
Bill Pmt -Check	10/06/2016	3728	MONTEREY BAY TE...		-95.00	-3,460.36
Total Checks and Payments					-3,460.36	-3,460.36
Total New Transactions					-3,460.36	-3,460.36
Ending Balance					-148,082.50	82,366.03

**FINANCIAL STATEMENTS**

**of**

**HARRISON MEMORIAL LIBRARY**

**For the Period Ended September 30, 2016**

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

**CURRENT ASSETS**

Wells Fargo Checking	85,826.39
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	461,961.20
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	226,000.00

**Total Current Assets** 1,096,121.89

**TOTAL ASSETS** 1,096,121.89

**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	(21,425.92)

**Total Net Assets** 1,096,121.89

**TOTAL LIABILITIES AND NET ASSETS** 1,096,121.89



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

	September 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>Income</b>				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue				
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	72,775.00	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>	<u>72,775.00</u>	<u>72,775.00</u>	<u>291,000.00</u>	<u>(218,225.00)</u>
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	5,000.00	500.00	4,500.00
44500-HML Donations-Materials	-	-	-	-
<b>Total 44000-HML Donations-Unrestricted</b>	<u>-</u>	<u>5,000.00</u>	<u>500.00</u>	<u>4,500.00</u>
45000 · Interest Income				
45100 · Interest-Bradney	-	124.98	-	124.98
45000 · Interest Income - Other	-	1,124.74	2,000.00	(875.26)
<b>Total 45000 · Interest Income</b>	<u>-</u>	<u>1,249.72</u>	<u>2,000.00</u>	<u>(750.28)</u>
46000 · Friends of HML	-	-	-	(21,500.00)
48000 · Library Operations	1,090.75	4,004.77	16,000.00	(11,995.23)
48005 - Books 4 U Grant	-	-	-	-
<b>Total Income</b>	<u>73,865.75</u>	<u>83,029.49</u>	<u>331,000.00</u>	<u>(247,970.51)</u>
<b>Expense</b>				

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

	September 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(16.19)	(119.23)	-	-
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	-	50.00	(50.00)
60030 · Telephone	585.50	1,762.32	9,700.00	(7,937.68)
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	30.00	51.00	125.00	(74.00)
60070 · Supplies	260.57	1,194.28	11,700.00	(10,505.72)
60080 · Postage	56.78	270.98	1,050.00	(779.02)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	425.00	1,075.00	4,333.00	(3,258.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	195.00	195.00	1,100.00	(905.00)
60160 · Copy Services	-	-	1,500.00	(1,500.00)
60170 · Overdue Materials Collection	-	-	800.00	(800.00)
60180 · Advertising	-	-	900.00	(900.00)
60185 · P.G. Self Storage	200.00	600.00	2,400.00	(1,800.00)
60190 · Courier Services	100.00	300.00	1,800.00	(1,500.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	11,641.00	(3,000.00)
60210 · Staff Training	1,442.31	1,582.31	2,500.00	(917.69)
60220 · Mileage	28.75	85.40	500.00	(414.60)
60230 · Professional Memberships	-	-	1,700.00	(1,700.00)
60240 · Administration- Contingency	-	-	-	-

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

	September 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>Total 60000 · ADMINISTRATION</b>	3,307.72	15,638.06	53,599.00	(37,841.71)
<b>61000 · EQUIPMENT</b>				
61050 · Other Professional Services	-	125.00	300.00	(175.00)
61100 · Equipment Maintenance/Contracts	8,054.89	8,219.68	13,000.00	(4,780.32)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	429.71	739.18	17,459.00	(16,719.82)
61300-Equipment-Replacement	-	-	-	-
<b>Total 61000 · EQUIPMENT</b>	8,484.60	9,083.86	30,759.00	(21,675.14)
<b>62000 · DOCUMENTS</b>				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	1,174.97	3,345.35	22,000.00	(18,654.65)
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	533.25	1,054.75	5,300.00	(4,245.25)
62140 · MAIN-NF-Travel Cont.	121.44	436.53	5,000.00	(4,563.47)
62150 · MAIN-Non Fiction	2,008.56	5,341.78	23,000.00	(17,658.22)
62155 - MAIN-Online Subscription	-	568.99	2,100.00	(1,531.01)
62160 · MAIN-Ebooks/Additional Titles	-	5,150.88	5,500.00	(349.12)
62180 · MAIN-Special Category	-	-	50.00	(50.00)
62190 · MAIN-Teen Fiction	101.07	357.78	1,200.00	(842.22)
62200- MAIN-Amazon Prime Membership	107.54	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	-	18.12	1,000.00	(981.88)
62210- MAIN-Teen Nonfiction	118.73	253.19	800.00	(546.81)
62215-MAIN-Teen DVD	-	-	200.00	(200.00)

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

	September 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	78.00	200.00	(122.00)
62310 - REF-Database	1,066.02	12,152.05	28,500.00	(16,347.95)
62320 - REF-Continuation	1,084.42	2,679.84	11,000.00	(8,320.16)
62330 - REF-General	-	95.37	3,500.00	(3,404.63)
62340-HML Designated Gift-Materials	-	-	-	-
62400 - YS-Collection	1,727.79	4,610.47	13,000.00	(8,389.53)
62410 - YS-DataBases	660.00	2,160.00	2,294.00	(134.00)
62420 - YS-Audio/Video	259.98	790.41	4,500.00	(3,709.59)
62510 - LH-Conservation Supplies	-	-	2,500.00	(2,500.00)
62520 - LH-Documents/ Digital Preserv.	-	1,708.73	2,500.00	(791.27)
62600 - Serials Subscriptions	457.20	855.40	12,000.00	(11,144.60)
62700 - Professional Collection	-	-	200.00	(200.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
<b>Total 62000 - DOCUMENTS</b>	<b>9,420.97</b>	<b>73,390.58</b>	<b>192,464.00</b>	<b>(119,073.42)</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	432.40	553.96	6,000.00	(5,446.04)
66600 - Teen Programs	-	-	250.00	(250.00)
66700 - OCLC Cataloging	609.69	2,820.69	9,050.00	(6,229.31)
66750 - Library Cards	-	-	900.00	(900.00)
66760- IFM for ILL	-	-	-	-
66800 - Programs/Cataloging Contingency	-	-	-	-
<b>Total 66000 - PROGRAMS/SUPPLIES</b>	<b>1,042.09</b>	<b>4,616.93</b>	<b>24,200.00</b>	<b>(19,583.07)</b>
<b>67000 - INFORMATION SYSTEMS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
67100 - IS-Equipment	-	-	29,000.00	(29,000.00)

