

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

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

Wednesday  
July 27, 2016  
9:00 AM

Timothy Blomgren  
Nancy Collins, Vice President  
Richard Flower, 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 June 22, 2016 Meeting (pp. 1 – 3)
- V. Orders of Business
  - A. Receive report from the Carmel Public Library Foundation regarding CPLF Activities
  - B. Receive final report on the Park Branch Library basement remediation project (pp. 4 – 20)
  - C. Consider revisions to the Library’s computer use policy and provide direction (pp. 21 – 27)
  - D. Authorization of the addition of Local History Librarian Katie O’Connell to the list of Library staff authorized to code invoices (p. 28)
  - E. Discuss Board participation in the Centennial Parade on Saturday, October 29, 2016 and provide direction (p. 29)
- VI. Librarian’s Report  
Review of monthly statistics
- VII. Treasurer’s Report:
  - A. Receive Treasurer’s Report
  - B. Accept May 31, 2016 Financial Statements and June 30, 2016 Check Register and Financial Statements
- VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held August 24, 2016.

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.

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

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 and the Carmel Post Office and distributed to members of the media on July 21, 2016.*

Dated this 21st day of June 2016 at the hour of 1 p.m.

A handwritten signature in cursive script that reads "Janet Bombard". The signature is written in black ink and is positioned above a horizontal line.

Janet Bombard  
Library and Community Activities Director

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

**June 22, 2016**

**I. CALL TO ORDER**

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

**II. ROLL CALL:**

**PRESENT:**

BLOMGREN, FLOWER, REIMERS

**ABSENT:**

COLLINS, TWOMEY

**STAFF PRESENT:**

Janet Bombard, Library Director

Carolina Lopez, Library Office Assistant

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

Board Member Flower asked the board for a moment of silence to remember friend of the library and former mayor Jean Grace.

Library Director Janet Bombard introduced new Board Member Tim Blomgren. Tim has been a long time library volunteer.

**IV. APPEARANCES:**

No appearances.

**V. APPROVAL OF MINUTES:**

Board Member REIMERS moved to, **Approve the Minutes of the May 26, 2016 Regular Meeting**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

AYES: BLOMGREN, FLOWER, REIMERS,

NOES: NONE

ABSENT: COLLINS, TWOMEY

ABSTAIN: NONE

**VI. ORDERS OF BUSINESS:**

**A. Introduction of Local History Librarian Kathleen O'Connell**

Library Director Janet Bombard introduced new Local History Librarian Katie O'Connell to the board.

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

Executive Director Amy Donohue introduced new CPLF board president Heather Brebaugh.

**C. Review annual request to the Carmel Public Library Foundation for fiscal year 2016/17 funding**

Library Director discussed with the board and answered questions.

Board Member BLOMGREN moved to, **approve the annual request to the Carmel Public Library Foundation for fiscal year 2016/17 funding**, seconded by Board Member REIMERS and carried by the following roll call vote:

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

**D. Consideration of a request from Carmel Public Library Foundation to hold the Annual Donor Salute event and serve wine in the Main Library on Sunday, March 5, 2017**

Board Member REIMERS moved to, **approve the request from the Carmel Public Library Foundation to hold the Annual Donor Salute event and serve wine in the Main Library on Sunday, March 5, 2017**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**VII. LIBRARIAN'S REPORT:**

The Library Director reviewed the monthly statistics with the Board. Bombard also discussed Fiscal Year 2016/17 budget items that were approved by the City Council: Sunday open hours for the Main, new HVAC and heating equipment for both buildings, and interior paint and carpet for the Park Branch Library.

**VIII. TREASURERS REPORT:**

Library Director reviewed the May 2016 check register with the Board. There were no financial statements due to a transmittal error. There were no extraordinary expenses that needed special attention from the Board.

Board Member BLOMGREN moved to, **accept the May 2016 Treasurer's Report**, seconded by Board Member REIMERS and carried by the following roll call vote:

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

Board Member BLOMGREN moved to, **accept the May 31, 2016 check register**, seconded by Board Member REIMERS and carried by the following roll call vote:

AYES: BLOMGREN, FLOWER, REIMERS,  
NOES: NONE

ABSENT: COLLINS, TWOMEY  
ABSTAIN: NONE

**X. ADJOURNMENT:**

There being no further business to come before the Board, President Flower declared the meeting adjourned at 9:33 am. The next regular meeting is scheduled for July 27, 2016.

