

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

Wednesday
April 22, 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. Approval of Minutes of the March 25, 2015 Meeting (pp. 1 – 2)

V. Orders of Business

- A. Receive report from the Carmel Public Library Foundation regarding CPLF activities
- B. Receive and approve draft Homebound Services policy and application (pp. 3-7)
- C. Consideration of a request to close both library buildings on Tuesday, August 11, 2015 for library staff strategic planning (p. 8)
- D. Receive and approve proposed Fiscal Year 2015/16 Library budget (pp. 9 – 15)

VI. Librarian's Report

Review of monthly statistics

VII. Treasurer's Report:

- A. Receive Treasurer's Report
- B. Accept March 31, 2015 Financial Statements and Check Register.

VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held May 27, 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 April 17, 2015.

Dated this 17th day of April, 2015, at the hour of 5:00 p.m.



Janet Bombard
Library and Community Activities Director

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

March 25, 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:

<u>PRESENT:</u>	FLOWER, MOSHER, TWOMEY
<u>ABSENT:</u>	COLLINS, REIMERS,
<u>STAFF PRESENT:</u>	Janet Bombard, Library Director Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Board member Mosher thanked the Carmel Public Library Foundation its help and continued support. Board members Flower and Mosher thanked the Friends of the Library for their help and support of the library.

V. APPEARANCES:

No appearances.

VI. APPROVAL OF MINUTES:

Board Member MOSHER moved to, **Approve the Minutes of the February 25, 2015 Regular Meeting**, seconded by Board Member TWOMEY and carried by the following roll call vote:

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

VII. ORDERS OF BUSINESS:

A. Receive Report From the Carmel Public Library Foundation Regarding CPLF Activities

CPLF Board Director Ben Heinrich reported that Ambassador Christopher Hill will be the featured speaker for the annual fundraiser, and extended an invitation to the board to attend the talk. Executive Director Amy Donohue reported on the successful “Girl Rising” program.

B. Receive report from Head Reference Librarian Jean Chapin regarding Teen Photo Contest program

Head Reference Librarian Jean Chapin presented fifteen photographs submitted for the 4th Annual Teen Photo Contest. The theme this year is "Motion". The photos are on display at the main library in the lobby.

C. Approve and accept annual gift in the amount of \$24,000 from the Friends of Harrison Memorial

Board Member MOSHER moved to, **accept annual gift in the amount of \$24,000 from the Friends of Harrison Memorial**, seconded by Board Member TWOMEY and carried by the following roll call vote:

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

D. Approve and accept unrestricted donation to the library in the amount of \$2,000

Board Member TWOMEY moved to, **accept unrestricted donation to the library in the amount of \$2,000**, seconded by Board Member MOSHER and carried by the following roll call vote:

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

VIII. LIBRARIAN'S REPORT:

Library Director Bombard reviewed the monthly statistics with the Board.

IX. TREASURERS REPORT:

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

Board Member MOSHER moved to, **Accept the January and February Financial Statements and February Check Register**, seconded by Board Member FLOWER and carried by the following roll call vote:

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

X. ADJOURNMENT:

There being no further business to come before the Board, President Flower declared the meeting adjourned at 9:35 am. The next regular meeting is scheduled for April 22, 2015.

Respectfully submitted,
Carolina Lopez, Office Assistant

HARRISON MEMORIAL LIBRARY

STAFF REPORT

TO: HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

FROM: JANET BOMBARD, LIBRARY AND COMMUNITY ACTIVITIES
DIRECTOR

DATE: APRIL 22, 2015

SUBJECT: RECEIVE AND APPROVE DRAFT HOMEBOUND SERVICES
POLICY

RECOMMENDATION

Receive and approve draft Homebound Services policy.

BACKGROUND

The library delivers materials and provides reference services to library patrons who reside in Carmel-by-the-Sea and its sphere of influence.

The library has been offering the service since some time in the early 1970's; however, there has never been a policy with regard to the service.

After reviewing the policies and best practices of other libraries nationwide that offer the service, Circulation Supervisor Amy Rector, who is in charge of the program, has drafted a policy and application (see Attachment) for the Board's consideration.

DRAFT

**HARRISON MEMORIAL LIBRARY
HOMEBOUND SERVICE POLICY**

The Harrison Memorial Library offers Homebound Services to those patrons residing within the one square mile of Carmel by the Sea who are unable to visit the library. "Homebound" is defined as being generally confined to one's residence due to disability, mobility issues, or a visual impairment. In most circumstances, if a resident drives a car, he/she would not be considered homebound.

PATRON ELIGIBILITY, REGISTRATION & USE

A patron applying for homebound service must first have a Harrison Memorial Library card in good standing. If the patron does not have a library card, the staff member who makes the initial delivery will help the patron to complete a library card application. An Application for Homebound Service will also be filled out during the first homebound service visit.

Patrons who participate in the Homebound Program must agree to allow the library to maintain a reading history log for the sole purpose of avoiding duplication of materials. The reading history log will only be used for internal purposes and will not be shared publically.

DELIVERY SCHEDULE AND LOAN PERIOD

Deliveries of library materials will be made by library staff once each month. All items are checked out for 30 days. At the time new materials are delivered, all items from the previous delivery will be retrieved and returned to the library. There is no fee for homebound delivery. Overdue fines will not be charged on homebound materials, but the library's standard fee schedule will apply for damaged or lost items. There will be no renewals on items checked out to homebound patrons.

Patrons registered for Homebound Service may call or email the library to request specific titles, or they can request that a librarian select materials based on the patron's reading preferences as specified on the initial Application for Homebound Service form.

A patron may prefer to have library materials selected and delivered by a friend or family member. This may be done provided that they bring the patron's library card with them to check out the items on the Homebound patron's account.

Only materials owned by the Harrison Memorial Library are eligible for home delivery. All formats of materials are eligible for homebound delivery and include the usual limit of 10 DVD items. Each delivery will be limited to 10 items in total.

Patrons requesting Homebound delivery services must provide a safe and appropriate environment for staff members who make deliveries to their homes, and patrons must protect all library materials in their custody. Staff members may choose to not enter a home, to leave a home immediately, and/or to recommend suspension of the service if any of the following conditions exist:

ATTACHMENT A

1. Pets are not confined (with the exception of service animals trained to assist a disabled person)
2. A clear and safe path to the home
3. Any person in the home is dressed in revealing attire
4. Any person in the home presents threatening behavior
5. Any person in the home uses abusive or obscene language, makes obscene gestures, or displays obscene images
6. Any person in the home harasses the library's representative
7. Any person in the home exhibits signs of illness that may jeopardize the health of the library's representative and the library has not been notified of the illness
8. Any library material currently in the possession of the homebound patron appears to have been willfully defaced, mutilated, or damaged while in the custody of the homebound person
9. Conditions in the home are unsafe or unsanitary

If a staff member must leave the home, deny service, or wishes to recommend suspension of service due to the occurrence of any of the above, and deems that the home environment for delivery is unsafe or inappropriate, the staff member shall provide the Director of the Harrison Memorial Library with notice of why such action occurred.

The Director shall send written notice to the patron of the reason for and the length of any continuing suspension of service. Any homebound patron may request in writing that the suspension of service be reviewed by the Board of Trustees at the next regular board meeting.

DRAFT

**HARRISON MEMORIAL LIBRARY
HOMEBOUND SERVICE APPLICATION**

Patron Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Additional Contact Name & Phone Number _____

I meet the definition of homebound, as defined by the Harrison Memorial Library:

“Residents are considered Homebound if they are confined to one’s residence due to disability, mobility issues, or are visually impaired. In most circumstances, if a resident drives a car, he/she would not be considered Homebound.”

YES _____

NO _____

Signature: _____

If no, please explain:

Please answer the following questions:

Do you require materials in the following format(s)?