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

	September 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 · IS-Hosting and Maintenance	-	-	8,750.00	(8,750.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.66	421.98	7,204.00	(6,782.02)
67500 · IS-Software	-	-	500.00	(500.00)
67600- IS-Website Development	229.00	1,304.00	1,500.00	(196.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	-	400.00	(400.00)
<b>Total 67000 · INFORMATION SYSTEMS</b>	<b>369.66</b>	<b>1,725.98</b>	<b>47,354.00</b>	<b>(45,628.02)</b>
<b>68000 - RESERVE EXPENDITURES</b>				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
<b>Total 68000- RESERVE EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expense</b>	<b>22,625.04</b>	<b>104,455.41</b>	<b>348,376.00</b>	<b>(243,801.36)</b>
<b>Net Income</b>	<b>51,240.71</b>	<b>(21,425.92)</b>	<b>(17,376.00)</b>	<b>(4,169.15)</b>

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**Harrison Memorial Library**  
**Reconciliation Summary**  
**10000 · Wells Fargo Checking, Period Ending 10/31/2016**

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	<u>Oct 31, 16</u>
Beginning Balance	95,627.27
Cleared Transactions	
Checks and Payments - 31 items	-16,301.22
Deposits and Credits - 7 items	26,696.10
Total Cleared Transactions	<u>10,394.88</u>
Cleared Balance	<u>106,022.15</u>
Uncleared Transactions	
Checks and Payments - 11 items	-4,070.63
Total Uncleared Transactions	<u>-4,070.63</u>
Register Balance as of 10/31/2016	<u>101,951.52</u>
New Transactions	
Checks and Payments - 43 items	-17,958.37
Total New Transactions	<u>-17,958.37</u>
Ending Balance	<u>83,993.15</u>

**Harrison Memorial Library**  
**Reconciliation Detail**  
**10000 - Wells Fargo Checking, Period Ending 10/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						95,627.27
<b>Cleared Transactions</b>						
<b>Checks and Payments - 31 items</b>						
Bill Pmt -Check	09/13/2016	3687	COPIES BY THE SEA	X	-40.65	-40.65
Bill Pmt -Check	09/27/2016	3712	BAKER & TAYLOR	X	-1,186.61	-1,227.26
Bill Pmt -Check	09/27/2016	3713	INFORMATION TO...	X	-279.00	-1,506.26
Bill Pmt -Check	09/27/2016	3711	AMYAH GUNN	X	-200.00	-1,706.26
Bill Pmt -Check	09/29/2016	3714	BIBLIOTECA LLC	X	-7,229.60	-8,935.86
Bill Pmt -Check	09/29/2016	3715	SUNSERI, MARYLEE	X	-150.00	-9,085.86
Bill Pmt -Check	10/04/2016	3716	BAKER & TAYLOR	X	-595.87	-9,681.73
Bill Pmt -Check	10/04/2016	3722	AT&T CALNET 3	X	-589.99	-10,271.72
Bill Pmt -Check	10/04/2016	3718	INFORMATION TO...	X	-399.00	-10,670.72
Bill Pmt -Check	10/04/2016	3723	GOLDEN GATE BO...	X	-325.00	-10,995.72
Bill Pmt -Check	10/04/2016	3717	BUD SMITH	X	-200.00	-11,195.72
Bill Pmt -Check	10/04/2016	3725	XEROX	X	-103.78	-11,299.50
Bill Pmt -Check	10/04/2016	3724	KAL-WEST	X	-100.00	-11,399.50
Bill Pmt -Check	10/04/2016	3719	RECORDED BOOKS	X	-60.02	-11,459.52
Bill Pmt -Check	10/04/2016	3721	ULINE	X	-46.71	-11,506.23
Bill Pmt -Check	10/04/2016	3720	THE SALINAS CALI...	X	-34.98	-11,541.21
Bill Pmt -Check	10/06/2016	3727	HOOPLA	X	-610.15	-12,151.36
Bill Pmt -Check	10/06/2016	3726	BAKER & TAYLOR	X	-299.86	-12,451.22
Bill Pmt -Check	10/06/2016	3728	MONTEREY BAY T...	X	-95.00	-12,546.22
Bill Pmt -Check	10/18/2016	3729	BAKER & TAYLOR	X	-911.70	-13,457.92
Bill Pmt -Check	10/18/2016	3736	WELLS FARGO BA...	X	-620.92	-14,078.84
Bill Pmt -Check	10/18/2016	3730	OCLC	X	-609.69	-14,688.53
Bill Pmt -Check	10/18/2016	3732	OVERDRIVE	X	-540.44	-15,228.97
Bill Pmt -Check	10/18/2016	3739	THE WALL STREE...	X	-455.70	-15,684.67
Bill Pmt -Check	10/18/2016	3737	WELLS FARGO	X	-200.57	-15,885.24
Bill Pmt -Check	10/18/2016	3738	COMCAST	X	-125.71	-16,010.95
Bill Pmt -Check	10/18/2016	3735	RYAN RANCH PRI...	X	-59.74	-16,070.69
Bill Pmt -Check	10/18/2016	3734	TEI Landmark Audio	X	-37.75	-16,108.44
Bill Pmt -Check	10/18/2016	3731	ORIENTAL TRADING	X	-30.91	-16,139.35
Bill Pmt -Check	10/18/2016	3733	REDSHIFT	X	-14.95	-16,154.30
Bill Pmt -Check	10/19/2016	3740	OFFICE DEPOT	X	-146.92	-16,301.22
<b>Total Checks and Payments</b>					<b>-16,301.22</b>	<b>-16,301.22</b>
<b>Deposits and Credits - 7 items</b>						
Deposit	10/04/2016			X	290.29	290.29
Deposit	10/11/2016			X	25.58	315.87
Deposit	10/18/2016			X	150.49	466.36
Deposit	10/18/2016			X	214.74	681.10
Deposit	10/18/2016			X	25,000.00	25,681.10
Bill Pmt -Check	10/25/2016	3742	AMYAH GUNN	X	0.00	25,681.10
Deposit	10/27/2016			X	1,015.00	26,696.10
<b>Total Deposits and Credits</b>					<b>26,696.10</b>	<b>26,696.10</b>
<b>Total Cleared Transactions</b>					<b>10,394.88</b>	<b>10,394.88</b>
<b>Cleared Balance</b>					<b>10,394.88</b>	<b>106,022.15</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Bill Pmt -Check	04/23/2013	2167	THE GREAT JONA...		-275.00	-275.00
Bill Pmt -Check	11/19/2014	2836	DISCOUNT SCHOO...		-62.30	-337.30
Bill Pmt -Check	12/30/2014	2879	DISCOUNT SCHOO...		-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	09/15/2016	3698	DATAFLOW		-61.90	-715.02
Bill Pmt -Check	10/19/2016	3741	SUNSERI, MARYLEE		-150.00	-865.02
Bill Pmt -Check	10/25/2016	3743	BAKER & TAYLOR		-2,137.81	-3,002.83
Bill Pmt -Check	10/25/2016	3746	AMAZON		-640.74	-3,643.57
Bill Pmt -Check	10/25/2016	3745	OFFICE DEPOT		-227.06	-3,870.63
Bill Pmt -Check	10/25/2016	3744	MOST-RONDO, DA...		-200.00	-4,070.63
<b>Total Checks and Payments</b>					<b>-4,070.63</b>	<b>-4,070.63</b>
<b>Total Uncleared Transactions</b>					<b>-4,070.63</b>	<b>-4,070.63</b>