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Respectfully submitted,  
Carolina Lopez, Administrative Assistant

Approved by:

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Richard Flower, President, Library Board of Trustees

## Public Safety Department



**Date:** July 18, 2016

**To:** Chip Rerig, City Administrator

**From:** Michael Calhoun, Director of Public Safety

**Subject:** Carmel Park Branch Library Basement

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The remediation work at the Park Branch Library has been completed per the recommendations from the outside experts, and we have completed the post construction testing of the air quality. The air samples tested throughout the interior concluded lower spore concentration amounts than the levels found outside the building. This suggests the interior air quality exceeds acceptable standards. In addition, no musty odor or visible growth exists. The report from the outside experts indicates there is no further action needed at this time and recommended testing every four months. The next test date is scheduled for October 2016.

In the basement, critical barriers were permanently installed at each opening per the recommendations for containment purposes to minimize the number of persons entering the area. Permanent signs are posted at the entrance to each critical barrier.

As mentioned in my previous report, this phase of the construction project did not include the installation of a new fan unit. However, the original fan unit system was professionally cleaned and tested and found to be in good working condition. The current fan unit system is creating the proper negative air pressure to the basement area.

Currently, there is a portable dehumidifier within the basement area and the recommendation is to replace it at a later date with a permanent system. The HVAC system was also professionally inspected and cleaned and found to be in good working order.

During inclement weather, the basement will be monitored for leaks. This monitoring is per the recommendations in the work plan that was prepared by M3 Environmental Consultants. Records will be maintained by Cleve Waters.

See attached final remediation project report for the library basement prepared by Michael Mosebach- President California Premier Restoration and the M3 report (post construction testing) dated July 6, 2016.

# Project Report

Project: City of Carmel - Children's Library Mold Remediation

Project Address: Junipero and 6<sup>th</sup>

Report Date: June 14, 2016

The following report details work performed by South Coast Construction and California Premier Restoration in the basement mechanical room/ hallway and bathroom vestibule.

## ***Mechanical Room:***

Critical barriers were established in the basement hallway and at the basement entrance from library. An additional critical barrier was installed on the entrance to the dumb waiter. Air filtration devices were installed with HEPA rated filters throughout cleaning/ remediation process. Water impacted sheetrock was removed in the mechanical room. Materials were asbestos containing therefore all materials were handled under double lined containment and disposed as hazardous waste. All surfaces in room were HEPA vacuumed and sanitized. All furnace units were thoroughly cleaned and HEPA vacuumed. Filters were removed and disposed in all furnace units. After testing confirmed air quality to be at a normal ecology, sheetrock was replaced where removed and new filters were installed into furnace units.

## ***Hallway:***

Critical barrier remained in place during remediation of mechanical room. After testing confirmed air quality in containment area was at a normal ecology, a framed wall was fabricated and lined with plywood. Sheetrock on the perimeter of the hallway was removed to allow framed wall to connect directly to the concrete walls on all four sides. Sheetrock was asbestos containing therefore all materials were handled under double lined containment and disposed as hazardous waste. All seams in plywood wall were sealed with expanding, closed cell foam and/or taped. Warning signage was installed on the surface of the plywood wall facing the mechanical room indicating mold contamination existed beyond the wall and that only authorized personnel would be permitted.

## ***Bathroom Vestibule:***

Water impacted sheetrock was removed in the vestibule where mold tests showed the presence of Stachybotrys to determine if an active water source was located behind the walls. Materials were asbestos containing therefore all materials were handled under double lined containment and disposed as hazardous waste. No moisture source was identified behind the sheetrock. This area is to remain under a long-term maintenance program therefore no mold remediation was performed.



***Storage Room:***

City supplied top set, rubber base that was installed to encapsulate exposed mastic that was suspected or known to be ACM.

***Rear Stairwell Exterior Entry Point***

Warning signage was installed on the entry door immediately next to the lockset and within clear view indicating mold contamination existed beyond the door and that only authorized personnel would be permitted.

