

Regular Meeting
City Hall
East Side of Monte Verde
between Ocean & Seventh

Wednesday
August 26, 2015
9:00 AM

Nancy Collins
Richard Flower, President
Martha Mosher, Vice President
Niels Reimers
Tara Twomey, Treasurer

- I. Roll Call
- II. Announcements from Board Members and Director
- III. Appearances
Anyone wishing to address the Library Board on items within its jurisdiction may do so now. Please rise, state your name and the matter on which you wish to speak. Matters not appearing on the Library Board agenda will not receive action at this meeting. Presentations will be limited to three minutes, or as established by the Library Board of Trustees.
- IV. A. Approval of Minutes of the June 24, 2015 Meeting (pp. 1-3)
B. Approval of Minutes of the July 22, 2015 Meeting (pp. 4-5)
- V. Orders of Business
 - A. Receive report from the Carmel Public Library Foundation regarding CPLF activities
 - B. Receive report from Youth Services Librarian Grace Melady regarding upcoming Youth Services programs
 - C. Receive report on end of Fiscal Year 2014/15 budget and approve fiscal year-end budget adjustments (pp. 6-10)
 - D. Accept third quarter fiscal year 2014/15, and first quarter fiscal year 2015/16 quarterly distributions from the Carmel Public Library Foundation (pp. 11-13)
 - E. Authorize the Library Board Ad Hoc Committee, consisting of Flower and Twomey, to represent the Library Board at meetings with consultant Susan Kent, who will be facilitating next steps regarding Youth Services department renovations and leading a facilities planning community workshop (pp. 14-17)
- VI. Librarian's Report
Review of monthly library statistics
- VII. Treasurer's Report:
 - A. Receive Treasurer's Report
 - B. Accept July 31, 2015 Financial Statements and Check Register.
- VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held September 23, 2015.

Any writings or documents provided to a majority of the Harrison Memorial Library Board of Trustees regarding an item on this agenda will be made available for public inspection in the

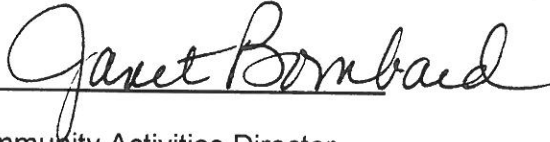
Library Director's office at the Park Branch library at the corner of Mission & Sixth Streets during normal business hours.

The City of Carmel-by-the-Sea does not discriminate against persons with disabilities. Carmel-by-the-Sea City Hall is an accessible facility. The City of Carmel-by-the-Sea telecommunications device for the Deaf/Speech Impaired (T.D.D.) number is 1-800-735-2929.

AFFIDAVIT OF POSTING

I, Janet Bombard, Library and Community Activities Director for the City of Carmel-by-the-Sea, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Carmel-by-the-Sea City Hall bulletin board, posted at the Harrison Memorial Library on Ocean and Lincoln Avenues, posted at the Carmel Post Office and distributed to members of the media on August 19, 2015.

Dated this 19th day of August, 2015, at the hour of 1:00 p.m.



Janet Bombard
Library and Community Activities Director

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

June 24, 2015

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: FLOWER, MOSHER, REIMERS, TWOMEY

ABSENT: COLLINS

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

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Library Director Janet Bombard announced that the audit has been completed and she hopes to bring it to the Board for review by the next board meeting. Bombard will speak with the City Administrator about having the auditor talk to the Board. Board member Reimers requested that amendments to Board minutes be spelled out in the minutes.

V. APPEARANCES:

No appearances.

VI. APPROVAL OF MINUTES:

Board Member MOSHER moved to, Approve the Minutes of the April 22, 2015 Regular Meeting, seconded by Board Member TWOMEY and carried by the following roll call vote:

AYES: FLOWER, MOSHER, REIMERS, TWOMEY

NOES: NONE

ABSENT: COLLINS

ABSTAIN: NONE

VII. ORDERS OF BUSINESS:

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

No one from CPLF was present.

B. Discuss Library Board of Trustees participation in the 2016 Centennial and develop ideas for projects to be presented at the City Council workshop on Monday, July 6, 2015

After discussion, the Board developed the following list to be presented at the workshop:

1. Develop a series of bookmarks containing lists of books about Carmel, and by Carmel authors. Put Centennial logo on bookmarks.
2. Create monthly displays in the Main Library of authors with Carmel connections and their books, beginning with the Bohemians.
3. Create displays in the Main Library and Park Branch which feature the history of the first library in Carmel and the subsequent creation of the Harrison Memorial Library. Display should include books that were written - and people were reading - during those time periods.
4. The Library Board will present a lecture on either the history of the library or some other subject that pertains to the history of Carmel.
5. Develop a series of age-appropriate, recommended Classic Literature booklists for children which include Carmel authors such as Jack London.
6. Complete, publish, and publicize one or more History Pin historical walking tours.
7. The annual teen photo contest theme will be based in some way on the history of Carmel

C. Consideration of a request to change the current materials checkout and renewal periods from two weeks to three weeks each

Library Director Janet Bombard outlined the reasons for the requested change to the materials checkout period and answered Board questions.

Board Member REIMERS moved to Accept the request to change the current materials checkout and renewal periods from two weeks to three weeks, seconded by Board Member MOSHER and carried by the following roll call vote:

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

VIII. LIBRARIAN'S REPORT:

No librarian's report.

IX. TREASURERS REPORT:

Board Treasurer Twomey reviewed the April Financial statement and May financial statement and check register with the Board. There were no extraordinary expenses that needed special attention from the Board.

Board Member MOSHER moved to Accept the April Financial Statements and Check Register, seconded by Board Member REIMERS and carried by the following roll call vote:

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

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

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

X. ADJOURNMENT:

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:35 am. The next regular meeting is scheduled for July 22, 2015.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

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

July 22, 2015

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. Vice President MOSHER called the meeting to order.

II. ROLL CALL:

PRESENT:

COLLINS, MOSHER, TWOMEY

ABSENT:

FLOWER, REIMERS

STAFF PRESENT:

Janet Bombard, Library Director

Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Library Director Janet Bombard announced that the library has taken the first steps toward connecting to the California Research and Education Network (CalREN) network.

Board member Mosher commended the musical performance hosted by the Main Library during the adult summer reading program.

V. APPEARANCES:

No appearances.

VI. APPROVAL OF MINUTES:

Board elected to wait until the next board meeting to approve the meeting minutes of June 24, 2015.

VII. ORDERS OF BUSINESS:

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

No one from CPLF was present.

B. Review annual request to the Carmel Public Library Foundation for Fiscal Year 2015/16 funding

Library Board director Janet Bombard reviewed the request with the Board.

C. Discuss and accept Fiscal Year 2013/14 library audit

Board Member Mosher read into the record a letter addressed to the board from President Flower regarding the audit, which stated that he did not see a need to have the current auditor come and talk to the board, as this will be the last year the library will use JJACPA CPA's audit

services. Board Treasurer Twomey reviewed the audit and gave the opinion that it was in line with currently accepted auditing practices.

Board Member TWOMEY moved to, Accept Fiscal Year 2013/14 library audit, seconded by Board Member MOSHER and carried by the following roll call vote:

AYES: COLLINS, MOSHER, TWOMEY
NOES: NONE
ABSENT: FLOWERS, REIMERS
ABSTAIN: NONE

VIII. LIBRARIAN'S REPORT:

Library Director Janet Bombard reviewed the May and June Librarians Reports with the board.