Large Print _____

Audio books on CD _____

DVD _____

ATTACHMENT A

Are you able to read books in standard print format?

Yes _____ No _____

Please help us define your reading preferences (please check all that are of interest to you):

FICTION

NON-FICTION

___ Adventure

___ Business

___ Best Sellers

___ Biographies

___ Classics

___ Finance

___ Spy/Espionage

___ Health

___ Legal Thrillers

___ History

___ Historical

___ Humor

___ Christian

___ Nature/Animals

___ Mysteries

___ Poetry

___ Romance

___ Religion

___ Science Fiction

___ Self-Help

___ Fantasy

___ Sports

___ Westerns

___ Travel

Favorite Authors: _____

Please expand or add additional comments, if necessary:

I have equipment for the following formats at home:

_____ CD Player

_____ DVD Player

HARRISON MEMORIAL LIBRARY

STAFF REPORT

TO: HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

FROM: JANET BOMBARD, LIBRARY AND COMMUNITY ACTIVITIES
DIRECTOR

DATE: APRIL 22, 2015

SUBJECT: CONSIDERATION OF A REQUEST TO CLOSE BOTH LIBRARY
BUILDINGS ON TUESDAY, AUGUST 11, 2015 FOR LIBRARY
STAFF STRATEGIC PLANNING

RECOMMENDATION

Approve request to close both library buildings on Thursday, August 13, 2015 for library staff strategic planning

BACKGROUND

The current Library Strategic Plan expires in December 2015. Staff is requesting that the Board of Trustees approve closing both buildings on August 13, 2015 in order to begin the planning process for the next Strategic Plan.

As part of the process of planning for the new Strategic Plan, The library intends to hold at least one community workshop in the fall as part of the process of planning for the new Strategic Plan. Before that workshop, however, the staff would like to have an internal, staff-only workshop to define organizational goals and envision possible ways in which those goals might be met.

Staff has chosen the date of Thursday, August 13, 2015 because it is the day of the Concours on the Avenue event. The size of the event impacts resident parking and traffic, and past years have shown that library patrons do not use the library on that day. It was felt, therefore, that closing on that particular day would have a minimal impact on library patrons.

HARRISON MEMORIAL LIBRARY

STAFF REPORT

TO: HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
FROM: JANET BOMBARD, LIBRARY AND COMMUNITY ACTIVITIES
DIRECTOR
DATE: APRIL 22, 2015
SUBJECT: Receive and approve proposed Fiscal Year 2015/16 library budget

RECOMMENDATION

Approve Fiscal Year 2015/16 Library budget.

SUMMARY

The Fiscal Year 2015/16 library budget does not vary much from the Fiscal Year 2014/15 budget.

While revenues from library operations and interest income are down a little, they are offset by projected increased revenues from the Friends of the Library. Revenues from the Carmel Public Library Foundation have stayed steady at \$280,000 since Fiscal Year 2010/11.

Administration, documents and programs expenses all decreased slightly, while the equipment, cataloging, and information systems budgets will increase. The budget's "Contingency" line item, which was recommended by an auditor three years ago has been eliminated due to increased expenses and the fact that in the three years that it was included in the budget, it was never used.

Two new line items have been included in the documents budget this year: audio books for the teen collection, and DVDs for the teen collection. A science database – Scienceflix for grades 4 through 9 – was also added this year.

Staff will review the budget in detail at the meeting.

FY 15/16 LIBRARY BUDGET

EXPENDITURES - ADMINISTRATION	FY 14/15	YTD ACTUAL 4/14/15	FY 15/16
Telephone	\$9,566	\$6,606	\$9,400
Total			
Contracted Services:			
Bookkeeping Services Golden Gate Bookkeeping	\$4,225	\$3,125	\$4,225
P.G. Self Storage	\$2,400	\$1,800	\$2,400
Audit Services	\$3,500	\$0	\$0
Overdue Materials Collection Transworld	\$700	\$0	\$700
Building Alarm Fees Sentry, Concept Security	\$1,000	\$756	\$1,650
Copy Services Copies by the Sea, Copy King, Welcome packets	\$1,900	\$954	\$1,400
Advertising Ads, Yellow Pages, Constant Contact, Engaged Patrons	\$1,445	\$1,351	\$1,550
Courier Services Kal West	\$2,000	\$1,000	\$1,800
Total	\$17,170	\$8,986	\$13,725
Professional Development:			
Staff Training Internet Libn., Infopeople	\$3,500	\$2,145	\$3,500
Mileage	\$1,200	\$265	\$1,000
Professional Memberships ALA, CLA, American Archivists	\$1,200	\$1,118	\$1,700
Pacific Library Partnership Membership Fees	\$8,645	\$8,641	\$8,641
Total	\$14,545	\$12,169	\$14,841
Supplies: Office / Custodial / Borrower / Equipment / Info Systems			
Total	\$11,000	\$8,045	\$11,700
Postage: Stamps, PO Box Rental			
Total	\$1,250	\$1,083	\$1,500
Facility Maintenance:			
Furnishings-Repair/Maintenance	\$500	\$0	\$500
Donor Acknowledgement/Signs:			
Volunteer Recognition	\$500	\$250	\$300
Signs	\$500	\$669	\$700
Total	\$1,000	\$919	\$1,000
Bank Charges/Retd Checks:	\$250	\$51	\$125
Documents-Refunds/Lost:	\$100	\$0	\$75
ADMINISTRATION TOTAL:	\$55,381	\$37,859	\$52,866

FY 15/16 LIBRARY BUDGET

EXPENDITURES - DOCUMENTS	FY 14/15	YTD ACTUAL 4/14/15	FY15/16
Main Collection:			
Non Fiction	\$23,000	\$17,640	\$23,000
Non Fiction-Travel Cont.	\$5,000	\$3,722	\$5,000
Fiction*	\$5,000	\$3,331	\$5,300
Amazon Prime Membership	\$99	\$108	\$120
Book Rental	\$33,100	\$24,813	\$29,661
McNaughton Buyback	\$0	\$0	\$500
Large Print	\$3,000	\$1,639	\$2,500
Audiovisual	\$22,000	\$13,767	\$22,000
Online Subscription - Overdrive	\$2,100	\$2,100	\$2,100
Additional Overdrive Titles	\$4,000	\$4,274	\$5,500
Special Category	\$100	\$0	\$100
Teen Fiction - Main	\$1,200	\$1,101	\$1,200
Adult Graphic Novel Collection	\$1,000	\$618	\$1,000
Teen Nonfiction - Main	\$800	\$682	\$800
Teen DVD Collection	\$0	\$0	\$200
Teen Audio Collection	\$0	\$0	\$200
Total	\$100,399	\$73,795	\$99,181
Reference Collection:			
General Reference	\$4,500	3,361	\$4,000
Continuations	\$16,000	12,745	\$16,000
Reference Databases new: Hoopla, Zinnio	\$23,030	15,563	\$23,030
Total	\$43,530	\$31,669	\$43,030
Youth Services Collection:			
YS Collection	\$13,000	\$12,358	\$13,000
YS Audio Video	\$4,500	\$3,624	\$4,500
YS Online Database Brainfuse, Scienceflix	\$1,500	\$1,500	\$2,250
Total	\$19,000	\$17,482	\$19,750
Local History Collection:			
Documents & Digital Preservation	\$2,500	\$1,705	\$2,500
Conservation & Supplies	\$2,500	\$1,327	\$2,500
Total	\$5,000	\$3,032	\$5,000
Professional Collection:			
Total	\$300	\$36	\$250
Serials (Including Bookpage):			
Total	\$12,100	\$6,402	\$12,450
DOCUMENTS TOTAL:	\$180,329	\$132,416	\$179,661