All mold remediation detailed above was performed in accordance with the IICRC S520 which is the ANSI standard of care. The scope of work was provided by M3 Environmental. This concludes our report for this project. Feel free to contact me directly should you have any questions or require further information.

Respectfully,

Michael Mosebach  
President – California Premier Restoration



**ENVIRONMENTAL  
CONSULTING LLC**

July 6, 2016

Mr. Cleve Waters IV  
Facilities Maintenance Department  
City of Carmel-by-the-Sea  
P.O. Box CC  
Carmel, California 93921  
831.620.2075 (p)  
831.901.7127(c)

Via email:  
[cwaters@ci.carmel.ca.us](mailto:cwaters@ci.carmel.ca.us)

Subject: Mold Inspection in the Harrison Park Branch Children's Library Located at Mission Street & 6<sup>th</sup> Avenue in Carmel-by-the-Sea, California.  
M<sup>3</sup> Project No. 16009.0 Task 5

Dear Mr. Waters:

At your request, M<sup>3</sup> Environmental Consulting, LLC (M<sup>3</sup>) conducted an inspection for mold spore concentrations in the Harrison Park Branch Children's Library located at Mission Street & 6<sup>th</sup> Avenue in Carmel-by-the-Sea, California.

### **Project Scope**

M<sup>3</sup> understands this inspection was requested to determine if there were mold related issues present in the occupied spaces of the building following cleaning activities conducted in the basement by California Premier Restoration (CPR) of Monterey California. The building was occupied at the time of the inspection. The inspection was limited to the occupiable spaces of the first floor of the library and basement.

This report presents the results of the visual inspection and air sampling for total mold spore concentrations conducted on June 24, 2016 by Mr. Chris Gatward, Council-certified Microbial Consultant (CMC), and Principal with M<sup>3</sup>.

### **Observations**

On the day of the investigation the weather was overcast (foggy) clear with a light breeze. There had been no rain over the past two months. The outdoor temperature was 70 degrees Fahrenheit (°F) with a relative humidity of 51% as measured with a Fluke<sup>®</sup> 971 Temperature Humidity Meter.

The library was a single story building with a basement. Mold remediation had recently been performed by CPR in the basement and an air-tight barricade had been constructed to separate the occupiable basement areas from the areas with potential mold growth (due to on-going water intrusion).

M<sup>3</sup> made the following observations:

- The indoor temperature was 61-70 °F and the relative humidity was 50-68%.
- No moldy odor was noted upon entry to the areas.
- No visible mold growth was noted.

### **Sampling and Analysis**

M<sup>3</sup> collected a total of six air samples to be analyzed for total (non-viable) mold spores using Zefon Air-O-Cell<sup>®</sup> microbial spore trap cassettes. Of the six samples collected, one was collected in the Local History room, one in the Reading room, one in the hall by the offices and kitchen, one in the basement

mechanical room, one in the basement at the barrier, and one sample was collected from outside (ambient) for comparison.

Air was drawn through the cassettes at a flow rate of approximately 15 liters per minute (lpm) for five minutes using a Zefon BioPump™ with a flow rate measured with a calibrated rotameter. Results are reported in observed spore counts per cubic meter of air (spores/m<sup>3</sup>).

All samples were submitted to Aemtek, Inc. in Fremont, California for analysis. Mold laboratory results and Chain of Custody are presented in Appendix A. Photographs are presented in Appendix B.

**Results**

Total non-viable spore concentrations found indoors were lower than outdoor total non-viable spore concentrations with similar mold species dominating the samples.

Typically, the source of indoor fungal spores is the outdoor environment. In a well-maintained building, indoor airborne fungal concentrations will be lower than outdoor concentrations and the type and relative concentrations of fungi will be similar, indicating that indoor fungal reservoirs and/or amplification (growth) sites are not present.

Results for the samples collected were as follows:

Sample	Location	Spores/m <sup>3</sup>	Predominant Spore Types
22876963	Outside (ambient)	949	Basidiospores – 27% Cladosporium – 23% Aspergillus/Penicillium – 14%
22881723	Local History room	351	Cladosporium – 37% Aspergillus/Penicillium – 33% Basidiospores – 7%
22877127	Reading room	195	Cladosporium – 53% Aspergillus/Penicillium – 27% Basidiospores – 7%
22877173	Hall by offices/kitchen	182	Cladosporium – 43% Aspergillus/Penicillium – 36% Basidiospores – 7%
22876981	Basement mechanical room	156	Aspergillus/Penicillium – 58% Cladosporium – 25%
22876979	Basement – at barrier	481	Aspergillus/Penicillium – 41% Cladosporium – 27% Basidiospores – 8%

The additional fungi detected in the air samples were of a type and/or a concentration that was low and not remarkable.