**Harrison Memorial Library**  
**Reconciliation Detail**  
**10000 - Wells Fargo Checking, Period Ending 10/31/2016**

Type	Date	Num	Name	Clr	Amount	Balance
Register Balance as of 10/31/2016					6,324.25	101,951.52
<b>New Transactions</b>						
<b>Checks and Payments - 43 items</b>						
Bill Pmt -Check	11/01/2016	3748	BAKER & TAYLOR		-2,610.37	-2,610.37
Bill Pmt -Check	11/01/2016	3750	GAYLORD		-450.14	-3,060.51
Bill Pmt -Check	11/01/2016	3752	SENTRY		-231.00	-3,291.51
Bill Pmt -Check	11/01/2016	3751	PACIFIC GROVE S...		-200.00	-3,491.51
Bill Pmt -Check	11/01/2016	3747	AMYAH GUNN		-200.00	-3,691.51
Bill Pmt -Check	11/01/2016	3753	SMILE BUSINESS ...		-126.49	-3,818.00
Bill Pmt -Check	11/01/2016	3749	BIBLIOTECA LLC		-70.00	-3,888.00
Bill Pmt -Check	11/03/2016	3754	AT&T CALNET 3		-585.07	-4,473.07
Bill Pmt -Check	11/03/2016	3758	OFFICE DEPOT		-229.65	-4,702.72
Bill Pmt -Check	11/03/2016	3757	DEMCO		-89.75	-4,792.47
Bill Pmt -Check	11/03/2016	3755	ORIENTAL TRADING		-78.93	-4,871.40
Bill Pmt -Check	11/03/2016	3756	RECORDED BOOKS		-44.77	-4,916.17
Bill Pmt -Check	11/08/2016	3759	BAKER & TAYLOR		-1,622.00	-6,538.17
Bill Pmt -Check	11/08/2016	3761	HOOPLA		-634.06	-7,172.23
Bill Pmt -Check	11/08/2016	3760	H.W. WILSON		-307.50	-7,479.73
Bill Pmt -Check	11/09/2016	3764	OCLC		-609.69	-8,089.42
Bill Pmt -Check	11/09/2016	3768	WELLS FARGO		-382.78	-8,472.20
Bill Pmt -Check	11/09/2016	3762	BAKER & TAYLOR		-286.34	-8,758.54
Bill Pmt -Check	11/09/2016	3765	PEAK ENTERPRISES		-229.05	-8,987.59
Bill Pmt -Check	11/09/2016	3766	WELLS FARGO BA...		-150.00	-9,137.59
Bill Pmt -Check	11/09/2016	3763	KAL-WEST		-100.00	-9,237.59
Bill Pmt -Check	11/09/2016	3767	XEROX		-40.90	-9,278.49
Bill Pmt -Check	11/15/2016	3772	INFORMATION TO...		-404.53	-9,683.02
Bill Pmt -Check	11/15/2016	3773	TEI Landmark Audio		-369.70	-10,052.72
Bill Pmt -Check	11/15/2016	3771	BUD SMITH		-200.00	-10,252.72
Bill Pmt -Check	11/15/2016	3770	BAKER & TAYLOR		-192.33	-10,445.05
Bill Pmt -Check	11/15/2016	3769	AFFORDABLE ALT...		-51.06	-10,496.11
Bill Pmt -Check	11/16/2016	3774	BAKER & TAYLOR		-368.34	-10,864.45
Bill Pmt -Check	11/16/2016	3776	GAYLORD		-256.61	-11,121.06
Bill Pmt -Check	11/16/2016	3777	DATAFLOW		-92.65	-11,213.71
Bill Pmt -Check	11/22/2016	3779	BAKER & TAYLOR		-856.76	-12,070.47
Bill Pmt -Check	11/22/2016	3781	PACIFIC GROVE S...		-200.00	-12,270.47
Bill Pmt -Check	11/22/2016	3778	AMYAH GUNN		-200.00	-12,470.47
Bill Pmt -Check	11/22/2016	3780	COMCAST		-125.71	-12,596.18
Bill Pmt -Check	11/22/2016	3782	QUILL.COM		-73.91	-12,670.09
Bill Pmt -Check	11/29/2016	3783	AMAZON		-2,480.24	-15,150.33
Bill Pmt -Check	11/29/2016	3785	EBSCO		-694.71	-15,845.04
Bill Pmt -Check	11/29/2016	3786	OVERDRIVE		-559.37	-16,404.41
Bill Pmt -Check	11/29/2016	3784	BAKER & TAYLOR		-377.68	-16,782.09
Bill Pmt -Check	11/30/2016	3788	BAKER & TAYLOR		-430.47	-17,212.56
Bill Pmt -Check	11/30/2016	3789	EBSCO		-316.81	-17,529.37
Bill Pmt -Check	11/30/2016	3787	AMERICAN LIBRAR...		-260.00	-17,789.37
Bill Pmt -Check	11/30/2016	3790	MERCURY NEWS		-169.00	-17,958.37
Total Checks and Payments					-17,958.37	-17,958.37
Total New Transactions					-17,958.37	-17,958.37
<b>Ending Balance</b>					<b>-11,634.12</b>	<b>83,993.15</b>