FY 15/16 LIBRARY BUDGET

EXPENDITURES-EQUIPMENT	FY 14/15	YTD ACTUAL 4/14/15	FY 15/16
Equipment Maintenance / Contracts:			
LH scanner, copy machines, elevators, AWE, Thumper, SelfCheck, Security Gates, Envisionware, Xerox, 3M			
Total	\$14,700	\$11,858	\$14,700
Other Professional Services: Docutec, Applied Microfilm, typewriters			
Total	\$600	\$453	\$600
New Equipment:			
Shelving for Technical Services			\$65
1 ipad with hardware - cataloguing station			\$1,000
High chair Local History back workstation			\$375
Blinds for reference room			\$500
administration copy machine			\$7,595
4 office chairs			\$1,400
AV cases			\$350
card catalog local history			\$2,300
Color printer - Youth Services			\$375
Total	\$12,320	\$9,094	\$13,960
EQUIPMENT TOTAL:	\$27,620	\$21,405	\$29,260
EXPENDITURES - CATALOGING	FY 13/14	YTD	FY 14/15
Material Processing: OCLC Cataloging	\$9,000	6,496	\$9,000
Library Cards	\$600	\$578	\$800
IFM for Interlibrary Loan	\$100	\$0	\$50
CATALOGING TOTAL:	\$9,700	\$7,074	\$9,850

FY 15/16 LIBRARY BUDGET

EXPENDITURES - INFORMATION SYSTEMS	FY 14/15	YTD ACTUAL 4/14/15	FY 15/16
Equipment: Computers, Monitors, etc. Total	\$12,525	\$15,219	\$18,000
Support & Maintenance:			
ByWater Solutions Hosting and Maintenance	\$9,000	\$8,300	\$8,750
ILS Modification / Support:	\$350	\$0	\$0
Icell upgrade	\$1,200	\$1,200	\$0
Other Technical Support - Computer/Phone:	\$1,000	\$880	\$1,000
Total	\$11,550	\$10,380	\$9,750
Telecommunication Provider:			
Comcast, Redshift Total	\$1,810	\$1,331	\$2,415
Software: Ipswitch, Faronics Total	\$850	\$80	\$500
Website Maintenance / Enhancement :			
Domain Name, Cloud Trax, Engaged Patrons Calendar, Library Anywhere, Author Alerts Total	\$2,185	\$1,127	\$2,200
INFORMATION SYSTEMS TOTAL:	\$28,920	\$28,137	\$32,365
EXPENDITURES - PROGRAMS	FY 14/15	YTD	FY 15/16
Programs:			
Youth Reading Programs	\$5,000	\$4,728	\$6,000
YS Summer Reading Program	\$5,000	\$1,793	\$5,000
Teen Programs	\$600	\$56	\$400
Adult / Local History Programs	\$3,500	\$191	\$1,500
PROGRAMS TOTAL:	\$14,100	\$6,768	\$12,900
CONTINGENCY TOTAL:	\$500	\$0	\$0

FY 15/16 LIBRARY BUDGET SUMMARY

FY 15/16 LIBRARY BUDGET SUMMARY			
	BUDGET 2014/15	YTD ACTUAL 4/14/2015	BUDGET 2015/16
REVENUES			
Library Operations	\$15,000	\$12,962	\$14,450
CA State Library	\$0	\$3,379	\$0
Friends of HML	\$19,000	\$24,000	\$21,000
Interest Income	\$1,200	\$911	\$1,000
CPLF- Unrestricted Donations	\$280,000	\$210,000	\$280,000
Donations	\$500	\$377,750	\$500
Total	\$315,700	\$629,002	\$316,950
EXPENDITURES			
Administration	\$55,381	\$37,315	\$52,866
Documents	\$180,329	\$133,053	\$179,661
Equipment	\$27,620	\$27,691	\$29,260
Cataloging	\$9,700	\$7,075	\$9,850
Information Systems	\$28,070	\$20,164	\$32,365
Programs	\$14,100	6,768	\$12,900
Contingency	\$500	0	\$0
Total	\$315,700	\$232,066	\$316,902

RESERVES AS OF MARCH 31, 2015

LOCAL AGENCY INVESTMENT FUND (LAIF)	\$914,917
LESS RESTRICTED BRADNEY FUND	\$46,747
LESS FY 15/16 SIX MONTH OPERATING RESERVE*	\$158,475
LESS EQUIPMENT REPLACEMENT FUND	\$100,000
TOTAL	\$305,222

TOTAL UNRESTRICTED RESERVE FUNDS: \$609,695

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

ScienceFlix™

Science for the Next Generation

ScienceFlix combines curriculum- driven, leveled content, interactive features, and intuitive navigation into a single, highly-engaging digital resource for students in grades 4 through 9.

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Areas of study to include:

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- Space Science
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- Health and Human Body
- Physical Science
- Technology and Engineering

Each of the 38 areas of study feature:

- **VIDEOS** – to introduce the subject and build background knowledge
- **LEAD ARTICLES** – to build content-area knowledge
- **DIVE DEEPER ARTICLES** – to encourage a deeper level of understanding
- **INQUIRY QUESTIONS** – to develop students' ability to cite specific text evidence and support scientific analysis
- **PROJECT IDEAS** – to integrate quantitative or technical information
- **EXPERIMENTS** – to develop a student's ability to follow multi-step procedures
- **QUIZZES** – to assess students' understanding of each of the 30 units
- **FEATURED CAREERS** – to inspire budding scientists and provide typical career maps for each job opportunity

LIBRARIAN'S MONTHLY REPORT

March 31, 2015

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-5.11	2,975	2,691	26,236	27,650
Non-Fiction	-5.40	2,035	1,677	16,354	17,288
Magazines	16.40	130	162	1,526	1,311
Audio/Video	-4.93	3,295	2,969	28,690	30,179
ADULT CIRCULATION TOTAL:	-4.74	8,435	7,499	72,806	76,428
Juvenile Circulation Transactions:					
Fiction	-8.07	2,877	2,231	24,078	26,192
Non-Fiction	-7.94	494	564	4,082	4,434
Magazines	-20.83	21	26	228	288
Audio/Video	-17.79	512	444	4,857	5,908
JUVENILE CIRCULATION TOTAL:	-9.71	3,904	3,265	33,245	36,822
CIRCULATION TOTAL:	-6.36	12,339	10,764	106,051	113,250
Reserve Requests:	-5.10	771	694	6,012	6,335
Patron Visit Count					
HML Building	-4.95	5,866	5901	54,482	57,317
Park Branch Building	-3.39	1,667	1,794	17,980	18,611
Local History	-8.54	86	79	739	808
Youth Services Dept.	-3.81	1,581	1715	17,445	18,136
PATRON VISIT TOTAL:	-4.56	7,533	7,695	72,462	75,928
PATRON REGISTRATION:					
<small>Patron Data Base Purge 08/13</small>					
Carmel by-the-Sea Residents	-5.39	18	19	158	167
Monterey City Residents	-6.45	17	14	145	155
Unincorp. Monterey City Residents	-10.89	40	27	360	404
Visitor Cards	-4.55	5	7	42	44
Other Borrowers	4.08	11	10	102	98
REGISTRATION TOTAL:	-7.03	91	77	807	868
TOTAL # OF CARDHOLDERS:	7.96		11,813	11,904	11,026