IX. TREASURERS REPORT:

Board Treasurer Twomey reviewed the June check register with the Board. There were no extraordinary expenses that needed special attention from the Board.

Board Member MOSHER moved to, Accept the June 30, 2015 Financial Statements and Check Register, seconded by Board Member COLLINS and carried by the following roll call vote:

AYES: COLLINS, MOSHER, TWOMEY
NOES: NONE
ABSENT: FLOWERS, REIMERS
ABSTAIN: NONE

X. ADJOURNMENT:

There being no further business to come before the Board, Vice President Mosher declared the meeting adjourned at 9:44 am. The next regular meeting is scheduled for August 26, 2015.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
August 26, 2015

To: Harrison Memorial Library Board of Trustees
From: Janet Bombard, Library Director
Subject: Receive report on end of Fiscal Year 2014/15 budget and approve fiscal year-end budget adjustments

RECOMMENDATION(S):

Receive report on end of Fiscal Year 2014/15 budget and approve fiscal year-end budget adjustments

ANALYSIS/DISCUSSION:

The library ended Fiscal Year 2014/15

2014/2015 Fiscal Year-end revenues exceeded projections by \$385,288 primarily due to bequests from the Arthur J. and Jane V. Shedlin Family Trust, and the Keith B. and Virginia P. Evans Trust, and an additional \$5,000 realized from the Friends of the Library Book Sale.

The Administration, Documents, and Programs and Cataloging expense accounts came in under budget as follows:

Administration

Budgeted: \$55,381	Expended: \$44,799.21	Unexpended: \$10,581.79
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Documents:

Budgeted: \$180,329	Expended: \$164,161.75	Unexpended: \$16,167.25
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Programs and Cataloging:

Budgeted: \$23,700	Expended: \$19,804.22	Unexpended: \$3,895.78
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Two expense accounts – Equipment and Information Systems – exceeded budget projections by \$1,989.31 and \$70.29 respectively, due to having to replace the operating systems of the library's two Self-Check machines and due to unanticipated computer equipment needs.

In order to end the fiscal year with balanced expense accounts, staff recommends the following fiscal year-end budget adjustments:

- Transfer \$1,989.31 from the Administration expense account into the Equipment expense account
- Transfer \$70.29 from the Administration expense account into the Information Systems expense account

ATTACHMENTS:

Attachment 1: Harrison Memorial Library Profit & Loss Budget vs. Actual July 2014 through June 2015
Attachment 2: Fiscal Year 2014/15 Library Budget Summary

Harrison Memorial Library
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun '15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43000 · CPLF REVENUE				
43400 · CPLF-Library Materials/Support	280,000.00	280,000.00	0.00	100.0%
43700 · CPLF-Designated Gift	0.00	0.00	0.00	0.0%
43000 · CPLF REVENUE - Other	0.00	0.00	0.00	0.0%
Total 43000 · CPLF REVENUE	280,000.00	280,000.00	0.00	100.0%
44000 · HML DONATIONS REVENUE				
44400 · HML Donations-Unrestricted	378,645.00	500.00	378,145.00	75,729.0%
44500 · HML Donations-Materials	0.00	0.00	0.00	0.0%
Total 44000 · HML DONATIONS REVENUE	378,645.00	500.00	378,145.00	75,729.0%
45000 · INTEREST INCOME				
45100 · Interest-Bradney	91.17	1,200.00	-1,108.83	7.6%
45200 · Interest Income-Other	820.08	0.00	820.08	100.0%
Total 45000 · INTEREST INCOME	911.25	1,200.00	-288.75	75.9%
46000 · Friends of HML	24,000.00	19,000.00	5,000.00	126.3%
48000 · Library Operations	17,432.27	15,000.00	2,432.27	116.2%
Total Income	700,988.52	315,700.00	385,288.52	222.0%
Expense				
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	-73.08	0.00	-73.08	100.0%
60015 · Over-Ring Cash	-98.40	0.00	-98.40	100.0%
60020 · Documents-Refunds/Lost	0.00	100.00	-100.00	0.0%
60030 · Telephone	7,996.24	9,566.00	-1,569.76	83.6%
60043 · Furnishings-Repair/Maintenance	150.00	500.00	-350.00	30.0%
60050 · Donor Acknowledgement/Signs	508.66	1,000.00	-491.34	50.9%
60060 · Bank Charges/Returned Checks	83.72	250.00	-166.28	33.5%
60070 · Supplies	10,988.80	11,000.00	-11.20	99.9%
60080 · Postage	1,502.17	1,250.00	252.17	120.2%
60130 · Bookkeeping Services	3,775.00	4,225.00	-450.00	89.3%
60140 · Audit Services	0.00	3,500.00	-3,500.00	0.0%
60150 · Building Alarm & Fees	1,182.00	1,000.00	182.00	118.2%
60160 · Copy Services	1,104.89	1,900.00	-795.11	58.2%
60170 · Overdue Materials Collection	0.00	700.00	-700.00	0.0%
60180 · Advertising	1,351.25	1,445.00	-93.75	93.5%
60185 · P.G. Self Storage	2,400.00	2,400.00	0.00	100.0%
60190 · Courier Services	1,200.00	2,000.00	-800.00	60.0%
60205 · MOBAC/PLP Membership	8,641.00	8,645.00	-4.00	100.0%
60210 · Staff Training	2,445.28	3,500.00	-1,054.72	69.9%
60220 · Mileage	524.26	1,200.00	-675.74	43.7%
60230 · Professional Memberships	1,117.42	1,200.00	-82.58	93.1%
Total 60000 · ADMINISTRATION	44,799.21	55,381.00	-10,581.79	80.9%

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Harrison Memorial Library Profit & Loss Budget vs. Actual July 2014 through June 2015