**Conclusions**

Analytical results of the bioaerosol sampling conducted during this evaluation as well as the visual inspection do not suggest an indoor fungal reservoir or amplification site is present inside the area tested.

**Recommendations**

- There are no further recommendations.

**Limitations**

M<sup>3</sup> provided these services consistent with the level and skill ordinarily exercised by members of the profession currently practicing under similar conditions. The scope of services performed in execution of this evaluation may not be appropriate to satisfy the needs of other users, and use or re-use of this



document, the findings, conclusions, or recommendations is at the risk of said user. The intent of the report is to aid the building owner, architect, construction manager, general contractors, and potential demolition and abatement contractors in locating fungi growth (mold). This report is not intended to serve as a bidding document nor as a project specification document and actual site conditions and quantities should be field-verified. Although a reasonable attempt has been made to identify suspect microbial contamination in the areas identified, the inspection techniques used are inherently limited in the sense that only full demolition procedures will reveal all building materials of a structure and therefore all areas of contamination.

Additionally, the passage of time may result in a change in the environmental characteristics at this site. This report does not warrant against future operations or conditions that could affect the recommendations made. The results, findings, conclusions, and recommendations expressed in this report are based only on conditions that were observed at the time of M<sup>3</sup>'s inspection of the site.

Thank you for this opportunity to be of service to you. If you have any questions regarding the survey or report, please do not hesitate to contact our office at 831.649.4623.

Sincerely,  
M<sup>3</sup> Environmental Consulting LLC



Chris G. Gatward, CMC, CAC  
Principal



Attachments:

Appendix A – Laboratory Results and Chain of Custody  
Appendix B – Photographs

APPENDIX A  
LABORATORY RESULTS  
AND  
CHAIN OF CUSTODY



46309 Warm Springs Blvd.  
 Fremont, CA 94539-7028  
 Phone: (510) 979-1979; Fax: (510) 668-1980  
 www.aemtek.com; labreports@aemtek.com

## Laboratory Analysis Report

Submitted to: M3 Environmental Consulting LLC  
 9821 Blue Larkspur Lane, Ste 100  
 Monterey, CA 93940  
 Attn: Chris Gatward

Aemtek No: 16061199

**Purpose:** The purpose of this report is to present laboratory results obtained by analyzing the samples submitted to Aemtek, Inc. The report includes this cover and the data sheet (s).

**Limitations:** The test results presented in this report are only related to the samples supplied by the client and analyzed by Aemtek. This report shall not be reproduced, except in full, without written authorization of Aemtek. Aemtek shall have no liability to anyone with respect to any interpretations or uses of the laboratory report, decisions made or actions taken as a result of or based on the data reported. In no event shall Aemtek's liability with respect to the reported test results exceed the amount paid for the project by the client to Aemtek.

**Sample information:** Sample identification, location, volume, weight, and area are from the client's Chain of Custody. Unless specifically noted, the samples were received in acceptable condition.

**Significant figures:** Because of the nature of the biological samples and analytical methods, the number of significant figures should generally be one or two, although the actual calculation results are reported.

**Sample Custody:** Samples accepted by Aemtek shall remain the property of client while in the custody of Aemtek. Aemtek shall retain preparation or samples for 7 days following the date of issuing this report. After the retention period, the samples shall be sterilized and discarded, unless otherwise requested by the client.

**Confidentiality:** Aemtek shall not provide analytical results or client's project information to any party other than the client, unless requested by the client, in writing, or by law.

**About Aemtek:** Aemtek, Inc. is an environmental microbiology laboratory providing reliable, fast, and expert laboratory services for the detection, identification, and analysis of microorganisms. We are committed to excellence in quality, service, and technology. All analysts are experienced Ph.D. specialists. The laboratory is accredited by the American Industrial Hygiene Association (AIHA-LAP) in the Environmental Microbiology Laboratory Accreditation Program (EMLAP Lab #167620).