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

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

**CURRENT ASSETS**

Wells Fargo Checking	101,951.52
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
	<hr/>
<b>Total Current Assets</b>	<b>1,113,642.92</b>

**TOTAL ASSETS**

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1,113,642.92

**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	(3,904.89)
	<hr/>

**Total Net Assets**

**1,113,642.92**

**TOTAL LIABILITIES AND NET ASSETS**

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1,113,642.92

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

	October 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>Income</b>				
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>
<b>44000-HML Donations-Unrestricted</b>				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	1,015.00	6,015.00	500.00	5,515.00
44500-HML Donations-Materials	-	-	-	-
<b>Total 44000-HML Donations-Unrestricted</b>	<b>1,015.00</b>	<b>6,015.00</b>	<b>500.00</b>	<b>5,515.00</b>
<b>45000 · Interest Income</b>				
45100 · Interest-Bradney	139.59	264.57	-	264.57
45000 · Interest Income - Other	1,256.31	2,381.05	2,000.00	381.05
<b>Total 45000 · Interest Income</b>	<b>1,395.90</b>	<b>2,645.62</b>	<b>2,000.00</b>	<b>645.62</b>
<b>46000 · Friends of HML</b>				
48000 · Library Operations	25,000.00	25,000.00	21,500.00	3,500.00
48005 - Books 4 U Grant	787.40	4,792.17	16,000.00	(11,207.83)
<b>Total Income</b>	<b>28,198.50</b>	<b>111,227.79</b>	<b>331,000.00</b>	<b>(219,772.21)</b>
<b>Expense</b>				

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

	October 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>60000 · ADMINISTRATION</b>				
60010 · Cash (Over)/ Short	(12.90)	(132.13)	-	-
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	-	50.00	(50.00)
60030 · Telephone	589.99	2,352.31	9,700.00	(7,347.69)
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	540.91	1,735.19	11,700.00	(9,964.81)
60080 · Postage	55.40	326.38	1,050.00	(723.62)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	1,400.00	4,333.00	(2,933.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	195.00	1,100.00	(905.00)
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	-	600.00	2,400.00	(1,800.00)
60190 · Courier Services	100.00	400.00	1,800.00	(1,400.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	11,641.00	(3,000.00)
60210 · Staff Training	399.00	1,981.31	2,500.00	(518.69)
60220 · Mileage	59.30	144.70	500.00	(355.30)
60230 · Professional Memberships	-	-	1,700.00	(1,700.00)
60240 · Administration- Contingency	-	-	-	-

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

	October 2016 Actual	YTD Actual	Annual Budget	Budget Balance
<b>Total 60000 · ADMINISTRATION</b>	2,056.70	17,694.76	53,599.00	(35,772.11)
<b>61000 · EQUIPMENT</b>				
61050 · Other Professional Services	-	125.00	300.00	(175.00)
61100 · Equipment Maintenance/Contracts	103.78	8,323.46	13,000.00	(4,676.54)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	360.19	1,099.37	17,459.00	(16,359.63)
61300-Equipment-Replacement	-	-	-	-
<b>Total 61000 · EQUIPMENT</b>	463.97	9,547.83	30,759.00	(21,211.17)
<b>62000 · DOCUMENTS</b>				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	1,218.88	4,564.23	22,000.00	(17,435.77)
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	149.54	1,204.29	5,300.00	(4,095.71)
62140 · MAIN-NF-Travel Cont.	546.88	983.41	5,000.00	(4,016.59)
62150 · MAIN-Non Fiction	1,131.32	6,473.10	23,000.00	(16,526.90)
62155 - MAIN-Online Subscription	-	568.99	2,100.00	(1,531.01)
62160 · MAIN-Ebooks/Additional Titles	540.44	5,691.32	5,500.00	191.32
62180 · MAIN-Special Category	-	-	50.00	(50.00)
62190 · MAIN-Teen Fiction	24.81	382.59	1,200.00	(817.41)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	-	18.12	1,000.00	(981.88)
62210- MAIN-Teen Nonfiction	-	253.19	800.00	(546.81)
62215-MAIN-Teen DVD	-	-	200.00	(200.00)

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

	October 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	78.00	200.00	(122.00)
62310 · REF-Database	610.15	12,762.20	28,500.00	(15,737.80)
62320 · REF-Continuation	892.75	3,572.59	11,000.00	(7,427.41)
62330 · REF-General	-	95.37	3,500.00	(3,404.63)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	326.57	4,937.04	13,000.00	(8,062.96)
62410 · YS-DataBases	-	2,160.00	2,294.00	(134.00)
62420 · YS-Audio/Video	349.13	1,139.54	4,500.00	(3,360.46)
62510 · LH-Conservation Supplies	140.11	140.11	2,500.00	(2,359.89)
62520 · LH-Documents/ Digital Preserv.	6.12	1,714.85	2,500.00	(785.15)
62600 · Serials Subscriptions	495.18	1,350.58	12,000.00	(10,649.42)
62700 · Professional Collection	-	-	200.00	(200.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
<b>Total 62000 · DOCUMENTS</b>	<b>6,431.88</b>	<b>79,822.46</b>	<b>192,464.00</b>	<b>(112,641.54)</b>
<b>66000 · PROGRAMS AND CATALOGING</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	688.08	1,242.04	6,000.00	(4,757.96)
66600 · Teen Programs	52.25	52.25	250.00	(197.75)
66700 · OCLC Cataloging	609.69	3,430.38	9,050.00	(5,619.62)
66750 · Library Cards	-	-	900.00	(900.00)
66760- IFM for ILL	-	-	-	-
66800 · Programs/Cataloging Contingency	-	-	-	-
<b>Total 66000 · PROGRAMS/SUPPLIES</b>	<b>1,350.02</b>	<b>5,966.95</b>	<b>24,200.00</b>	<b>(18,233.05)</b>
<b>67000 · INFORMATION SYSTEMS</b>				
67100 · IS-Equipment	139.04	139.04	29,000.00	(28,860.96)