	Jul '14 - Jun '15	Budget	\$ Over Budget	% of Budget
61000 - EQUIPMENT				
61050 - Other Professional Services	452.92	600.00	-147.08	75.5%
61100 - Equipment Maintenance/Contracts	19,557.25	14,700.00	4,857.25	133.0%
61200 - Equipment-New	24,849.14	27,570.00	-2,720.86	90.1%
Total 61000 - EQUIPMENT	44,859.31	42,870.00	1,989.31	104.6%
62000 - DOCUMENTS				
62105 - MAIN-Audio Visual	20,705.39	22,000.00	-1,294.61	94.1%
62110 - MAIN-Book rental	24,812.91	33,100.00	-8,287.09	75.0%
62115 - MAIN-McNaughton Buyback	0.00	0.00	0.00	0.0%
62120 - MAIN-Large Print	2,762.37	3,000.00	-237.63	92.1%
62130 - MAIN-Fiction	4,421.85	5,000.00	-578.15	88.4%
62140 - MAIN-NF-Travel Cont.	4,839.83	5,000.00	-160.17	96.8%
62150 - MAIN-Non Fiction	21,793.83	23,000.00	-1,206.17	94.8%
62155 - MAIN - Online Subscription	2,100.00	2,100.00	0.00	100.0%
62160 - MAIN-EBooks/Additional Titles	4,273.76	4,000.00	273.76	106.8%
62180 - MAIN-Special Category	0.00	100.00	-100.00	0.0%
62190 - MAIN-Teen Fiction	1,178.56	1,200.00	-21.44	98.2%
62200 - MAIN-Amazon Prime Membership	0.00	99.00	-99.00	0.0%
62205 - MAIN_Adult Graphic Novel	843.77	1,000.00	-156.23	84.4%
62210 - MAIN_Teen Nonfiction	782.09	800.00	-17.91	97.8%
62215 - MAIN_Teen DVD	0.00	0.00	0.00	0.0%
62220 - MAIN_Teen Audio	0.00	0.00	0.00	0.0%
62310 - REF-Database	21,634.24	23,030.00	-1,395.76	93.9%
62320 - REF-Continuation	16,651.16	16,000.00	651.16	104.1%
62330 - REF-General	4,188.75	4,500.00	-311.25	93.1%
62340 - HML Designated Gift-Materials	0.00	0.00	0.00	0.0%
62400 - YS-Collection	12,863.25	13,000.00	-136.75	98.9%
62410 - YS-DataBases	3,000.00	1,500.00	1,500.00	200.0%
62420 - YS-Audio/Video	4,040.98	4,500.00	-459.02	89.8%
62510 - LH-Conservation Supplies	2,049.88	2,500.00	-450.12	82.0%
62520 - LH-Documents/ Digital Preserv.	3,041.51	2,500.00	541.51	121.7%
62600 - Serials Subscriptions	7,879.75	12,100.00	-4,220.25	65.1%
62700 - Professional Collection	297.87	300.00	-2.13	99.3%
62800 - HML Designated Gift-YS	0.00	0.00	0.00	0.0%
Total 62000 - DOCUMENTS	164,161.75	180,329.00	-16,167.25	91.0%
66000 - PROGRAMS AND CATALOGING				
66100 - Adult/ LH Programming	978.58	3,500.00	-2,521.42	28.0%
66300 - YS-Summer Reading Program	4,603.30	5,000.00	-396.70	92.1%
66400 - YS-Reading Programs	5,027.70	5,000.00	27.70	100.6%
66600 - Teen Programs	396.48	600.00	-203.52	66.1%
66700 - OCLC Cataloging	8,220.06	9,000.00	-779.94	91.3%
66750 - Library Cards	578.10	600.00	-21.90	96.4%
66760 - IFM for ILL	0.00	0.00	0.00	0.0%
Total 66000 - PROGRAMS AND CATALOGING	19,804.22	23,700.00	-3,895.78	83.6%

Harrison Memorial Library
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	\$ Over Budget	% of Budget
67000 · INFORMATION SYSTEMS				
67100 · IS-Equipment	13,971.21	12,525.00	1,446.21	111.5%
67200 · IS-Hosting and Maintenance	8,300.00	9,000.00	-700.00	92.2%
67400 · IS-Telecom Provider	1,737.82	1,810.00	-72.18	96.0%
67500 · IS-Software	80.00	850.00	-770.00	9.4%
67600 · IS-Website Maint. & Enchance.	1,622.00	2,185.00	-563.00	74.2%
67700 · IS-ILS Modification/Support	0.00	350.00	-350.00	0.0%
67800 · IS- Other Technical Support	2,079.26	1,000.00	1,079.26	207.9%
Total 67000 · INFORMATION SYSTEMS	27,790.29	27,720.00	70.29	100.3%
68000 · RESERVE EXPENDITURES	0.00	0.00	0.00	0.0%
Total Expense	301,414.78	330,000.00	-28,585.22	91.3%
Net Ordinary Income	399,573.74	-14,300.00	413,873.74	-2,794.2%
Other Income/Expense	0.00	0.00	0.00	0.0%
Other Expense	0.00	0.00	0.00	0.0%
99998 · Suspense	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	399,573.74	-14,300.00	413,873.74	-2,794.2%

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ATTACHMENT 1

FY 14/15 LIBRARY BUDGET SUMMARY				
		BUDGET 2013/14	YTD ACTUAL 3/10/2014	BUDGET 2014/15
REVENUES				
Library Operations		\$18,100	\$9,604	\$15,000
CA State Library		\$0	\$0	\$0
Friends of HML		\$19,000	\$0	\$19,000
Interest Income		\$1,000	\$831	\$1,200
CPLF- Unrestricted Donations		\$280,000	\$140,000	\$280,000
Donations		\$1,200	\$407	\$500
Total		\$319,300	\$150,842	\$315,700
EXPENDITURES				
Administration		\$54,513	\$30,694	\$55,381
Documents		\$178,184	\$120,976	\$180,329
Equipment		\$28,592	\$21,647	\$27,620
Cataloging		\$9,600	\$5,753	\$9,700
Information Systems		\$33,810	\$12,200	\$28,070
Programs		\$14,600	7,550	\$14,100
Contingency		\$0	0	\$500
Total		\$319,299	\$198,820	\$315,700

MARCH 19, 2014 CASH BALANCES:

WELLS FARGO CHECKING	\$213,041
LAIF	\$387,656
TOTAL	\$600,697

LESS RESTRICTED BRADNEY FUND	-\$46,747
LESS SIX MONTH OPERATING RESERVE*	-\$157,850
LESS EQUIPMENT REPLACEMENT FUND	-\$100,000
	-\$304,597

TOTAL UNRESTRICTED FUNDS: **\$296,100**

*1/2 FY 13/14 Budget as per HMLBT Financial Policy adopted 2/03

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
August 26, 2015

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Accept third quarter fiscal year 2014/15, and first quarter fiscal year 2015/16 quarterly distributions from the Carmel Public Library Foundation

RECOMMENDATION(S):

Accept third quarter fiscal year 2014/15, and first quarter fiscal year 2015/16 quarterly distributions from the Carmel Public Library Foundation

ANALYSIS/DISCUSSION:

The library has received the Fiscal Year 2015/16 first quarter distribution in the amount of \$72,775.00 from the Carmel Public Library Foundation.

The Fiscal Year 2014/15 third quarter distribution was not brought before the Board; therefore, it also needs to be accepted.



CARMEL PUBLIC LIBRARY FOUNDATION

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

UnionBank

Payable at any Union Bank branch including
400 California Street, San Francisco, CA 94104
(800) 238-4486 unionbank.com

3/18/15

CARMEL PUBLIC
LIBRARY FOUNDATION

PAY TO THE
ORDER OF Harrison Memorial Library

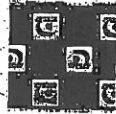
\$ **70,000.00

Seventy Thousand and 00/100*****

DOLLARS

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

VOID



[Handwritten Signature]
AUTHORIZED SIGNATURE

MEMO

3rd Quarter Distribution

CARMEL PUBLIC LIBRARY FOUNDATION

Harrison Memorial Library

Budget:
43400

3/18/15

70,000.00

SB Checking Account 3rd Quarter Distribution

70,000.00



CARMEL PUBLIC LIBRARY FOUNDATION

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

UnionBank

Payable at any Union Bank branch including
400 California Street, San Francisco, CA 94104
(800) 238-4488 unionbank.com

16-49-1220

8/7/15

CARMEL PUBLIC LIBRARY FOUNDATION

PAY TO THE ORDER OF Harrison Memorial Library

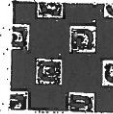
\$ **72,775.00

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

DOLLARS

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

VOID



[Handwritten Signature]
[Handwritten Signature]
AUTHORIZED SIGNATURE

MEMO:

1st quarter

CARMEL PUBLIC LIBRARY FOUNDATION

Harrison Memorial Library

Budget:

8/7/15

72,775.00

SB Checking Account 1st quarter

72,775.00

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
September 8, 2015

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Authorize the Library Board Ad Hoc Committee, consisting of Flower and Twomey, to represent the Library Board at meetings with consultant Susan Kent, who will be facilitating next steps regarding Youth Services department renovations and leading a facilities planning community workshop

RECOMMENDATION(S):

Authorize the Library Board Ad Hoc Committee, consisting of Flower and Twomey, to represent the Library Board at meetings with consultant Susan Kent, who will be facilitating next steps regarding Youth Services department renovations and leading a facilities planning community workshop

EXECUTIVE SUMMARY:

At the January 28, 2015 meeting, the Board of Trustees appointed an Ad Hoc Committee, consisting of President Flower and Treasurer Twomey, to meet with the Library Director to develop a recommendation for the expenditure of the Keith B. and Virginia P. Evans trust funds.