LIBRARIAN'S MONTHLY REPORT

March 31, 2015

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea		-6.06	3,454	2,934	28,317	30,143
Outreach		-17.04	101	86	993	1,197
RESIDENTS TOTAL:		-6.48	3,555	3,020	29,310	31,340
Non-Residents:						
Other Monterey County Cities			1,565	1,365	13,232	15,489
Unincorporated Monterey County			6,790	6,000	59,414	61,697
Other Zip Codes			385	337	3,533	3,931
NON-RESIDENTS TOTAL:		-6.09	8,740	7,702	76,179	81,117
OUTREACH SERVICES:						
Visits		-43.06	4	4	41	72
Circulation		-17.04	101	86	993	1,197
LOCAL HISTORY:						
Visitors		-9.04	86	79	755	830
Digital Items Added		#DIV/0!	0	0	0	0
Physical Items Added		-100.00	0	0	0	320
Programs Attendance		-79.09	0	60	60	287
TELEPHONE CALLS:						
Reference Desk		-3.79	715	257	3,120	3,243
Youth Services Desk		-11.34	80	70	1,180	1,331
Local History Desk		15.57	78	69	564	488
Circulation Desk		-15.94	1,008	1,103	10,374	12,341
TOTAL TELEPHONE CALLS:		-12.44	1,881	1,499	15,238	17,403

LIBRARIAN'S MONTHLY REPORT

March 31, 2015

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-12.96	1091	594	6030	6928
Youth Services Desk	-43.68	263	270	4036	7166
Local History Desk	-16.00	301	290	2221	2644
Circulation Desk	-42.79	479	481	7047	12318
TOTAL REFERENCE QUESTIONS:	-33.46	2134	1635	19334	29056
Information Questions Answered:					
Reference Desk	-5.70	252	240	2218	2352
Youth Services Desk	-47.87	141	138	4227	8109
Local History Desk	54.41	49	56	508	329
Circulation Desk	-42.00	544	562	7494	12921
TOTAL INFORMATION QUESTIONS:	-39.07	986	996	14447	23711
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	65.99	43	37	327	197
MOBAC ILL from Other Libraries	9.43	7	19	116	106

LIBRARIAN'S MONTHLY REPORT

March 31, 2015

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	13.42	883	812	7807	6883
Electronic Search/Visits Total:	-14.73	3,673	3,248	37,512	43,994
Public WiFi Use	-26.43	381	378	3,497	4,753
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-15.72	204	201	2,145	2,545
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	120.00	4	4	30	25
Summer Reading/Special Programs:	6.67	4	1	16	15
TOTAL PROGRAMS:	15.00	8	5	46	40
Attendance At Programs:					
Storytime-Children:	-1.42	99	98	766	777
Summer Reading/Special-Children:	1.82	14	25	392	385
TOTAL CHILDREN'S ATTENDANCE:	-0.34	113	123	1,158	1,162
TOTAL ADULT ATTENDANCE:	-6.62	103	112	861	922
TOTAL YS PROGRAM ATTENDANCE :	-3.12	216	235	2,019	2,084
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	1	1	8	8
TOTAL ATTENDANCE:	-35.78	8	21	131	204
ADULT PROGRAMS:	10.71	2	4	31	28
TOTAL ATTENDANCE:	34.32	98	460	1,276	950
TEEN PROGRAMS:	0.00	1	1	2	2
TOTAL ATTENDANCE:	194.12	15	85	100	34
CLASS VISITS					
Children's Visits: 1 Teen Visits: X		1	1		
TOTAL CHILDREN'S ATTENDANCE	#DIV/0!	90	19		
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0		
TOTAL ATTENDANCE		90	19	0	0

LIBRARIAN'S MONTHLY REPORT

March 31, 2015

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult			197	197	1496	1496
Leased			73	56	963	733
Reference			11	11	113	93
Youth Services			84	84	931	931
Audio			33	33	275	274
Video			86	86	355	355
TOTAL:			484	467	4,133	3,882
HOLDINGS TO DATE						
HML Main Library Building			50,502	65251 titles		
Park Branch Library			20,238	held in both bldgs		
TOTAL ITEMS HELD:			70,740			
TOTAL TITLES HELD:				65,251		
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		7 this month, 172 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		3 this month, 46 YTD				

LIBRARIAN'S MONTHLY REPORT

March 31, 2015

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-40.65	8	6	92	155
Outreach	#DIV/0!	0	0	0	0
Local History	-39.23	20	14	158	260
Reference	111.11	2	4	38	18
Technical Services	-26.15	18	19	144	195
Youth Services	-92.00	0	0	2	25
TOTALS:	-33.54	48	43	434	653
OVERDRIVE					
Patron Registrations	-5.42	18	19	192	203
Checkouts	-4.83	355	296	3,150	3,310
OTHER DIGITAL RESOURCES					
Checkouts	2,689.83	389	349	1,646	59
Total electronic checkouts		744	645	2,585	3,369
BRAINFUZE:	-15.69	2	4	86	102
SELF CHECK PATRONS :					
Main Library	-19.01	522	519	4,410	5,445
Youth Services	20.82	128	115	1,329	1,100
TOTAL:	-12.31	650	634	5,739	6,545

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended March 31, 2015

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
March 31, 2015

CURRENT ASSETS

Wells Fargo Checking	151,566.76
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	<u>914,917.19</u>

Total Current Assets 1,066,943.95

TOTAL ASSETS 1,066,943.95

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Permanently Restricted	46,747.05
Unrestricted Net Assets	340,401.09
Net Income / Loss	<u>404,563.76</u>

Total Net Assets 1,066,943.95

TOTAL LIABILITIES AND NET ASSETS 1,066,943.95

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

	March 2015		YTD		Annual		Budget Balance
	Actual	Budget	Actual	Budget	Actual	Budget	
Income							
41000 · California State Library	-	-	-	-	-	-	-
43000 · CPLF Revenue	-	-	-	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-	-	-	-
43400 · CPLF-Library Materials/Support	70,000.00	-	210,000.00	-	280,000.00	-	(70,000.00)
43600 · CPLF-Senior Outreach	-	-	-	-	-	-	-
43700- CPLF-Designated Gift	-	-	-	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-	-	-	-
Total 43000 · CPLF Revenue	70,000.00	-	210,000.00	-	280,000.00	-	(70,000.00)
44000-HML Donations-Unrestricted							
44100-HML Donations-Youth Services	-	-	-	-	-	-	-
44400-HML Donations-Unrestricted	2,000.00	-	377,750.00	-	500.00	-	377,250.00
44500-HML Donations-Materials	-	-	-	-	-	-	-
Total 44000-HML Donations-Unrestricted	2,000.00	-	377,750.00	-	500.00	-	377,250.00
45000 · Interest Income							
45100 · Interest-Bradney	-	-	91.17	-	1,200.00	-	(1,108.83)
45000 · Interest Income - Other	-	-	820.08	-	-	-	820.08
Total 45000 · Interest Income	-	-	911.25	-	1,200.00	-	(288.75)
46000 · Friends of HML	24,000.00	-	24,000.00	-	19,000.00	-	5,000.00
48000 · Library Operations	1,892.80	-	12,961.51	-	15,000.00	-	(2,038.49)
48005 - Books 4 U Grant	-	-	-	-	-	-	-
Total Income	97,892.80	-	625,622.76	-	315,700.00	-	309,922.76
Expense							