**Project ID :** 16009.0 T-5 / City of Carmel

**Location :** Harrison Park Branch - Children's Library

**Sampling Date :** June 24, 2016

**Sample Received :** June 27, 2016

**Data Reported :** June 29, 2016

**Approved by :**

**Dr. Florence Wu**

**Dr. Steven Huang**

**Principal Mycologist**

**Laboratory Director**



AEMTEK Laboratory Analysis Report, Page 1

Note: This report, e-mailed or faxed, contains information that is confidential, proprietary and/or privileged. It is intended only for the company/individual(s) to whom it is addressed. If you are not the intended recipient, please immediately delete/destroy this report and notify Aemtek at 510-979-1979. Thank you for your cooperation.

46309 Warm Springs Blvd.  
Fremont, CA 94539  
Phone: 510-979-1979  
Fax: 510-668-1980

Project ID: 16009.0 T-5 / City of Carmel  
Project Location: Harrison Park Branch - Children's Library  
Analysis Performed: Fungal Direct Examination (FDE)  
Sample Type: Air, Spore Slit Impaction Cassettes

Submitted to:  
M3 Environmental Consulting LLC  
Monterey, CA 93940

Sample ID Location	22876963 Outdoors - Parking			22881723 Local History Room			22877127 Reading Room			22877173 Hall by Offices/Kitchen		
	Air Volume (L)	75		75		75		75		75		
		Count	Spores/m <sup>3</sup>	% of Total	Count	Spores/m <sup>3</sup>	% of Total	Count	Spores/m <sup>3</sup>	% of Total	Count	Spores/m <sup>3</sup>
Fungal Identification												
Alternaria	6	78	8	1	13	4	-	-	-	-	-	-
Aspores	10	130	14	9	117	33	4	52	27	5	65	36
Aspergillus/Penicillium-like	20	260	27	2	26	7	1	13	7	1	13	7
Basidiospores	-	-	-	-	-	-	-	-	-	-	-	-
Beltrania	-	-	-	-	-	-	-	-	-	-	-	-
Bipolans/Dreschlera	-	-	-	-	-	-	-	-	-	-	-	-
Botrytis	-	-	-	-	-	-	-	-	-	-	-	-
Cercospora	-	-	-	-	-	-	-	-	-	-	-	-
Chaetomium	-	-	-	-	-	-	-	-	-	-	-	-
Cladosporium	17	221	23	10	130	37	8	104	53	6	78	43
Curvularia	-	-	-	-	-	-	-	-	-	-	-	-
Epicoccum	-	-	-	-	-	-	-	-	-	-	-	-
Ganoderma	-	-	-	-	-	-	-	-	-	-	-	-
Monodictys	-	-	-	-	-	-	-	-	-	-	-	-
Myxomycetes/Periconia/Rust/Smut	2	26	3	2	26	7	-	-	-	-	-	-
Nigrospora	-	-	-	-	-	-	-	-	-	-	-	-
Oidium	-	-	-	-	-	-	-	-	-	-	-	-
Pestalotiopsis/Pestalotia-like	-	-	-	-	-	-	-	-	-	-	-	-
Petriella	-	-	-	-	-	-	-	-	-	-	-	-
Pithomyces	-	-	-	-	-	-	-	-	-	-	-	-
Scopulariopsis	-	-	-	-	-	-	-	-	-	-	-	-
Stachybotrys	-	-	-	-	-	-	-	-	-	-	-	-
Stemphylium	-	-	-	-	-	-	-	-	-	-	-	-
Torula	-	-	-	-	-	-	-	-	-	-	-	-
Trichoderma-like	-	-	-	-	-	-	-	-	-	-	-	-
Ulocladium	-	-	-	-	-	-	-	-	-	-	-	-
Other hyaline spores	18	234	25	3	39	11	2	26	13	2	26	14
Other colored spores	-	-	-	-	-	-	-	-	-	-	-	-
Total	73	949	100	27	351	100	15	195	100	14	182	100
Pollen/m <sup>3</sup>	-	13	-	-	-	-	-	-	-	-	-	-
Insect or dust mite parts/m <sup>3</sup>	-	-	-	-	-	-	-	-	-	-	-	-
Detection Limit (spores/m <sup>3</sup> )	-	13	-	-	13	-	-	13	-	-	13	-
General Density	-	26 - 50%	100%	-	26 - 50%	100%	-	26 - 50%	100%	-	26 - 50%	100%
% of Trace Analyzed	-	100%	-	-	100%	-	-	100%	-	-	100%	-