The Ad Hoc Committee recommendation, which was accepted by the Board at the February 25, 2015 meeting, was to use the funds to undertake a renovation of the Youth Services department.

Library facilities consultant Susan Kent has been engaged to assist the library and the Carmel Public Library Foundation with making recommendations regarding library renovations, and facilitating a community workshop focusing on those recommendations on October 22, 2015.

The initial meeting with Ms. Kent will take place on September 22, 2015, from 11:30 – 1:30.

Staff is recommending that the Ad Hoc Committee be authorized to continue its work with regard to Youth Services department renovations.

ATTACHMENT:

Attachment 1: Susan Kent resume

SUSAN KENT

Susan Kent has more than 45 years experience in public libraries. In 2008, she formed S. R. Kent LLC, a consulting firm which provides services to libraries, foundations and nonprofit organizations in the areas of capital facilities planning and strategic planning, management and organization development, fundraising and leadership development. Library Strategies International LLC, a consultancy firm that works with libraries around the world on strategy issues including collections, technology, facilities and planning, was formed by Ms. Kent and a partner, June Garcia, in 2010.

Ms. Kent served as the Director and Chief Executive of The Branch Libraries for the New York Public Library from 2004 through 2007 where she was responsible for the operation of the 87 branch libraries. For the ten years prior to assuming this position, she was the City Librarian for the Los Angeles Public Library, a library system that included a Central Library and 71 branch libraries that underwent a massive facilities infrastructure improvement program with 62 new or renovated branch libraries and major improvements to the Central Library. She also served as the Director of the Minneapolis Public Library (Minnesota) where she led the planning effort for a new Central Library and as the Deputy Director for the Tucson Public Library (Arizona) where she oversaw the program, planning and implementation for a new Main Library.

HIGHLIGHTS OF EXPERIENCE

- Providing the programming expertise for the major reconception of the Martin Luther King Jr. Library in Washington, D.C.
- Developed a program framework for new Central Library in Ottawa, Canada.
- Providing planning and programming for Dayton Metropolitan Library's Main Library and 16 branch libraries.
- Conducted facility analysis of the 32 library facilities of the Buffalo Erie County Public Library.
- Providing strategic assessment of facilities and services for the Houston Public Library.
- Provided consultant expertise for large new Central Libraries including Seattle, Nashville, Kansas City, San Francisco and Halifax.
- Led the community engagement and library consultant planning effort for the re-conception of the Central Library for the Buffalo-Erie County Public Library in New York, the Lincoln Public Library's Main Library in Nebraska, the Halifax Public Library's Main Library in Halifax, Canada and the major expansion of the Pitkin County Public Library in Aspen, Colorado.
- Serve as library consultant for the new King Abdulaziz Center for World Culture in Saudi Arabia and its major public library.
- International experience and publications regarding "best practices" in public and national libraries in Europe, Asia, Australia and New Zealand.
- Administered research and public circulation collections, preservation activities, materials distribution systems and technical services operations

using new technologies, service and productivity improvements and customer service focus.

SELECTED LIBRARY FACILITIES CONSULTING EXPERIENCE

- Buffalo Erie County Public Library System. Buffalo, New York.
- Conceptualization and planning for renovation of 400,000 square foot Central Library including new space for archives and special collections
 - Strategic plan 2010-2014.
 - Facilities and service assessment of 37 libraries.
- Dayton Public Library. Dayton, Ohio.
- Programming and planning for Main Library and sixteen branch libraries.
- District of Columbia Public Library. Washington, D.C.
- New vision and conceptual plan for the Martin Luther King Jr. Public Library including space for archives and special collections.
 - Programming for Martin Luther King Jr. Central Library (new or renovated).
- Halifax Public Libraries. Halifax, Nova Scotia, Canada.
- Planning and public participation process for a Central Library for Halifax.
- Kansas City Public Library. Kansas City, Missouri.
- Planning for a new Central Library,
- King Abdulaziz Center for World Culture. Dhahran, Saudi Arabia.
- Planning and implementing the Center Library, a 90,000 square foot facility and the first public library and archives in Eastern Saudi Arabia, including collections, technology, human resources, partnerships, facility, furnishing and equipment.
- Lincoln City Libraries. Lincoln, Nebraska.
- Conceptual plan for new Main Library of more than 100,000 square feet.
- Missoula Public Library. Missoula, Montana.
- Planning for new Main Library with space for community partners.
- Ottawa Public Library. Ottawa, Canada
- Program framework for new Central Library.
- Pitkin County Library. Aspen, Colorado.
- Strategic planning and space assessment for potential renovation and/or addition.
- San Francisco Public Library. San Francisco, California.
- Post Occupancy Evaluation of new Main Library.
 - Facilities planning for renovations of branch libraries.
- Seattle Public Library. Seattle, Washington.
- Seattle Central Library – site selection, facilities planning.

LIBRARY ADMINISTRATION EXPERIENCE

- Director and Chief Executive. The Branch Libraries, The New York Public Library. New York, New York. 2004-2007.
- City Librarian and Director. The Los Angeles Public Library. Los Angeles, California. 1995-2004.
- Director. The Minneapolis Public Library. Minneapolis, Minnesota. 1990-1995.
- Deputy Director. The Tucson Public Library. Tucson, Arizona. 1977-1987.

EDUCATION

Columbia University. New York, New York. M.S.
Binghamton University. Binghamton, New York. B.A.

SELECTED HONORS AND AWARDS

Lippincott Award for "Distinguished Service to the Profession". American Library Association. 2003.
Librarian of the Year. *Library Journal*.
Executive Leadership Award. The University of California at Los Angeles (UCLA) Anderson School of Business.
Charlie Robinson Award for Creativity and Innovation as a Library Director. Public Library Association.

SELECTED PROFESSIONAL ACTIVITIES

Urban Libraries Council, Chairman, Executive Board.
American Library Association, Governing Council.
Public Library Association, President.
Council on Library and Information Resources, Board of Directors.
Bertelsmann Foundation International Network of Public Libraries.