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

	March 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	-	(37.87)	-	-
60015 · Over-Ring Cash	(13.04)	(94.15)	-	-
60020 · Documents-Refunds/Lost	-	-	100.00	(100.00)
60030 · Telephone	683.18	6,033.54	9,566.00	(3,532.46)
60040 · Facility Maintenance	-	-	-	-
60041 · Cleaning Services	-	-	-	-
60043 · Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	97.43	508.66	1,000.00	(491.34)
60060 · Bank Charges/Returned Checks	39.72	80.72	250.00	(169.28)
60070 · Supplies	752.09	8,031.74	11,000.00	(2,968.26)
60080 · Postage	151.41	1,082.71	1,250.00	(167.29)
60100 · Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	3,125.00	4,225.00	(1,100.00)
60140 · Audit Services	-	-	3,500.00	(3,500.00)
60150 · Building Alarm & Fees	195.00	756.00	1,000.00	(244.00)
60160 · Copy Services	88.16	1,152.22	1,900.00	(747.78)
60170 · Overdue Materials Collection	-	-	700.00	(700.00)
60180 · Advertising	-	1,351.25	1,445.00	(93.75)
60185 · P.G. Self Storage	200.00	1,800.00	2,400.00	(600.00)
60190 · Courier Services	100.00	900.00	2,000.00	(1,100.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,645.00	(4.00)
60210 · Staff Training	(45.00)	2,145.28	3,500.00	(1,354.72)
60220 · Mileage	39.10	264.51	1,200.00	(935.49)
60230 · Professional Memberships	155.00	1,117.42	1,200.00	(82.58)
60240 · Administration-Contingency	-	-	-	-

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

	March 2015		YTD		Annual		Budget Balance
	Actual	Budget	Actual	Budget	Actual	Budget	
Total 60000 · ADMINISTRATION	2,768.05		36,858.03		55,381.00		(18,390.95)
61000 · EQUIPMENT							
61050 · Other Professional Services	-		452.92		600.00		(147.08)
61100 · Equipment Maintenance/Contracts	732.21		18,429.58		14,700.00		3,729.58
61105 · Equipment-Maint/Supply-PB	-		-		-		-
61200 · Equipment-New	-		2,711.84		27,570.00		(24,858.16)
61300-Equipment-Replacement	-		-		-		-
Total 61000 · EQUIPMENT	732.21		21,594.34		42,870.00		(21,275.66)
62000 · DOCUMENTS							
62005 · Books 4 U Grant Expense	-		-		-		-
62105 · MAIN-Audio Visual	1,674.11		13,541.68		22,000.00		(8,458.32)
62110 · MAIN-Book rental	2,756.99		24,812.91		33,100.00		(8,287.09)
62115 · MAIN-McNaughton Buyback	-		-		-		-
62120 · MAIN-Large Print	1,050.73		1,534.45		3,000.00		(1,465.55)
62130 · MAIN-Fiction	332.36		2,881.51		5,000.00		(2,118.49)
62140 · MAIN-NF-Travel Cont.	349.21		3,200.04		5,000.00		(1,799.96)
62150 · MAIN-Non Fiction	2,141.52		16,261.77		23,000.00		(6,738.23)
62155 · MAIN-Online Subscription	-		2,100.00		2,100.00		-
62160 · MAIN-Ebooks/Additional Titles	418.98		3,899.13		4,000.00		(100.87)
62180 · MAIN-Special Category	-		-		100.00		(100.00)
62190 · MAIN-Teen Fiction	120.61		966.88		1,200.00		(233.12)
62200- MAIN-Amazon Prime Membership	-		-		99.00		(99.00)
62205- MAIN-Adult Graphic Novel	-		280.56		1,000.00		(719.44)
62210- MAIN-Teen Nonfiction	97.61		662.30		800.00		(137.70)
62310 · REF-Database	-		15,562.32		23,030.00		(7,467.68)

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

	March 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62320 · REF-Continuation	816.13	12,930.99	16,000.00	(3,069.01)
62330 · REF-General	878.71	3,360.49	4,500.00	(1,139.51)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	1,162.81	11,137.72	13,000.00	(1,862.28)
62410 · YS-Databases	-	1,500.00	1,500.00	-
62420 · YS-Audio/Video	573.65	3,377.81	4,500.00	(1,122.19)
62510 · LH-Conservation Supplies	558.70	1,326.50	2,500.00	(1,173.50)
62520 · LH-Documents/ Digital Preserv.	93.94	204.69	2,500.00	(2,295.31)
62600 · Serials Subscriptions	162.35	6,354.46	12,100.00	(5,745.54)
62700 · Professional Collection	-	35.99	300.00	(264.01)
62800-HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	1,200.00	-	-
Total 62000 · DOCUMENTS	13,188.41	127,132.20	180,329.00	(54,396.80)
66000 · PROGRAMS AND CATALOGING	-	267.94	3,500.00	(3,232.06)
66100 · Adult/LH Programming	-	3,185.94	5,000.00	(1,814.06)
66300 · YS-Summer Reading Program	1,793.30	4,747.02	5,000.00	(252.98)
66400 · YS-Reading Programs	436.91	55.40	600.00	(544.60)
66600 · Teen Programs	47.62	6,496.17	9,000.00	(2,503.83)
66700 · OCLC Catalog	574.63	578.10	600.00	(21.90)
66750 · Library Cards	578.10	-	-	-
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	3,430.56	15,330.57	23,700.00	(8,369.43)
67000 · INFORMATION SYSTEMS	-	8,446.75	12,525.00	(4,078.25)
67100 · IS-Equipment	-	8,300.00	9,000.00	(700.00)
67200 · IS-Hosting and Maintenance	-	-	-	-
67300 · IS-Supplies	-	1,310.85	1,810.00	(499.15)
67400 · IS-Telecom Provider	145.65	-	-	-

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

	March 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67500 - IS-Software	-	80.00	850.00	(770.00)
67600- IS-Website Development	-	1,127.00	2,185.00	(1,058.00)
67700 - IS-ILS Modification/Support	-	-	350.00	(350.00)
67800 - IS-Other Technical Support	-	879.26	1,000.00	(120.74)
Total 67000 - INFORMATION SYSTEMS	145.65	20,143.86	27,720.00	(7,576.14)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	20,264.88	221,059.00	330,000.00	(110,008.98)
Net Income	77,627.92	404,563.76	(14,300.00)	419,931.74

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04/08/15

Harrison Memorial Library
Reconciliation Summary
10000 · Wells Fargo Checking, Period Ending 03/31/2015

	<u>Mar 31, 15</u>
Beginning Balance	433,109.44
Cleared Transactions	
Checks and Payments - 54 items	-373,858.98
Deposits and Credits - 13 items	97,813.83
Total Cleared Transactions	<u>-276,045.15</u>
Cleared Balance	<u>157,064.29</u>
Uncleared Transactions	
Checks and Payments - 10 items	-5,497.53
Total Uncleared Transactions	<u>-5,497.53</u>
Register Balance as of 03/31/2015	<u>151,566.76</u>
New Transactions	
Checks and Payments - 1 item	-5,969.10
Total New Transactions	<u>-5,969.10</u>
Ending Balance	<u>145,597.66</u>