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

	October 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 - IS-Hosting and Maintenance	-	-	8,750.00	(8,750.00)
67300 - IS-Supplies	-	-	-	-
67400 - IS-Telecom Provider	140.66	562.64	7,204.00	(6,641.36)
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	95.00	400.00	(305.00)
<b>Total 67000 - INFORMATION SYSTEMS</b>	<b>374.70</b>	<b>2,100.68</b>	<b>47,354.00</b>	<b>(45,253.32)</b>
<b>68000 - RESERVE EXPENDITURES</b>				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
<b>Total 68000- RESERVE EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expense</b>	<b>10,677.27</b>	<b>115,132.68</b>	<b>348,376.00</b>	<b>(233,111.19)</b>
<b>Net Income</b>	<b>17,521.03</b>	<b>(3,904.89)</b>	<b>(17,376.00)</b>	<b>13,338.98</b>

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		09/15/2016	LAIF		10000 · Wells Fargo...		-193,000.00
TOTAL					15000 · LAIF	-193,000.00	193,000.00
						-193,000.00	193,000.00
Check		09/15/2016			10000 · Wells Fargo...		-30.00
TOTAL					60060 · Bank Charg...	-30.00	30.00
						-30.00	30.00
Bill Pmt -Check	3678	09/06/2016	AT&T CALNET 3		10000 · Wells Fargo...		-585.50
Bill	8512748	09/06/2016			60030 · Telephone	-18.72	18.72
Bill	8512626	09/06/2016			60030 · Telephone	-566.78	566.78
TOTAL						-585.50	585.50
Bill Pmt -Check	3679	09/06/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-249.66
Bill	50142...	09/06/2016			62140 · MAIN-NF-Tr...	-80.39	80.39
Bill	50142...	09/06/2016			62320 · REF-Contin...	-20.00	20.00
Bill	50142...	09/06/2016			62140 · MAIN-NF-Tr...	-41.05	41.05
TOTAL					62320 · REF-Contin...	-108.22	108.22
						-249.66	249.66
Bill Pmt -Check	3680	09/06/2016	HOOPLA		10000 · Wells Fargo...		-406.02
Bill	94283...	09/06/2016			62310 · REF-Databa...	-406.02	406.02
TOTAL						-406.02	406.02
Bill Pmt -Check	3681	09/06/2016	KAL-WEST		10000 · Wells Fargo...		-100.00
Bill	00601	09/06/2016			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3682	09/06/2016	NEWS BANK		10000 · Wells Fargo...		-660.00
Bill	RN80...	09/06/2016			62310 · REF-Databa...	-660.00	660.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-660.00	660.00
Bill Pmt -Check	3683	09/06/2016	REDSHIFT		10000 · Wells Fargo...		-14.95
Bill	1747813	09/06/2016			67400 · IS-Telecom ...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3684	09/06/2016	TEI Landmark Audio		10000 · Wells Fargo...		-339.95
Bill	11847...	09/06/2016			62105 · MAIN-Audio...	-339.95	339.95
TOTAL						-339.95	339.95
Bill Pmt -Check	3685	09/13/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-2,722.62
Bill	40116...	09/13/2016			62105 · MAIN-Audio...	-29.79	29.79
Bill	40116...	09/13/2016			62420 · YS-Audio/Vi...	-77.16	77.16
Bill	40116...	09/13/2016			62400 · YS-Collection	-535.84	535.84
Bill	40116...	09/13/2016			62130 · MAIN-Fiction	-234.22	234.22
Bill	40116...	09/13/2016			62150 · MAIN-Non F...	-397.72	397.72
Bill	40116...	09/13/2016			62190 · MAIN-Teen ...	-101.07	101.07
Bill	40116...	09/13/2016			62400 · YS-Collection	-71.64	71.64
Bill	40116...	09/13/2016			62150 · MAIN-Non F...	-457.61	457.61
Bill	40116...	09/13/2016			62400 · YS-Collection	-817.57	817.57
TOTAL						-2,722.62	2,722.62
Bill Pmt -Check	3686	09/13/2016	CALIFA GROUP		10000 · Wells Fargo...		-660.00
Bill	8713-A	09/13/2016			62410 · YS-DataBas...	-660.00	660.00
TOTAL						-660.00	660.00
Bill Pmt -Check	3687	09/13/2016	COPIES BY THE SEA		10000 · Wells Fargo...		-40.65
Bill	1185	09/13/2016			66400 · YS-Reading...	-40.65	40.65
TOTAL						-40.65	40.65
Bill Pmt -Check	3688	09/13/2016	GOLDEN GATE BO...		10000 · Wells Fargo...		-425.00
Bill	7107	09/13/2016			60130 · Bookkeepin...	-425.00	425.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-425.00	425.00
Bill Pmt -Check	3689	09/13/2016	INFORMATION TO...		10000 · Wells Farg...		-334.03
Bill	16107...	09/13/2016			62320 · REF-Contin...	-334.03	334.03
TOTAL						-334.03	334.03
Bill Pmt -Check	3690	09/13/2016	OFFICE DEPOT		10000 · Wells Farg...		-48.56
Bill	86058...	09/13/2016			60070 · Supplies	-48.56	48.56
TOTAL						-48.56	48.56
Bill Pmt -Check	3691	09/13/2016	XEROX		10000 · Wells Farg...		-40.90
Bill	08605...	09/13/2016			61100 · Equipment ...	-40.90	40.90
TOTAL						-40.90	40.90
Bill Pmt -Check	3692	09/14/2016	COMCAST		10000 · Wells Farg...		-125.71
Bill	0904/...	09/14/2016			67400 · IS-Telecom ...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3693	09/14/2016	OCLC		10000 · Wells Farg...		-609.69
Bill	486021	09/14/2016			66700 · OCLC Catal...	-609.69	609.69
TOTAL						-609.69	609.69
Bill Pmt -Check	3694	09/14/2016	WELLS FARGO		10000 · Wells Farg...		-107.54
Bill	09022...	09/14/2016			62200 · MAIN-Amaz...	-107.54	107.54
TOTAL						-107.54	107.54
Bill Pmt -Check	3695	09/15/2016	BRODART		10000 · Wells Farg...		-147.23
Bill	446374	09/15/2016			60070 · Supplies	-147.23	147.23
TOTAL						-147.23	147.23