LIBRARIAN'S MONTHLY REPORT

July 31, 2015

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-8.61	3,257	3,021	3,257	3,564
Non-Fiction	-9.72	1,913	1,832	1,913	2,119
Magazines	8.18	172	176	172	159
Audio/Video	-13.16	3,162	3,149	3,162	3,641
ADULT CIRCULATION TOTAL:	-10.32	8,504	8,178	8,504	9,483
Juvenile Circulation Transactions:					
Fiction	3.34	3,779	3,985	3,779	3,657
Non-Fiction	-17.66	457	506	457	555
Magazines	-6.52	43	47	43	46
Audio/Video	-3.40	710	695	710	735
JUVENILE CIRCULATION TOTAL:	-0.08	4,989	5,233	4,989	4,993
CIRCULATION TOTAL:	-6.79	13,493	13,411	13,493	14,476
Reserve Requests:		875	721	875	649
Patron Visit Count					
HML Building	-6.77	5,801	6,041	5,801	6,222
Park Branch Building	-21.10	2,449	2,627	2,449	3,104
Local History	-32.39	48	59	48	71
Youth Services Dept.	-20.84	2,401	2,568	2,401	3,033
PATRON VISIT TOTAL:	-11.54	8,250	8,668	8,250	9,326
PATRON REGISTRATION:	Patron Data Base Purge 08/14				
Carmel by-the-Sea Residents	0.00	25	14	25	25
Monterey City Residents	-16.67	10	20	10	12
Unincorp. Monterey Cty Residents	-14.29	48	53	48	56
Visitor Cards	9.09	12	7	12	11
Other Borrowers	-20.00	16	14	16	20
REGISTRATION TOTAL:	-10.48	111	67	111	124
TOTAL # OF CARDHOLDERS:	-1.73		12,012	12,123	12,336

LIBRARIAN'S MONTHLY REPORT

July 31, 2015

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea	10.71	3,824	3,634	3,824	3,454	
Outreach	-23.26	33	25	33	43	
RESIDENTS TOTAL:	10.29	3,857	3,659	3,857	3,497	
Non-Residents:						
Other Monterey County Cities	-3.00	1,748	2,008	1,748	1,802	
Unincorporated Monterey County	-10.39	7,203	7,181	7,203	8,038	
Other Zip Codes	-35.21	633	483	633	977	
NON-RESIDENTS TOTAL:	-11.40	9,584	9,672	9,584	10,817	
OUTREACH SERVICES:						
Visits	0.00	4	4	4	4	
Circulation	-23.26	33	25	33	43	
LOCAL HISTORY:						
Visitors	-32.39	48	51	48	71	
Digital Items Added	#DIV/0!	0	0	0	0	
Physical Items Added	#DIV/0!	0	0	0	0	
Programs Attendance	#DIV/0!	0	0	0	0	
TELEPHONE CALLS:						
Reference Desk	-13.44	335	263	335	387	
Youth Services Desk	-65.32	60	100	60	173	
Local History Desk	-66.10	20	30	20	59	
Circulation Desk	-17.93	966	988	966	1,177	
TOTAL TELEPHONE CALLS:	-23.11	1,381	1,381	1,381	1,796	

LIBRARIAN'S MONTHLY REPORT

July 31, 2015

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	0.00	789	568	789	789
Youth Services Desk	-49.30	290	329	290	572
Local History Desk	-30.04	156	144	156	223
Circulation Desk	-40.31	684	521	684	1146
TOTAL REFERENCE QUESTIONS:	-29.71	1919	1562	1919	2730
Information Questions Answered:					
Reference Desk	-12.79	266	209	266	305
Youth Services Desk	-75.55	200	311	200	818
Local History Desk	-23.08	30	31	30	39
Circulation Desk	-42.85	679	501	679	1188
TOTAL INFORMATION QUESTIONS:	-50.00	1175	1052	1175	2350
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	-35.29	22	31	22	34
MOBAC ILL from Other Libraries	0.00	17	18	17	17

LIBRARIAN'S MONTHLY REPORT

July 31, 2015

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	-25.87	917	832	917	1237
Electronic Search/Visits Total:	-26.05	3,816	3,730	3,816	5,160
Public WiFi Use	-54.71	250	208	250	552
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-18.28	237	227	237	290
Number of Pages Viewed Per Visit:	0.00	2	2	2	2.00
Length of Visit		2 MIN	1.5 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	#DIV/0!	0	4	0	0
Summer Reading/Special Programs:	0.00	3	2	3	3
TOTAL PROGRAMS:	0.00	3	6	3	3
Attendance At Programs:					
Storytime-Children:	#DIV/0!	0	4	0	0
Summer Reading/Special-Children:	-57.80	73	125	73	173
TOTAL CHILDREN'S ATTENDANCE:	-57.80	73	129	73	173
TOTAL ADULT ATTENDANCE:	-55.79	42	99	42	95
TOTAL YS PROGRAM ATTENDANCE :	-57.09	115	228	115	268
PROGRAMS FOR 9 - 12 YEAR OLDS:	#DIV/0!	1	0	1	0
TOTAL ATTENDANCE:	#DIV/0!	19	0	19	0
ADULT PROGRAMS:	-50.00	3	2	3	6
TOTAL ATTENDANCE:	-7.14	91	136	91	98
TEEN PROGRAMS:	#DIV/0!	0	1	0	0
TOTAL ATTENDANCE:	#DIV/0!	0	1	0	0
CLASS VISITS					
Children's Visits: X Teen Visits: X		0	1	0	0
TOTAL CHILDREN'S ATTENDANCE	#DIV/0!	0	97	0	0
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	97	0	0

LIBRARIAN'S MONTHLY REPORT

July 31, 2015

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult				68	68	68
Leased				151	151	121
Reference				6	6	6
Youth Services				7	7	7
Audio				2	2	2
Video				6	6	6
TOTAL:			240	210	240	210
HOLDINGS TO DATE						
HML Main Library Building			50,377	65,049 titles		
Park Branch Library			20,159	held in both bldgs		
TOTAL ITEMS HELD:			70,536			
TOTAL TITLES HELD:				65,049		
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		X this month, X YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		X this month, X YTD				

LIBRARIAN'S MONTHLY REPORT

July 31, 2015

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-28.57	10.00	9.00	10.00	14.0
Local History	-10.00	18.00	10.00	18.00	20.0
Reference	-50.00	2.00	2.00	2.00	4.0
Technical Services	14.29	16.00	12.00	16.00	14.0
Youth Services	0.00	2.00	6.00	2.00	2.0
TOTALS:	-11.11	48.00	39.00	48.00	54.0
OVERDRIVE					
Patron Registrations	-50.00	11	15	11	22
Checkouts	-56.33	138	340	138	316
OTHER DIGITAL RESOURCES					
Checkouts	#DIV/0!	214	279	214	0
Total electronic checkouts	#DIV/0!	352	279	352	0
BRAINFUUSE:	400.00	15	0	15	3
SELF CHECK PATRONS :					
Main Library	-9.80	506	276	506	561
Youth Services	-38.33	140	143	140	227
TOTAL:	-18.02	646	419	646	788

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY

For the Period Ended July 31, 2015

Harrison Memorial Library
Statement of Assets, Liabilities, and Net Assets
July 31, 2015

CURRENT ASSETS

Checking/Savings	
10000 · Wells Fargo Checking	220,622.05
12000 · Petty Cash Main	260.00
13000 · Petty Cash Park Branch	200.00
15000 · LAIF	
15100 · LAIF-Operating Reserve	175,127.25
15200 · LAIF-Bradney	46,747.05
15300 · LAIF-Equipment Replacement	100,000.00
15000 · LAIF - Other	469,689.95
Total 15000 · LAIF	791,564.25
Total Checking/Savings	1,012,646.30
Total Current Assets	1,012,646.30
TOTAL ASSETS	1,012,646.30