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04/08/15

Harrison Memorial Library Reconciliation Detail

10000 - Wells Fargo Checking, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						433,109.44
Cleared Transactions						
Checks and Payments - 54 items						
Bill Pmt -Check	02/11/2015	2940	CAL STOMENOR	X	-300.00	-300.00
Bill Pmt -Check	02/11/2015	2949	WESTON WOODS STUDIOS	X	-71.56	-371.56
Bill Pmt -Check	02/17/2015	2954	PEAK ENTERPRISES	X	-229.05	-600.61
Bill Pmt -Check	02/19/2015	2956	BAKER & TAYLOR	X	-2,071.14	-2,671.75
Bill Pmt -Check	02/24/2015	2960	DELL	X	-1,852.84	-4,524.59
Bill Pmt -Check	02/24/2015	2966	DELL	X	-1,053.25	-5,577.84
Bill Pmt -Check	02/24/2015	2959	BRODART	X	-522.54	-6,100.38
Bill Pmt -Check	02/24/2015	2964	RECORDED BOOKS	X	-500.00	-6,600.38
Bill Pmt -Check	02/24/2015	2962	GAYLORD	X	-226.50	-6,826.88
Bill Pmt -Check	02/24/2015	2963	PACIFIC GROVE SELF STORAGE	X	-200.00	-7,026.88
Bill Pmt -Check	02/24/2015	2965	AT&T	X	-81.62	-7,108.50
Bill Pmt -Check	02/24/2015	2958	BAKER & TAYLOR	X	-62.15	-7,170.65
Bill Pmt -Check	02/24/2015	2961	DISCOUNT SCHOOL SUPPLY	X	-38.48	-7,209.13
Bill Pmt -Check	02/24/2015	2967	WESTERN ARCHIVES INSTITUTE	X	-100.00	-7,309.13
Bill Pmt -Check	02/26/2015	2968	AMAZON	X	-832.99	-8,142.12
Bill Pmt -Check	02/26/2015	2971	OFFICE DEPOT	X	-226.28	-8,368.40
Bill Pmt -Check	02/26/2015	2972	BAKER & TAYLOR	X	-190.13	-8,558.53
Bill Pmt -Check	02/26/2015	2970	NOLO PRESS OCCIDENTAL	X	-55.45	-8,613.98
Bill Pmt -Check	03/03/2015	2974	SIGNONE	X	-97.43	-8,711.41
Bill Pmt -Check	03/03/2015	2973	COPIES BY THE SEA	X	-88.16	-8,799.57
Deposit	03/05/2015			X	-350,000.00	-358,799.57
Bill Pmt -Check	03/05/2015	2975	BAKER & TAYLOR	X	-1,151.95	-359,951.52
Bill Pmt -Check	03/05/2015	2978	ILA	X	-325.10	-360,276.62
Bill Pmt -Check	03/05/2015	2977	GOLDEN GATE BOOKKEEPING	X	-325.00	-360,601.62
Bill Pmt -Check	03/05/2015	2602	AASLH	X	-115.00	-360,716.62
Bill Pmt -Check	03/05/2015	2979	KAL-WEST	X	-100.00	-360,816.62
Bill Pmt -Check	03/05/2015	2981	RECORDED BOOKS	X	-90.28	-360,906.90
Bill Pmt -Check	03/05/2015	2980	PENINSULA LIBRARY SYSTEM	X	-55.00	-360,961.90
Bill Pmt -Check	03/05/2015	2976	CONFERENCE OF CA HISTORICAL SOC...	X	-40.00	-361,001.90
Bill Pmt -Check	03/05/2015	2983	THE SALINAS CALIFORNIAN	X	-39.95	-361,041.85
Bill Pmt -Check	03/05/2015	2984	XEROX	X	-33.81	-361,075.66
Check	03/05/2015			X	-30.00	-361,105.66
Bill Pmt -Check	03/05/2015	2982	REDSHIFT	X	-19.95	-361,125.61
Bill Pmt -Check	03/10/2015	2986	BAKER & TAYLOR	X	-706.76	-361,832.37
Bill Pmt -Check	03/10/2015	2985	AT&T CALNET 2	X	-575.15	-362,407.52
Bill Pmt -Check	03/10/2015	2987	GUILDCRAFT	X	-86.91	-362,494.43
Bill Pmt -Check	03/17/2015	2988	BAKER & TAYLOR	X	-2,485.72	-364,980.15
Bill Pmt -Check	03/17/2015	2991	KIPP TOYS	X	-622.88	-365,603.03
Bill Pmt -Check	03/17/2015	2994	VANGUARD	X	-578.10	-366,181.13
Bill Pmt -Check	03/17/2015	2993	QUILL.COM	X	-499.17	-366,680.30
Bill Pmt -Check	03/17/2015	2990	H.W. WILSON	X	-432.50	-367,112.80
Bill Pmt -Check	03/17/2015	2992	OVERDRIVE	X	-418.98	-367,531.78
Bill Pmt -Check	03/17/2015	2995	WELLS FARGO BANK	X	-163.45	-367,695.23
Bill Pmt -Check	03/17/2015	2996	SARAH DOCOUTO	X	-150.00	-367,845.23
Bill Pmt -Check	03/17/2015	2989	BRODART	X	-131.90	-367,977.13
Bill Pmt -Check	03/19/2015	2997	BRODART	X	-2,756.99	-370,734.12
Bill Pmt -Check	03/19/2015	2999	OCLC	X	-574.63	-371,308.75
Bill Pmt -Check	03/19/2015	3000	PACIFIC GROVE SELF STORAGE	X	-200.00	-371,508.75
Bill Pmt -Check	03/19/2015	3001	SENTRY	X	-195.00	-371,703.75
Bill Pmt -Check	03/19/2015	2998	COMCAST	X	-125.70	-371,829.45
Bill Pmt -Check	03/24/2015	3002	BAKER & TAYLOR	X	-1,223.10	-373,052.55
Bill Pmt -Check	03/24/2015	3008	OTIS ELEVATOR	X	-698.40	-373,750.95
Bill Pmt -Check	03/24/2015	3007	AT&T	X	-65.60	-373,816.55
Bill Pmt -Check	03/24/2015	3004	AT&T	X	-42.43	-373,858.98
Total Checks and Payments					-373,858.98	-373,858.98

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04/08/15

Harrison Memorial Library Reconciliation Detail

10000 · Wells Fargo Checking, Period Ending 03/31/2015

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 13 items						
Bill Pmt -Check	09/05/2014	2706	CALIFA GROUP	X	0.00	0.00
Bill Pmt -Check	01/14/2015	2903	MAGIC DAN	X	0.00	0.00
Deposit	03/04/2015			X	321.74	321.74
Deposit	03/04/2015			X	2,000.00	2,321.74
Deposit	03/10/2015			X	5.00	2,326.74
Deposit	03/10/2015			X	375.17	2,701.91
Deposit	03/10/2015			X	24,000.00	26,701.91
Deposit	03/17/2015			X	296.58	26,998.49
Deposit	03/25/2015			X	317.53	27,316.02
Deposit	03/26/2015			X	70,000.00	97,316.02
Bill Pmt -Check	03/31/2015	3010	KINGSLEY COMPANIES	X	0.00	97,316.02
Deposit	03/31/2015			X	100.00	97,416.02
Deposit	03/31/2015			X	397.81	97,813.83
Total Deposits and Credits					97,813.83	97,813.83
Total Cleared Transactions					-276,045.15	-276,045.15
Cleared Balance					-276,045.15	157,064.29
Uncleared Transactions						
Checks and Payments - 10 items						
Bill Pmt -Check	04/23/2013	2167	THE GREAT JONATHAN		-275.00	-275.00
Bill Pmt -Check	11/19/2014	2836	DISCOUNT SCHOOL SUPPLY		-62.30	-337.30
Bill Pmt -Check	12/30/2014	2879	DISCOUNT SCHOOL SUPPLY		-69.32	-406.62
Bill Pmt -Check	02/26/2015	2969	KINDER JAM		-150.00	-556.62
Bill Pmt -Check	03/24/2015	3005	AMAZON		-1,777.24	-2,333.86
Bill Pmt -Check	03/24/2015	3003	MOST-RONDO, DANTE		-200.00	-2,533.86
Bill Pmt -Check	03/24/2015	3006	AMAZON		-30.34	-2,564.20
Bill Pmt -Check	03/31/2015	3009	BAKER & TAYLOR		-1,967.11	-4,531.31
Bill Pmt -Check	03/31/2015	3011	KIPP BROTHERS		-845.32	-5,376.63
Bill Pmt -Check	03/31/2015	3012	MERCURY NEWS		-120.90	-5,497.53
Total Checks and Payments					-5,497.53	-5,497.53
Total Uncleared Transactions					-5,497.53	-5,497.53
Register Balance as of 03/31/2015					-281,542.68	151,566.76
New Transactions						
Checks and Payments - 1 item						
Bill Pmt -Check	04/01/2015	3013	KINGSLEY COMPANIES		-5,969.10	-5,969.10
Total Checks and Payments					-5,969.10	-5,969.10
Total New Transactions					-5,969.10	-5,969.10
Ending Balance					-287,511.78	145,597.66