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3696	09/15/2016	PACIFIC GROVE S...		10000 · Wells Farg...	-200.00	-200.00
Bill	29624	09/15/2016			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3697	09/15/2016	WELLS FARGO BA...		10000 · Wells Farg...	-630.36	-630.36
Bill	09022...	09/15/2016			62130 · MAIN-Fiction	-32.59	32.59
					60210 · Staff Training	-126.31	126.31
					61200 · Equipment...	-293.93	293.93
					66400 · YS-Reading...	-41.75	41.75
					61200 · Equipment...	-135.78	135.78
TOTAL						-630.36	630.36
Bill Pmt -Check	3698	09/15/2016	DATAFLOW		10000 · Wells Farg...	-61.90	-61.90
Bill	191767	09/15/2016			61100 · Equipment ...	-61.90	61.90
TOTAL						-61.90	61.90
Bill Pmt -Check	3699	09/15/2016	SENTRY		10000 · Wells Farg...	-195.00	-195.00
Bill	2036499	09/15/2016			60150 · Building Ala...	-195.00	195.00
TOTAL						-195.00	195.00
Bill Pmt -Check	3702	09/20/2016	AMAZON		10000 · Wells Farg...	-525.64	-525.64
Bill	23157...	09/20/2016			62150 · MAIN-Non F...	-13.25	13.25
Bill	10155...	09/20/2016			62210 · MAIN_Teen...	-20.94	20.94
Bill	11086...	09/20/2016			62420 · YS-Audio/Vl...	-71.69	71.69
Bill	06397...	09/20/2016			62420 · YS-Audio/Vl...	-99.21	99.21
Bill	07655...	09/20/2016			62105 · MAIN-Audio...	-21.71	21.71
Bill	06112...	09/20/2016			62105 · MAIN-Audio...	-24.98	24.98
Bill	15832...	09/20/2016			62105 · MAIN-Audio...	-273.86	273.86
TOTAL						-525.64	525.64
Bill Pmt -Check	3703	09/20/2016	BAKER & TAYLOR		10000 · Wells Farg...	-1,414.11	-1,414.11
Bill	40116...	09/20/2016			62400 · YS-Collection	-100.85	100.85
					62210 · MAIN_Teen...	-97.79	97.79

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	40116...	09/20/2016			62130 · MAIN-Fiction	-133.77	133.77
Bill	40117...	09/20/2016			62150 · MAIN-Non F...	-585.10	585.10
Bill	40116...	09/20/2016			62105 · MAIN-Audio...	-109.28	109.28
					62105 · MAIN-Audio...	-286.19	286.19
					62105 · MAIN-Audio...	-89.21	89.21
					62420 · YS-AudioVi...	-11.92	11.92
TOTAL						-1,414.11	1,414.11
Bill Pmt -Check	3704	09/20/2016	VALUE LINE		10000 · Wells Farg...		-325.00
Bill	11255...	09/20/2016			62320 · REF-Contin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3705	09/20/2016	INFORMATION TO...		10000 · Wells Farg...		-379.00
Bill	IL-201...	09/20/2016			60210 · Staff Training	-379.00	379.00
TOTAL						-379.00	379.00
Bill Pmt -Check	3706	09/20/2016	OTIS ELEVATOR		10000 · Wells Farg...		-722.49
Bill	SJM6...	09/20/2016			61100 · Equipment ...	-333.45	333.45
Bill	SJM6...	09/20/2016			61100 · Equipment ...	-389.04	389.04
TOTAL						-722.49	722.49
Bill Pmt -Check	3707	09/20/2016	THE WALL STREE...		10000 · Wells Farg...		-455.70
Bill	11149...	09/20/2016			62600 · Serials Sub...	-455.70	455.70
TOTAL						-455.70	455.70
Bill Pmt -Check	3708	09/21/2016	ENGAGED PATRO...		10000 · Wells Farg...		-229.00
Bill	7019...	09/21/2016			67600 · IS-Website ...	-229.00	229.00
TOTAL						-229.00	229.00
Bill Pmt -Check	3709	09/21/2016	INFORMATION TO...		10000 · Wells Farg...		-658.00
Bill	IL-201...	09/21/2016			60210 · Staff Training	-279.00	279.00
Bill	IL-201...	09/21/2016			60210 · Staff Training	-379.00	379.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-658.00	658.00
Bill Pmt -Check	3710	09/21/2016	OFFICE DEPOT		10000 · Wells Fargo...		-64.78
Bill	86346...	09/21/2016			60070 · Supplies	-57.73	57.73
Bill	86347...	09/21/2016			60070 · Supplies	-7.05	7.05
TOTAL						-64.78	64.78
Bill Pmt -Check	3711	09/27/2016	AMYAH GUNN		10000 · Wells Fargo...		-200.00
Bill	0000002	09/27/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3712	09/27/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-1,186.61
Bill	50142...	09/27/2016			62320 · REF-Contin...	-33.72	33.72
Bill	50142...	09/27/2016			62320 · REF-Contin...	-68.72	68.72
Bill	50142...	09/27/2016			62320 · REF-Contin...	-104.23	104.23
Bill	50142...	09/27/2016			62320 · REF-Contin...	-29.91	29.91
Bill	50142...	09/27/2016			62320 · REF-Contin...	-60.59	60.59
Bill	300.32	09/27/2016			62400 · YS-Collection	-84.64	84.64
Bill	40117...	09/27/2016			62150 · MAIN-Non F...	-215.68	215.68
Bill					62400 · YS-Collection	-117.25	117.25
Bill					62130 · MAIN-Fiction	-132.67	132.67
Bill					62150 · MAIN-Non F...	-339.20	339.20
TOTAL						-1,186.61	1,186.61
Bill Pmt -Check	3713	09/27/2016	INFORMATION TO...		10000 · Wells Fargo...		-279.00
Bill	IL-201...	09/27/2016			60210 · Staff Training	-279.00	279.00
TOTAL						-279.00	279.00
Bill Pmt -Check	3714	09/29/2016	BIBLIOTECA LLC		10000 · Wells Fargo...		-7,229.60
Bill	QUO-...	09/29/2016			61100 · Equipment ...	-7,229.60	7,229.60
TOTAL						-7,229.60	7,229.60
Bill Pmt -Check	3715	09/29/2016	SUNSERI, MARYLEE		10000 · Wells Fargo...		-150.00