LIABILITIES AND NET ASSETS

NET ASSETS

31000 · -Temporarily Restricted	
31000.1 · LAIF-Operating Reserve-	175,127.25
31000.2 · LAIF-Equipment Replacement-	103,379.77
31000.5 · WF-Designated Gifts	104.80
Total 31000 · -Temporarily Restricted	278,611.82
32000 · Permanently Restricted	46,747.05
32001 · Unrestricted Net Assets	738,714.49
Net Income / Loss	(51,427.06)
Total Net Assets	1,012,646.30
TOTAL LIABILITIES AND NET ASSETS	1,012,646.30

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
 For the Period Ended July 2015

	July 2015 Actual	YTD Actual	Annual Budget	Budget Balance
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue				
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	-	-	280,000.00	(280,000.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	<u>-</u>	<u>-</u>	<u>280,000.00</u>	<u>(280,000.00)</u>
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	-	500.00	(500.00)
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	<u>-</u>	<u>-</u>	<u>500.00</u>	<u>(500.00)</u>
45000 · Interest Income				
45100 · Interest-Bradney	64.71	64.71	1,000.00	(935.29)
45000 · Interest Income - Other	582.35	582.35	-	582.35
Total 45000 · Interest Income	<u>647.06</u>	<u>647.06</u>	<u>1,000.00</u>	<u>(352.94)</u>
46000 · Friends of HML				
48000 · Library Operations	2,124.33	2,124.33	21,000.00	(21,000.00)
48005 - Books 4 U Grant	-	-	14,450.00	(12,325.67)
Total Income	<u>2,771.39</u>	<u>2,771.39</u>	<u>316,950.00</u>	<u>(314,178.61)</u>
Expense				

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended July 2015

	July 2015 Actual	YTD Actual	Annual Budget	Budget Balance
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(11.28)	(11.28)	-	(11.28)
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	-	75.00	(75.00)
60030 · Telephone	648.91	648.91	9,400.00	(8,751.09)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	-	1,000.00	(1,000.00)
60060 · Bank Charges/Returned Checks	15.00	15.00	125.00	(110.00)
60070 · Supplies	5.70	5.70	11,700.00	(11,694.30)
60080 · Postage	51.23	51.23	1,500.00	(1,448.77)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	325.00	4,225.00	(3,900.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	-	1,650.00	(1,650.00)
60160 · Copy Services	-	-	14,000.00	(14,000.00)
60170 · Overdue Matrcials Collection	-	-	700.00	(700.00)
60180 · Advertising	-	-	1,550.00	(1,550.00)
60185 · P.G. Self Storage	200.00	200.00	2,400.00	(2,200.00)
60190 · Courier Services	100.00	100.00	1,800.00	(1,700.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	8,641.00	8,641.00	8,641.00	-
60210 · Staff Training	75.00	75.00	3,500.00	(3,425.00)
60220 · Mileage	130.65	130.65	1,000.00	(869.35)
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 July 2015

	July 2015 Actual	YTD Actual	Annual Budget	Budget Balance
Total 60000 · ADMINISTRATION	10,181.21	10,181.21	65,466.00	(55,284.79)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	600.00	(600.00)
61100 · Equipment Maintenance/Contracts	149.56	149.56	14,700.00	(14,550.44)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	-	-	13,960.00	(13,960.00)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	<u>149.56</u>	<u>149.56</u>	<u>29,260.00</u>	<u>(29,110.44)</u>
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	45.19	45.19	22,000.00	(21,954.81)
62110 · MAIN-Book rental	31,625.40	31,625.40	29,661.00	1,964.40
62115- MAIN-McNaughton Buyback	-	-	500.00	(500.00)
62120 · MAIN-Large Print	98.02	98.02	2,500.00	(2,401.98)
62130 · MAIN-Fiction	27.68	27.68	5,300.00	(5,272.32)
62140 · MAIN-NF-Travel Cont.	898.87	898.87	5,000.00	(4,101.13)
62150 · MAIN-Non Fiction	7.97	7.97	23,000.00	(22,992.03)
62155 - MAIN-Online Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	-	-	5,500.00	(5,500.00)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	-	-	1,200.00	(1,200.00)
62200- MAIN-Amazon Prime Membership	-	-	120.00	(120.00)
62205- MAIN-Adult Graphic Novel	-	-	1,000.00	(1,000.00)
62210- MAIN-Teen Nonfiction	-	-	800.00	(800.00)
62215-MAIN-Teen DVD	-	-	200.00	(200.00)

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended July 2015

	July 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	-	200.00	(200.00)
62310 · REF-Database	8,572.98	8,572.98	23,030.00	(14,457.02)
62320 · REF-Continuation	466.35	466.35	16,000.00	(15,533.65)
62330 · REF-General	-	-	4,000.00	(4,000.00)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	14.70	14.70	13,000.00	(12,985.30)
62410 · YS-DataBases	-	-	2,250.00	(2,250.00)
62420 · YS-Audio/Video	-	-	4,500.00	(4,500.00)
62510 · LH-Conservation Supplies	35.60	35.60	2,500.00	(2,464.40)
62520 · LH-Documents/ Digital Preserv.	-	-	2,500.00	(2,500.00)
62600 · Serials Subscriptions	1.50	1.50	12,450.00	(12,448.50)
62700 · Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 · LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	41,794.26	41,794.26	179,661.00	(137,866.74)
66000 · PROGRAMS AND CATALOGING				
66100 · Adult/LH Programming	325.59	325.59	1,500.00	(1,174.41)
66300 · YS-Summer Reading Program	961.54	961.54	5,000.00	(4,038.46)
66400 · YS-Reading Programs	-	-	6,000.00	(6,000.00)
66600 · Teen Programs	-	-	400.00	(400.00)
66700 · OCLC Catalog	574.63	574.63	9,000.00	(8,425.37)
66750 · Library Cards	-	-	800.00	(800.00)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	1,861.76	1,861.76	22,750.00	(20,888.24)
67000 · INFORMATION SYSTEMS				
67100 · IS-Equipment	-	-	18,000.00	(18,000.00)

Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended July 2015

	July 2015	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	140.66	2,415.00	(2,274.34)
67500 · IS-Software	71.00	71.00	500.00	(429.00)
67600- IS-Website Development	-	-	2,200.00	(2,200.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	-	1,000.00	(1,000.00)
Total 67000 · INFORMATION SYSTEMS	<u>211.66</u>	<u>211.66</u>	<u>32,865.00</u>	<u>(32,653.34)</u>
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expense	<u>54,198.45</u>	<u>54,198.45</u>	<u>330,002.00</u>	<u>(275,803.55)</u>
Net Income	<u>(51,427.06)</u>	<u>(51,427.06)</u>	<u>(13,052.00)</u>	<u>(38,375.06)</u>