Harrison Memorial Library Check Detail March 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2602	03/05/2015	AASLH		10000 · Wells Farg...	-115.00	-115.00
Bill	126996	03/05/2015			60230 · Professiona...	-115.00	115.00
TOTAL							
Bill Pmt -Check	2973	03/03/2015	COPIES BY THE S...		10000 · Wells Farg...	-88.16	-88.16
Bill	1003	03/03/2015			60160 · Copy Servi...	-88.16	88.16
TOTAL							
Bill Pmt -Check	2974	03/03/2015	SIGNONE		10000 · Wells Farg...	-97.43	-97.43
Bill	1205...	03/03/2015			60050 · Donor Ackn...	-97.43	97.43
TOTAL							
Bill Pmt -Check	2975	03/05/2015	BAKER & TAYLOR		10000 · Wells Farg...	-1,151.95	-1,151.95
Bill	4011...	03/05/2015			62150 · MAIN-Non ...	-145.42	145.42
Bill	5013...	03/05/2015			62210 · MAIN_Tee...	-34.14	34.14
Bill	4011...	03/05/2015			62400 · YS-Collection	-209.46	209.46
TOTAL					62320 · REF-Contn...	-56.50	56.50
					62400 · YS-Collection	-28.70	28.70
					62150 · MAIN-Non ...	-677.73	677.73
TOTAL						-1,151.95	1,151.95
Bill Pmt -Check	2976	03/05/2015	CONFERENCE OF ...		10000 · Wells Farg...	-40.00	-40.00
Bill	1/1/15	03/05/2015			60230 · Professiona...	-40.00	40.00
TOTAL							
Bill Pmt -Check	2977	03/05/2015	GOLDEN GATE B...		10000 · Wells Farg...	-325.00	-325.00
Bill	6177	03/05/2015			60130 · Bookkeepin...	-325.00	325.00
TOTAL							
Bill Pmt -Check	2978	03/05/2015	ILA		10000 · Wells Farg...	-325.10	-325.10
Bill	1927...	03/05/2015			66300 · YS-Summe...	-325.10	325.10
TOTAL							

Harrison Memorial Library
Check Detail
March 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2979	03/05/2015	KAL-WEST		10000 · Wells Farg...	-100.00	-100.00
Bill	00601	03/05/2015			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	2980	03/05/2015	PENINSULA LIBR...		10000 · Wells Farg...	-55.00	-55.00
Bill	21680	03/05/2015			60210 · Staff Training	-55.00	55.00
TOTAL						-55.00	55.00
Bill Pmt -Check	2981	03/05/2015	RECORDED BOOKS		10000 · Wells Farg...	-90.28	-90.28
Bill	7506...	03/05/2015			62105 · MAIN-Audi...	-45.14	45.14
Bill	7508...	03/05/2015			62105 · MAIN-Audi...	-45.14	45.14
TOTAL						-90.28	90.28
Bill Pmt -Check	2982	03/05/2015	REDSHIFT		10000 · Wells Farg...	-19.95	-19.95
Bill	1675...	03/05/2015			67400 · IS-Telecom...	-19.95	19.95
TOTAL						-19.95	19.95
Bill Pmt -Check	2983	03/05/2015	THE SALINAS CAL...		10000 · Wells Farg...	-39.95	-39.95
Bill	SC30...	03/05/2015			62600 · Serials Sub...	-39.95	39.95
TOTAL						-39.95	39.95
Bill Pmt -Check	2984	03/05/2015	XEROX		10000 · Wells Farg...	-33.81	-33.81
Bill	0784...	03/05/2015			61100 · Equipment ...	-33.81	33.81
TOTAL						-33.81	33.81
Bill Pmt -Check	2985	03/10/2015	AT&T CALNET 2		10000 · Wells Farg...	-575.15	-575.15
Bill	6294...	03/10/2015			60030 · Telephone	-17.27	17.27
Bill	6294...	03/10/2015			60030 · Telephone	-557.88	557.88
TOTAL						-575.15	575.15
Bill Pmt -Check	2986	03/10/2015	BAKER & TAYLOR		10000 · Wells Farg...	-706.76	-706.76
Bill	4011...	03/10/2015			62105 · MAIN-Audi...	-138.52	138.52
Bill	4011...	03/10/2015			62420 · YS-Audio/V...	-106.97	106.97

Harrison Memorial Library Check Detail March 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	4011...	03/10/2015			62105 · MAIN-Audi...	-98.21	98.21
					62420 · YS-Audio/V...	-49.87	49.87
					62105 · MAIN-Audi...	-29.74	29.74
Bill	5013...	03/10/2015			62140 · MAIN-NF-T...	-158.25	158.25
Bill	5013...	03/10/2015			62320 · REF-Contin...	-45.15	45.15
Bill	5013...	03/10/2015			62320 · REF-Contin...	-80.05	80.05
TOTAL						-706.76	706.76
Bill Pmt-Check	2987	03/10/2015	GULDCRAFT		10000 · Wells Farg...	-86.91	-86.91
Bill	2502...	03/10/2015			66400 · YS-Readin...	-86.91	86.91
TOTAL						-86.91	86.91
Bill Pmt-Check	2988	03/17/2015	BAKER & TAYLOR		10000 · Wells Farg...	-2,485.72	-2,485.72
Bill	4011...	03/17/2015			62420 · YS-Audio/V...	-48.54	48.54
Bill	4011...	03/17/2015			62400 · YS-Collection	-368.36	368.36
					62150 · MAIN-Non ...	-113.36	113.36
					62330 · REF-General	-788.30	788.30
					62190 · MAIN-Teen...	-69.36	69.36
Bill	4011...	03/17/2015			62400 · YS-Collection	-73.06	73.06
					62130 · MAIN-Fiction	-274.70	274.70
					62150 · MAIN-Non ...	-750.04	750.04
TOTAL						-2,485.72	2,485.72
Bill Pmt-Check	2989	03/17/2015	BRODART		10000 · Wells Farg...	-131.90	-131.90
Bill	389145	03/17/2015			60070 · Supplies	-131.90	131.90
TOTAL						-131.90	131.90
Bill Pmt-Check	2990	03/17/2015	H.W. WILSON		10000 · Wells Farg...	-432.50	-432.50
Bill	325345	03/17/2015			62320 · REF-Contin...	-432.50	432.50
TOTAL						-432.50	432.50
Bill Pmt-Check	2991	03/17/2015	KIPP TOYS		10000 · Wells Farg...	-622.88	-622.88
Bill	1016...	03/17/2015			66300 · YS-Summe...	-622.88	622.88
TOTAL						-622.88	622.88
Bill Pmt-Check	2992	03/17/2015	OVERDRIVE		10000 · Wells Farg...	-418.98	-418.98