Method ID: Aemtek SOP AF101  
Sampling Date: 6 / 24 / 2016  
Analysis Performed by: Kirandeep Khinda  
Date of Analysis: 6 / 29 / 2016

Direct microscopy detection limit: One spore or one hyphal fragment per sample

Reviewed By:





Sample ID Location	22876981 Basement Mech. Room			22876979 Basement Hall at Barrier		
	Count	Spores/m <sup>3</sup>	% of Total	Count	Spores/m <sup>3</sup>	% of Total
Air Volume (L)	75			75		
Fungal Identification						
<i>Alternaria</i>	-	-	-	-	-	-
Ascomycetes	-	-	-	1	13	3
<i>Aspergillus/Penicillium</i> -like	7	91	58	15	195	41
Basidiospores	-	-	-	3	39	8
<i>Beltrania</i>	-	-	-	-	-	-
<i>Bipolaris/Dreschiera</i>	-	-	-	-	-	-
<i>Botrytis</i>	-	-	-	1	13	3
<i>Cercospora</i>	-	-	-	-	-	-
<i>Chaetomium</i>	-	-	-	1	13	3
<i>Cladosporium</i>	3	39	25	10	130	27
<i>Curvularia</i>	-	-	-	-	-	-
<i>Epicoccum</i>	-	-	-	1	13	3
<i>Ganoderma</i>	-	-	-	-	-	-
<i>Monodictys</i>	-	-	-	-	-	-
Myxomycetes/Periconia/Rust/Smut	-	-	-	-	-	-
<i>Nigrospora</i>	-	-	-	-	-	-
<i>Oidium</i>	-	-	-	-	-	-
<i>Pestalotiopsis/Pestalotia</i> -like	-	-	-	-	-	-
<i>Petriella</i>	-	-	-	-	-	-
<i>Plthomyces</i>	-	-	-	-	-	-
<i>Scopulariopsis</i>	-	-	-	-	-	-
<i>Stachybotrys</i>	-	-	-	-	-	-
<i>Stemphylium</i>	-	-	-	-	-	-
<i>Torula</i>	-	-	-	-	-	-
<i>Trichoderma</i> -like	-	-	-	-	-	-
<i>Ulocladium</i>	-	-	-	-	-	-
Other hyaline spores	2	26	17	5	65	14
Other colored spores	-	-	-	-	-	-
Total	12	156	100	37	481	100
Pollen/m <sup>3</sup>						
Insect or dust mite parts/m <sup>3</sup>						
Detection Limit (spores/m <sup>3</sup> )	13			13		
General Density	26 - 50%			51 - 75%		
% of Trace Analyzed	100%			100%		

Method ID: Aemtek SOP AF101  
Sampling Date: 6 / 24 / 2016  
Analysis Performed by: Kirandeep Khindia  
Date of Analysis: 6 / 29 / 2016

Direct microscopy detection limit: One spore or one hyphal fragment per sample

Reviewed By: Steven Huang  
Aemtek Laboratory Analysis Report, Data Sheet 2 of 3

14





**Laboratory Analysis Report**  
Data Sheet

46309 Warm Springs Blvd.  
Fremont, CA 94539  
Phone: 510-979-1979  
Fax: 510-668-1980

Aemtek No. 16061199

Project ID : 16009.0 T-5 / City of Carmel  
Project Location : Harrison Park Branch - Children's Library  
Analysis Performed : Fungal Direct Examination (FDE)  
Sample Type : Air, Spore Slit Impaction Cassettes