Harrison Memorial Library Check Detail July 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3140	07/02/2015	CALIFA GROUP		10000 · Wells Fargo...		-5,336.28
Bill	6793	07/02/2015			62310 · REF-Datab...	-4,526.28	4,526.28
Bill	7890	07/02/2015			62310 · REF-Datab...	-810.00	810.00
TOTAL						-5,336.28	5,336.28
Bill Pmt -Check	3143	07/09/2015	A to Z Databases		10000 · Wells Fargo...		-515.00
Bill	501120	07/09/2015			62310 · REF-Datab...	-515.00	515.00
TOTAL						-515.00	515.00
Bill Pmt -Check	3144	07/09/2015	AT&T CALNET 2		10000 · Wells Fargo...		-574.23
Bill	6739...	07/09/2015			60030 · Telephone	-17.33	17.33
Bill	6739...	07/09/2015			60030 · Telephone	-556.90	556.90
TOTAL						-574.23	574.23
Bill Pmt -Check	3145	07/09/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-548.22
Bill	5013...	07/09/2015			62320 · REF-Contin...	-121.13	121.13
Bill	4011...	07/09/2015			62130 · MAIN-Fiction	-14.37	14.37
Bill	5013...	07/09/2015			62120 · MAIN-Larg...	-98.02	98.02
Bill	5013...	07/09/2015			62320 · REF-Contin...	-174.40	174.40
Bill	5013...	07/09/2015			62140 · MAIN-NF-T...	-140.30	140.30
TOTAL						-548.22	548.22
Bill Pmt -Check	3146	07/09/2015	GOLDEN GATE B...		10000 · Wells Fargo...		-325.00
Bill	6392	07/09/2015			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3147	07/09/2015	KAL-WEST		10000 · Wells Fargo...		-100.00
Bill	00601	07/01/2015			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3148	07/09/2015	PACIFIC LIBRARY ...		10000 · Wells Fargo...		-8,641.00
Bill	446	07/09/2015			60205 · MOBAC/PL...	-8,641.00	8,641.00
TOTAL						-8,641.00	8,641.00

Harrison Memorial Library
Check Detail
July 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3149	07/09/2015	REDSHIFT		10000 · Wells Farg...		-14.95
Bill	1691...	07/09/2015			67400 · IS-Telecom...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3150	07/09/2015	XEROX		10000 · Wells Farg...		-149.56
Bill	0802...	07/09/2015			61100 · Equipment ...	-37.71	37.71
Bill	0802...	07/09/2015			61100 · Equipment ...	-111.85	111.85
TOTAL						-149.56	149.56
Bill Pmt -Check	3151	07/15/2015	BAKER & TAYLOR		10000 · Wells Farg...		-31,625.40
Bill	G010...	07/15/2015			62110 · MAIN-Book...	-31,625.40	31,625.40
TOTAL						-31,625.40	31,625.40
Bill Pmt -Check	3152	07/15/2015	CALIFA GROUP		10000 · Wells Farg...		-1,526.70
Bill	7966	07/15/2015			62310 · REF-Datab...	-1,526.70	1,526.70
TOTAL						-1,526.70	1,526.70
Bill Pmt -Check	3153	07/15/2015	COMCAST		10000 · Wells Farg...		-125.71
Bill	JULY ...	07/15/2015			67400 · IS-Telecom...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3154	07/15/2015	MARQUIS		10000 · Wells Farg...		-1,195.00
Bill	1130...	07/15/2015			62310 · REF-Datab...	-1,195.00	1,195.00
TOTAL						-1,195.00	1,195.00
Bill Pmt -Check	3155	07/15/2015	OCLC		10000 · Wells Farg...		-574.63
Bill	402274	07/15/2015			66700 · OCLC Cata...	-574.63	574.63
TOTAL						-574.63	574.63

Harrison Memorial Library Check Detail July 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3156	07/15/2015	OFFICE DEPOT		10000 · Wells Farg...		-5.70
Bill	7753...	07/15/2015			60070 · Supplies	-5.70	5.70
TOTAL						-5.70	5.70
Bill Pmt -Check	3157	07/15/2015	WELLS FARGO B...		10000 · Wells Farg...		-71.00
Bill	JULY ...	07/15/2015			67500 · IS-Software	-71.00	71.00
TOTAL						-71.00	71.00
Bill Pmt -Check	3158	07/15/2015	BAKER & TAYLOR		10000 · Wells Farg...		-344.28
Bill	5013...	07/15/2015			62320 · REF-Contin...	-37.73	37.73
Bill	4011...	07/15/2015			62140 · MAIN-NF-T...	-283.88	283.88
TOTAL					62400 · YS-Collection	-14.70	14.70
					62150 · MAIN-Non ...	-7.97	7.97
						-344.28	344.28
Bill Pmt -Check	3159	07/16/2015	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	24864	07/16/2015			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3160	07/16/2015	SCHOOL TIME MU...		10000 · Wells Farg...		-500.00
Bill	071015	06/29/2015			66300 · YS-Summe...	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	3161	07/21/2015	AMAZON		10000 · Wells Farg...		-35.60
Bill	0603...	06/29/2015			62510 · LH-Conser...	-35.60	35.60
TOTAL						-35.60	35.60
Bill Pmt -Check	3162	07/21/2015	BAKER & TAYLOR		10000 · Wells Farg...		-47.05
Bill	5013...	07/21/2015			62140 · MAIN-NF-T...	-33.74	33.74
Bill	4011...	07/21/2015			62130 · MAIN-Fiction	-13.31	13.31
TOTAL						-47.05	47.05

Harrison Memorial Library Check Detail July 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3163	07/21/2015	BINGO SCHMING...		10000 · Wells Farg...		-350.00
Bill	0717...	06/29/2015			66300 · YS-Summe...	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	3164	07/21/2015	HOLOILOFF, DAVE		10000 · Wells Farg...		-180.00
Bill	071315	06/29/2015			66100 · Adult/ LH P...	-180.00	180.00
TOTAL						-180.00	180.00
Bill Pmt -Check	3165	07/21/2015	RECORDED BOOKS		10000 · Wells Farg...		-45.19
Bill	7515...	07/21/2015			62105 · MAIN-Audi...	-45.19	45.19
TOTAL						-45.19	45.19
Bill Pmt -Check	3166	07/28/2015	BAKER & TAYLOR		10000 · Wells Farg...		-574.04
Bill	5013...	07/28/2015			62320 · REF-Contin...	-60.33	60.33
Bill	5013...	07/28/2015			62320 · REF-Contin...	-41.25	41.25
Bill	5013...	07/28/2015			62320 · REF-Contin...	-31.51	31.51
Bill	5013...	07/28/2015			62140 · MAIN-NF-T...	-95.40	95.40
Bill	5013...	07/28/2015			62140 · MAIN-NF-T...	-49.92	49.92
Bill	5013...	07/28/2015			62140 · MAIN-NF-T...	-295.63	295.63
TOTAL						-574.04	574.04
Bill Pmt -Check	3167	07/28/2015	PENINSULA LIBR...		10000 · Wells Farg...		-75.00
Bill	22599	07/28/2015			60210 · Staff Training	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	3168	07/28/2015	AT&T		10000 · Wells Farg...		-74.68
Bill	8316...	07/28/2015			60030 · Telephone	-37.34	37.34
Bill	8316...	07/28/2015			60030 · Telephone	-37.34	37.34
TOTAL						-74.68	74.68
Bill Pmt -Check	3169	07/30/2015	COPY KING		10000 · Wells Farg...		-111.54
Bill	161139	07/30/2015			66300 · YS-Summe...	-111.54	111.54
TOTAL						-111.54	111.54