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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	16	09/29/2016			66400 · YS-Reading...	-150.00	150.00
TOTAL						-150.00	150.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3716	10/04/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-595.87
Bill	40117...	10/04/2016			62400 · YS-Collection	-1.22	1.22
Bill	50142...	10/04/2016			62140 · MAIN-NF-Tr...	-10.37	10.37
Bill	50142...	10/04/2016			62140 · MAIN-NF-Tr...	-29.64	29.64
Bill	50142...	10/04/2016			62320 · REF-Contin...	-110.68	110.68
Bill	40117...	10/04/2016			62420 · YS-Audio/Vi...	-169.11	169.11
Bill	50142...	10/04/2016			62105 · MAIN-Audio...	-112.58	112.58
TOTAL						-595.87	595.87
Bill Pmt -Check	3717	10/04/2016	BUD SMITH		10000 · Wells Fargo...		-200.00
Bill	0001	10/04/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3718	10/04/2016	INFORMATION TO...		10000 · Wells Fargo...		-399.00
Bill	IL-201...	10/04/2016			60210 · Staff Training	-399.00	399.00
TOTAL						-399.00	399.00
Bill Pmt -Check	3719	10/04/2016	RECORDED BOOKS		10000 · Wells Fargo...		-60.02
Bill	75408...	10/04/2016			62420 · YS-Audio/Vi...	-15.25	15.25
Bill	75406...	10/04/2016			62105 · MAIN-Audio...	-44.77	44.77
TOTAL						-60.02	60.02
Bill Pmt -Check	3720	10/04/2016	THE SALINAS CALLI...		10000 · Wells Fargo...		-34.98
Bill	sc308...	10/04/2016			62600 · Serials Sub...	-34.98	34.98
TOTAL						-34.98	34.98
Bill Pmt -Check	3721	10/04/2016	ULINE		10000 · Wells Fargo...		-46.71
Bill	80607...	10/04/2016			62510 · LH-Conserv...	-46.71	46.71
TOTAL						-46.71	46.71

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3722	10/04/2016	AT&T CALNET 3		10000 · Wells Farg...		-589.99
Bill	8645901	10/04/2016			60030 · Telephone	-570.17	570.17
Bill	8646023	10/04/2016			60030 · Telephone	-19.82	19.82
TOTAL						-589.99	589.99
Bill Pmt -Check	3723	10/04/2016	GOLDEN GATE BO...		10000 · Wells Farg...		-325.00
Bill	7151	10/04/2016			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3724	10/04/2016	KAL-WEST		10000 · Wells Farg...		-100.00
Bill	00601	10/04/2016			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3725	10/04/2016	XEROX		10000 · Wells Farg...		-103.78
Bill	08645...	10/04/2016			61100 · Equipment ...	-103.78	103.78
TOTAL						-103.78	103.78
Bill Pmt -Check	3726	10/06/2016	BAKER & TAYLOR		10000 · Wells Farg...		-299.86
Bill	40117...	10/06/2016			62400 · YS-Collection	-281.56	281.56
TOTAL					62150 · MAIN-Non F...	-18.30	18.30
Bill Pmt -Check	3727	10/06/2016	HOOPLA		10000 · Wells Farg...		-610.15
Bill	94377...	10/06/2016			62310 · REF-Databa...	-610.15	610.15
TOTAL						-610.15	610.15
Bill Pmt -Check	3728	10/06/2016	MONTEREY BAY T...		10000 · Wells Farg...		-95.00
Bill	16678-1	10/06/2016			67800 · IS- Other Te...	-95.00	95.00
TOTAL						-95.00	95.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3729	10/18/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-911.70
Bill	50142...	10/18/2016			62320 · REF-Contin...	-45.63	45.63
Bill	50142...	10/18/2016			62140 · MAIN-NF-Tr...	-158.68	158.68
Bill	50142...	10/18/2016			62320 · REF-Contin...	-295.72	295.72
Bill	50142...	10/18/2016			62140 · MAIN-NF-Tr...	-29.57	29.57
Bill	40117...	10/18/2016			62320 · REF-Contin...	-31.00	31.00
Bill	40117...	10/18/2016			62105 · MAIN-Audio...	-48.58	48.58
Bill	40117...	10/18/2016			62400 · YS-Collection	-43.79	43.79
Bill	50142...	10/18/2016			62150 · MAIN-Non F...	-31.47	31.47
Bill	50142...	10/18/2016			62130 · MAIN-Fiction	-19.63	19.63
Bill	50142...	10/18/2016			62190 · MAIN-Teen ...	-24.81	24.81
Bill	50142...	10/18/2016			62140 · MAIN-NF-Tr...	-39.48	39.48
Bill	50142...	10/18/2016			62320 · REF-Contin...	-113.70	113.70
Bill	50142...	10/18/2016			62140 · MAIN-NF-Tr...	-29.64	29.64
TOTAL						-911.70	911.70
Bill Pmt -Check	3730	10/18/2016	OCLC		10000 · Wells Fargo...		-609.69
Bill	491541	10/18/2016			66700 · OCLC Catal...	-609.69	609.69
TOTAL						-609.69	609.69
Bill Pmt -Check	3731	10/18/2016	ORIENTAL TRADING		10000 · Wells Fargo...		-30.91
Bill	67961...	10/18/2016			66400 · YS-Reading...	-30.91	30.91
TOTAL						-30.91	30.91
Bill Pmt -Check	3732	10/18/2016	OVERDRIVE		10000 · Wells Fargo...		-540.44
Bill	09101...	10/18/2016			62160 · MAIN-EBoo...	-540.44	540.44
TOTAL						-540.44	540.44
Bill Pmt -Check	3733	10/18/2016	REDSHIFT		10000 · Wells Fargo...		-14.95
Bill	1751711	10/18/2016			67400 · IS-Telecom ...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3734	10/18/2016	TEI Landmark Audio		10000 · Wells Fargo...		-37.75