Harrison Memorial Library
Check Detail
March 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	0910...	03/17/2015			62160 · MAIN-EB00...	-418.98	418.98
TOTAL						-418.98	418.98
Bill Pmt -Check	2993	03/17/2015	QUILL.COM		10000 · Wells Farg...	-499.17	-499.17
Bill	2040...	03/17/2015			60070 · Supplies	-499.17	499.17
TOTAL						-499.17	499.17
Bill Pmt -Check	2994	03/17/2015	VANGUARD		10000 · Wells Farg...	-578.10	-578.10
Bill	8074...	03/17/2015			66750 · Library Cards	-578.10	578.10
TOTAL						-578.10	578.10
Bill Pmt -Check	2995	03/17/2015	WELLS FARGO B...		10000 · Wells Farg...	-163.45	-163.45
Bill	MAR...	03/17/2015			60070 · Supplies	-88.98	88.98
					60070 · Supplies	-17.13	17.13
					66600 · Teen Progr...	-47.62	47.62
					60060 · Bank Charg...	-9.72	9.72
TOTAL						-163.45	163.45
Bill Pmt -Check	2996	03/17/2015	SARAH DOCOUTO		10000 · Wells Farg...	-150.00	-150.00
Bill	2/19/...	03/17/2015			66400 · YS-Readin...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	2997	03/19/2015	BRODART		10000 · Wells Farg...	-2,756.99	-2,756.99
Bill	M121...	03/19/2015			62110 · MAIN-Book...	-2,756.99	2,756.99
TOTAL						-2,756.99	2,756.99
Bill Pmt -Check	2998	03/19/2015	COMCAST		10000 · Wells Farg...	-125.70	-125.70
Bill	3/02/15	03/19/2015			67400 · IS-Telecom...	-125.70	125.70
TOTAL						-125.70	125.70
Bill Pmt -Check	2999	03/19/2015	OCLC		10000 · Wells Farg...	-574.63	-574.63
Bill	379466	03/19/2015			66700 · OCLC Cata...	-574.63	574.63
TOTAL						-574.63	574.63

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3000	03/19/2015	PACIFIC GROVE S...		10000 · Wells Farg...	-200.00	-200.00
Bill	23494	03/19/2015			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3001	03/19/2015	SENTRY		10000 · Wells Farg...	-195.00	-195.00
Bill	2006...	03/19/2015			60150 · Building Ala...	-195.00	195.00
TOTAL						-195.00	195.00
Bill Pmt -Check	3002	03/24/2015	BAKER & TAYLOR		10000 · Wells Farg...	-1,223.10	-1,223.10
Bill	4011...	03/24/2015			62400 · YS-Collection	-141.85	141.85
					62150 · MAIN-Non ...	-162.41	162.41
					62120 · MAIN-Larg...	-70.58	70.58
					62400 · YS-Collection	-216.77	216.77
					62150 · MAIN-Non ...	-185.61	185.61
Bill	4011...	03/24/2015			62130 · MAIN-Fiction	-45.23	45.23
					62190 · MAIN-Teen...	-39.83	39.83
Bill	5013...	03/24/2015			62140 · MAIN-NF-T...	-158.89	158.89
Bill	5013...	03/24/2015			62320 · REF-Contn...	-26.49	26.49
Bill	5013...	03/24/2015			62320 · REF-Contn...	-35.78	35.78
Bill	5013...	03/24/2015			62320 · REF-Contn...	-88.64	88.64
TOTAL					62320 · REF-Contn...	-51.02	51.02
						-1,223.10	1,223.10
Bill Pmt -Check	3003	03/24/2015	MOST-RONDO, DA...		10000 · Wells Farg...	-200.00	-200.00
Bill	0320...	03/24/2015			66400 · YS-Readin...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3004	03/24/2015	AT&T		10000 · Wells Farg...	-42.43	-42.43
Bill	3/16/15	03/24/2015			60030 · Telephone	-42.43	42.43
TOTAL						-42.43	42.43
Bill Pmt -Check	3005	03/24/2015	AMAZON		10000 · Wells Farg...	-1,777.24	-1,777.24
Bill	0096...	03/24/2015			62130 · MAIN-Fiction	-12.43	12.43
Bill	2362...	03/24/2015			62150 · MAIN-Non ...	-30.05	30.05
Bill	0650...	03/24/2015			62420 · YS-AudioV...	-12.50	12.50
Bill	2256...	03/24/2015			62105 · MAIN-Audi...	-25.87	25.87

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	0565...	03/24/2015			62330 · REF-General	-28.99	28.99
Bill	0053...	03/24/2015			62420 · YS-Audio/V...	-40.65	40.65
Bill	2362...	03/24/2015			62330 · REF-General	-61.42	61.42
Bill	2256...	03/24/2015			62105 · MAIN-Audi...	-136.68	136.68
Bill	1679...	03/24/2015			62510 · LH-Conser...	-558.70	558.70
Bill	2716...	03/24/2015			62420 · YS-Audio/V...	-37.33	37.33
Bill	2716...	03/24/2015			62420 · YS-Audio/V...	-10.62	10.62
Bill	2716...	03/24/2015			62150 · MAIN-Non ...	-11.06	11.06
Bill	2716...	03/24/2015			62420 · YS-Audio/V...	-75.91	75.91
Bill	2716...	03/24/2015			62105 · MAIN-Audi...	-28.99	28.99
Bill	2716...	03/24/2015			62420 · YS-Audio/V...	-88.63	88.63
Bill	2909...	03/24/2015			62105 · MAIN-Audi...	-177.96	177.96
Bill	2909...	03/24/2015			62105 · MAIN-Audi...	-146.65	146.65
Bill	1341...	03/24/2015			62420 · YS-Audio/V...	-14.05	14.05
Bill	0933...	03/24/2015			60070 · Supplies	-14.91	14.91
Bill	1653...	03/24/2015			62105 · MAIN-Audi...	-86.98	86.98
Bill	1986...	03/24/2015			62520 · LH-Docum...	-93.94	93.94
Bill	2881...	03/24/2015			62105 · MAIN-Audi...	-30.21	30.21
Bill	0652...	03/24/2015			62105 · MAIN-Audi...	-52.71	52.71
TOTAL						-1,777.24	1,777.24
Bill Pmt -Check	3006	03/24/2015	AMAZON		10000 · Wells Farg...	-30.34	-30.34
Bill	2716...	03/24/2015			62420 · YS-Audio/V...	-30.34	30.34
TOTAL						-30.34	30.34
Bill Pmt -Check	3007	03/24/2015	AT&T		10000 · Wells Farg...	-65.60	-65.60
Bill	3/16/18	03/24/2015			60030 · Telephone	-65.60	65.60
TOTAL						-65.60	65.60
Bill Pmt -Check	3008	03/24/2015	OTIS ELEVATOR		10000 · Wells Farg...	-376.08	-698.40
Bill	SJM6...	03/24/2015			61100 · Equipment ...	-376.08	376.08
Bill	SJM6...	03/24/2015			61100 · Equipment ...	-322.32	322.32
TOTAL						-698.40	698.40
Bill Pmt -Check	3009	03/31/2015	BAKER & TAYLOR		10000 · Wells Farg...	-58.24	-1,967.11
Bill	4011...	03/31/2015			62420 · YS-Audio/V...	-58.24	58.24
Bill	4011...	03/31/2015			62105 · MAIN-Audi...	-631.31	631.31
Bill	4011...	03/31/2015			62400 · YS-Collection	-124.61	124.61
Bill	4011...	03/31/2015			62120 · MAIN-Larg...	-980.15	980.15
Bill	4011...	03/31/2015			62210 · MAIN_Tee...	-63.47	63.47

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	5013...	03/31/2015			62190 · MAIN-Teen...	-11.42	11.42
					62150 · MAIN-Non ...	-65.84	65.84
					62140 · MAIN-NF-T...	-32.07	32.07
TOTAL						-1,967.11	1,967.11
Bill Pmt-Check	3010	03/31/2015	KINGSLEY COMP...		10000 · Wells Farg...		0.00
TOTAL						0.00	0.00
Bill Pmt-Check	3011	03/31/2015	KIPP BROTHERS		10000 · Wells Farg...		-845.32
Bill	1016...	03/31/2015			66300 · YS-Summe...	-845.32	845.32
TOTAL						-845.32	845.32
Bill Pmt-Check	3012	03/31/2015	MERCURY NEWS		10000 · Wells Farg...		-120.90
Bill	511463	03/31/2015			62600 · Serials Sub...	-120.90	120.90
TOTAL						-120.90	120.90