Harrison Memorial Library
Check Detail
July 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3140	07/02/2015	CALIFA GROUP		10000 · Wells Fargo...		-5,336.28
Bill	6793	07/02/2015			62310 · REF-Datab...	-4,526.28	4,526.28
Bill	7890	07/02/2015			62310 · REF-Datab...	-810.00	810.00
TOTAL						-5,336.28	5,336.28
Bill Pmt -Check	3143	07/09/2015	A to Z Databases		10000 · Wells Fargo...		-515.00
Bill	501120	07/09/2015			62310 · REF-Datab...	-515.00	515.00
TOTAL						-515.00	515.00
Bill Pmt -Check	3144	07/09/2015	AT&T CALNET 2		10000 · Wells Fargo...		-574.23
Bill	6739...	07/09/2015			60030 · Telephone	-17.33	17.33
Bill	6739...	07/09/2015			60030 · Telephone	-556.90	556.90
TOTAL						-574.23	574.23
Bill Pmt -Check	3145	07/09/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-548.22
Bill	5013...	07/09/2015			62320 · REF-Contin...	-121.13	121.13
Bill	4011...	07/09/2015			62130 · MAIN-Fiction	-14.37	14.37
Bill	5013...	07/09/2015			62120 · MAIN-Larg...	-98.02	98.02
Bill	5013...	07/09/2015			62320 · REF-Contin...	-174.40	174.40
TOTAL					62140 · MAIN-NF-T...	-140.30	140.30
						-548.22	548.22
Bill Pmt -Check	3146	07/09/2015	GOLDEN GATE B...		10000 · Wells Fargo...		-325.00
Bill	6392	07/09/2015			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3147	07/09/2015	KAL-WEST		10000 · Wells Fargo...		-100.00
Bill	00601	07/01/2015			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3148	07/09/2015	PACIFIC LIBRARY ...		10000 · Wells Fargo...		-8,641.00
Bill	446	07/09/2015			60205 · MOBAC/PL...	-8,641.00	8,641.00
TOTAL						-8,641.00	8,641.00

Harrison Memorial Library
 Check Detail
 July 2015

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3149	07/09/2015	REDSHIFT		10000 · Wells Farg...		-14.95
Bill	1691...	07/09/2015			67400 · IS-Telecom...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3150	07/09/2015	XEROX		10000 · Wells Farg...		-149.56
Bill	0802...	07/09/2015			61100 · Equipment ...	-37.71	37.71
Bill	0802...	07/09/2015			61100 · Equipment ...	-111.85	111.85
TOTAL						-149.56	149.56
Bill Pmt -Check	3151	07/15/2015	BAKER & TAYLOR		10000 · Wells Farg...		-31,625.40
Bill	G010...	07/15/2015			62110 · MAIN-Book...	-31,625.40	31,625.40
TOTAL						-31,625.40	31,625.40
Bill Pmt -Check	3152	07/15/2015	CALIFA GROUP		10000 · Wells Farg...		-1,526.70
Bill	7966	07/15/2015			62310 · REF-Datab...	-1,526.70	1,526.70
TOTAL						-1,526.70	1,526.70
Bill Pmt -Check	3153	07/15/2015	COMCAST		10000 · Wells Farg...		-125.71
Bill	JULY ...	07/15/2015			67400 · IS-Telecom...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3154	07/15/2015	MARQUIS		10000 · Wells Farg...		-1,195.00
Bill	1130...	07/15/2015			62310 · REF-Datab...	-1,195.00	1,195.00
TOTAL						-1,195.00	1,195.00
Bill Pmt -Check	3155	07/15/2015	OCLC		10000 · Wells Farg...		-574.63
Bill	402274	07/15/2015			66700 · OCLC Cata...	-574.63	574.63
TOTAL						-574.63	574.63

Harrison Memorial Library
Check Detail
July 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3156	07/15/2015	OFFICE DEPOT		10000 · Wells Farg...		-5.70
Bill	7753...	07/15/2015			60070 · Supplies	-5.70	5.70
TOTAL						-5.70	5.70
Bill Pmt -Check	3157	07/15/2015	WELLS FARGO B...		10000 · Wells Farg...		-71.00
Bill	JULY ...	07/15/2015			67500 · IS-Software	-71.00	71.00
TOTAL						-71.00	71.00
Bill Pmt -Check	3158	07/15/2015	BAKER & TAYLOR		10000 · Wells Farg...		-344.28
Bill	5013...	07/15/2015			62320 · REF-Contin...	-37.73	37.73
Bill	4011...	07/15/2015			62140 · MAIN-NF-T...	-283.88	283.88
TOTAL					62400 · YS-Collection	-14.70	14.70
					62150 · MAIN-Non ...	-7.97	7.97
						-344.28	344.28
Bill Pmt -Check	3159	07/16/2015	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	24864	07/16/2015			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3160	07/16/2015	SCHOOL TIME MU...		10000 · Wells Farg...		-500.00
Bill	071015	06/29/2015			66300 · YS-Summe...	-500.00	500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	3161	07/21/2015	AMAZON		10000 · Wells Farg...		-35.60
Bill	0603...	06/29/2015			62510 · LH-Consef...	-35.60	35.60
TOTAL						-35.60	35.60
Bill Pmt -Check	3162	07/21/2015	BAKER & TAYLOR		10000 · Wells Farg...		-47.05
Bill	5013...	07/21/2015			62140 · MAIN-NF-T...	-33.74	33.74
Bill	4011...	07/21/2015			62130 · MAIN-Fiction	-13.31	13.31
TOTAL						-47.05	47.05

Harrison Memorial Library
Check Detail
July 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3163	07/21/2015	BINGO SCHMING...		10000 · Wells Farg...		-350.00
Bill	0717...	06/29/2015			66300 · YS-Summe...	-350.00	350.00
TOTAL						-350.00	350.00
Bill Pmt -Check	3164	07/21/2015	HOLODILOFF, DAVE		10000 · Wells Farg...		-180.00
Bill	071315	06/29/2015			66100 · Adult/ LH P...	-180.00	180.00
TOTAL						-180.00	180.00
Bill Pmt -Check	3165	07/21/2015	RECORDED BOOKS		10000 · Wells Farg...		-45.19
Bill	7515...	07/21/2015			62105 · MAIN-Audi...	-45.19	45.19
TOTAL						-45.19	45.19
Bill Pmt -Check	3166	07/28/2015	BAKER & TAYLOR		10000 · Wells Farg...		-574.04
Bill	5013...	07/28/2015			62320 · REF-Contn...	-60.33	60.33
Bill	5013...	07/28/2015			62320 · REF-Contn...	-41.25	41.25
Bill	5013...	07/28/2015			62320 · REF-Contn...	-31.51	31.51
Bill	5013...	07/28/2015			62140 · MAIN-NF-T...	-95.40	95.40
Bill	5013...	07/28/2015			62140 · MAIN-NF-T...	-49.92	49.92
Bill	5013...	07/28/2015			62140 · MAIN-NF-T...	-295.63	295.63
TOTAL						-574.04	574.04
Bill Pmt -Check	3167	07/28/2015	PENINSULA LIBR...		10000 · Wells Farg...		-75.00
Bill	22599	07/28/2015			60210 · Staff Training	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	3168	07/28/2015	AT&T		10000 · Wells Farg...		-74.68
Bill	8316...	07/28/2015			60030 · Telephone	-37.34	37.34
Bill	8316...	07/28/2015			60030 · Telephone	-37.34	37.34
TOTAL						-74.68	74.68
Bill Pmt -Check	3169	07/30/2015	COPY KING		10000 · Wells Farg...		-111.54
Bill	161139	07/30/2015			66300 · YS-Summe...	-111.54	111.54
TOTAL						-111.54	111.54