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	11847...	10/18/2016			60070 · Supplies	-37.75	37.75
TOTAL						-37.75	37.75
Bill Pmt -Check	3735	10/18/2016	RYAN RANCH PRI...		10000 · Wells Farg...		-59.74
Bill	18353	10/18/2016			60070 · Supplies	-59.74	59.74
TOTAL						-59.74	59.74
Bill Pmt -Check	3736	10/18/2016	WELLS FARGO BA...		10000 · Wells Farg...		-620.92
Bill	10042...	10/18/2016			61200 · Equipment-...	-242.21	242.21
					60070 · Supplies	-19.53	19.53
					67100 · IS-Equipment	-139.04	139.04
					66600 · Teen Progra...	-52.25	52.25
					60075 · Teen Room ...	-49.91	49.91
					61200 · Equipment-...	-117.98	117.98
TOTAL						-620.92	620.92
Bill Pmt -Check	3737	10/18/2016	WELLS FARGO		10000 · Wells Farg...		-200.57
Bill	10042...	10/18/2016			66400 · YS-Reading ...	-77.94	77.94
					66400 · YS-Reading ...	-14.50	14.50
					66400 · YS-Reading ...	-14.73	14.73
					62510 · LH-Conserv...	-93.40	93.40
TOTAL						-200.57	200.57
Bill Pmt -Check	3738	10/18/2016	COMCAST		10000 · Wells Farg...		-125.71
Bill	10242...	10/18/2016			67400 · IS-Telecom ...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3739	10/18/2016	THE WALL STREE...		10000 · Wells Farg...		-455.70
Bill	102016	10/18/2016			62600 · Serials Sub...	-455.70	455.70
TOTAL						-455.70	455.70
Bill Pmt -Check	3740	10/19/2016	OFFICE DEPOT		10000 · Wells Farg...		-146.92

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	86980...	10/19/2016			60070 · Supplies	-146.92	146.92
TOTAL						-146.92	146.92
Bill Pmt -Check	3741	10/19/2016	SUNSERI, MARYLEE		10000 · Wells Fargo...	-150.00	-150.00
Bill	18	10/19/2016			66400 · YS-Reading...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	3742	10/25/2016	AMYAH GUNN		10000 · Wells Fargo...	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3743	10/25/2016	BAKER & TAYLOR		10000 · Wells Fargo...	-2,137.81	-2,137.81
Bill	40117...	10/25/2016			62105 · MAIN-Audio...	-639.11	639.11
Bill	40117...	10/25/2016			62150 · MAIN-Non F...	-1,047.09	1,047.09
Bill	50143...	10/25/2016			62140 · MAIN-NF-Tr...	-249.50	249.50
Bill	40117...	10/25/2016			62105 · MAIN-Audio...	-68.36	68.36
Bill	50143...	10/25/2016			62320 · REF-Contin...	-133.75	133.75
TOTAL						-2,137.81	2,137.81
Bill Pmt -Check	3744	10/25/2016	MOST-RONDO, DA...		10000 · Wells Fargo...	-200.00	-200.00
Bill	10212...	10/25/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3745	10/25/2016	OFFICE DEPOT		10000 · Wells Fargo...	-227.06	-227.06
Bill	86719...	10/25/2016			60070 · Supplies	-227.06	227.06
TOTAL						-227.06	227.06
Bill Pmt -Check	3746	10/25/2016	AMAZON		10000 · Wells Fargo...	-640.74	-640.74
Bill	08560...	10/25/2016			62420 · YS-Audio/Vi...	-12.95	12.95
Bill	11086...	10/25/2016			62420 · YS-Audio/Vi...	-17.29	17.29
Bill	06397...	10/25/2016			62420 · YS-Audio/Vi...	-21.47	21.47
Bill	23897...	10/25/2016			62105 · MAIN-Audio...	-38.11	38.11
Bill	08560...	10/25/2016			62420 · YS-Audio/Vi...	-57.24	57.24
Bill	06190...	10/25/2016			62130 · MAIN-Fiction	-33.45	33.45

Harrison Memorial Library  
Check Detail  
October 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	23897...	10/25/2016			62150 · MAIN-Non F...	-34.46	34.46
Bill	06836...	10/25/2016			62105 · MAIN-Audio...	-46.33	46.33
Bill	08560...	10/25/2016			62105 · MAIN-Audio...	-105.97	105.97
Bill	06836...	10/25/2016			62420 · YS-Audio/Vi...	-46.78	46.78
Bill	20744...	10/25/2016			62105 · MAIN-Audio...	-109.04	109.04
Bill	06190...	10/25/2016			62130 · MAIN-Fiction	-20.17	20.17
Bill	29182...	10/25/2016			62130 · MAIN-Fiction	-76.29	76.29
Bill	23897...	10/25/2016			62520 · LH-Docume...	-6.12	6.12
Bill	11086...	10/25/2016			62105 · MAIN-Audio...	-6.03	6.03
Bill					62420 · YS-Audio/Vi...	-9.04	9.04
TOTAL						-640.74	640.74