Submitted to :  
M3 Environmental Consulting LLC  
Monterey, CA 93940

Sample ID	22876963	22881723	22877127	22877173	22876981	22876979
Location	Outdoors - Parking	Local History Room	Reading Room	Hall by Offices/Kitchen	Basement Mech. Room	Basement Hall at Barrier
Air Volume (L)	75	75	75	75	75	75
Fungal Identification	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>	Spores/m <sup>3</sup>
<i>Alternaria</i>	-	13	-	-	-	-
Ascospores	78	-	-	-	-	13
<i>Aspergillus/Penicillium</i> -like	130	117	52	65	91	195
Basidiospores	260	26	13	13	-	39
<i>Beitrania</i>	-	-	-	-	-	-
<i>Bipolaris/Dreschlera</i>	-	-	-	-	-	13
<i>Botrytis</i>	-	-	-	-	-	-
<i>Cercospora</i>	-	-	-	-	-	-
<i>Chaetomium</i>	-	-	-	-	-	13
<i>Cladosporium</i>	221	130	104	78	39	130
<i>Curvularia</i>	-	-	-	-	-	-
<i>Epicoccum</i>	-	-	-	-	-	13
<i>Ganoderma</i>	-	-	-	-	-	-
<i>Monodictys</i>	-	-	-	-	-	-
Myxomycetes/Pentconial/Rust/Smut	26	26	-	-	-	-
<i>Nigrospora</i>	-	-	-	-	-	-
<i>Oidium</i>	-	-	-	-	-	-
<i>Pestalotiopsis/Pestalotia</i> -like	-	-	-	-	-	-
<i>Petriella</i>	-	-	-	-	-	-
<i>Pithomyces</i>	-	-	-	-	-	-
<i>Scopulariopsis</i>	-	-	-	-	-	-
<i>Stachybotrys</i>	-	-	-	-	-	-
<i>Sterphylium</i>	-	-	-	-	-	-
<i>Torula</i>	-	-	-	-	-	-
<i>Trichoderma</i> -like	-	-	-	-	-	-
<i>Ulocladium</i>	-	-	-	-	-	-
Other hyaline spores	234	39	26	26	26	65
Other colored spores	-	-	-	-	-	-
Total	949	351	195	182	156	481
Pollen/m <sup>3</sup>	13	-	-	-	-	-
Insect or dust mite parts/m <sup>3</sup>	-	-	-	-	-	-
Detection Limit (spores/m <sup>3</sup> )	13	13	13	13	13	13
General Density	26 - 50%	26 - 50%	26 - 50%	26 - 50%	26 - 50%	51 - 75%
% of Trace Analyzed	100%	100%	100%	100%	100%	100%

Reviewed by:



**AEMTEK, INC.**

**CHAIN OF CUSTODY**  
 Environmental Microbiology Testing  
 46309 Warm Springs Blvd., Fremont, CA 945

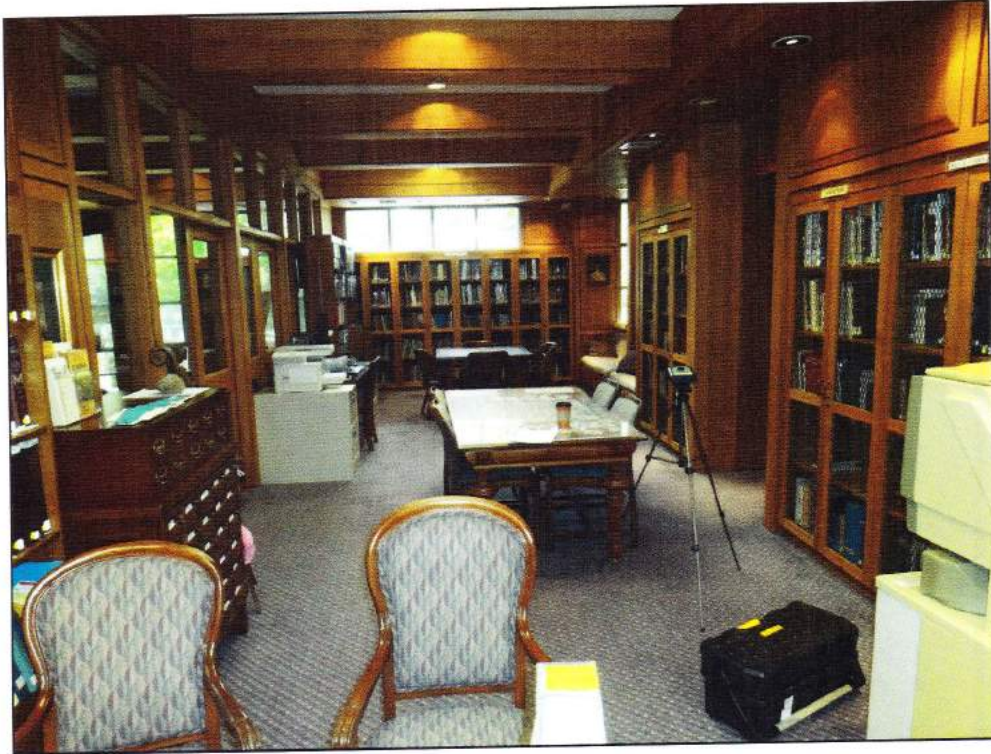
16061199

Aemtek No.:  
 Phone: 510-979-1979  
 Fax: 510-668-1980

Contact Information		Project Information		Sample Type Codes		
Company	Contact	Project No.	Task	Sample Type	Analysis Codes	
M3 Environmental Consulting LLC	Chris Gatward	160090	T-5	A - Air	B - Bulk	
9821 Blue Larkspur Lane, Suite 100, Monterey, CA 93940		Site: <i>City of Camel, Hardison</i>		C - Culture	D - Dust	
Phone: 831-649-4623 E-mail: <a href="mailto:chris@m3environmental.com">chris@m3environmental.com</a>		<i>Park Branch - Children's Lib</i>		S - Swab	T - Tape	
Report preference (circle one): e-mail both report and invoice		Sampled by: <i>Chris Gatward</i>	Date: <i>6/24/16</i>	W - Water	Other:	
Sample ID	Sampling Location	Weight (g), Volume (L) or Area (sq. in.)	Analysis Requested	Sample Type	Turn/Around Time	Notes
22876963	<i>outdoors - parking</i>	75	FDE	H	2D	0900/60/22
22881723	<i>Local History RM</i>					0912/61/68
22877127	<i>Reading Room</i>					0921/64/63
22877173	<i>Hall by Offices/Kitchen</i>					0928/66/58
22876981	<i>Basement mech. room</i>					0935/69/54
22876979	<i>Basement, hall at barrier</i>					0942/70/50
<p><b>Relinquished by:</b> <i>[Signature]</i> <b>Date &amp; Time:</b> <i>6/24/16</i> <b>Received by:</b> <i>[Signature]</i> <b>Date &amp; Time:</b> <i>6/27/16 9:50</i></p> <p><b>Notes:</b></p>						

Call 510-979-1979 or email [lab@aemtek.com](mailto:lab@aemtek.com) with your specific analytical needs and concerns. To ensure analytical integrity, we reserve the right to reject inappropriately prepared/shipped samples. All analytical services subject to our standard terms and conditions. Swab, culture plates and water samples should be shipped overnight and cold. If no turn around time indicated, standard report time applies. Samples received after 6:00 pm on business days or in the weekend will be logged in the next business day. For "same day" service, samples must be received before 10 am; for "6 hours", 12:00 pm; for "3 hours", 3:00 pm. Our business hours are 9:00 am - 6:00 pm, PST, Monday - Friday. Contact the lab to arrange weekend or holiday analysis. For sampling and shipping information, please visit [www.aemtek.com](http://www.aemtek.com).

*Appendix B*  
*Photographs*



Sampling in Local History room



Sampling in reading room



Sampling in hall



Sampling in mechanical room



Sampling at basement barrier



Sampling outdoors

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES  
Staff Report  
July 27, 2016

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**To:** Harrison Memorial Library Board of Trustees  
**From:** Janet Bombard, Library Director  
**Subject:** Consider revisions to the Library's computer use policy and provide direction

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**EXECUTIVE SUMMARY:**

Library patrons often bring flash drives (also known as USB drives or keychain drives) – small devices used for storing data or transferring it from a computer – to use in the library's public computers. Increasingly, library patrons are forgetting their flash drives, returning later to retrieve them.

This poses problems because flash drives contain personal information: many of them look alike, so when a patron returns to the library to retrieve his/her flash drive, staff has no way of knowing if a particular flash drive belongs to that person.

Staff does not wish to look at the contents of a flash drive for the following reasons:

- a flash drive can potentially introduce a virus into a public computer
- it is an invasion of a patrons' privacy

Staff has added a section on flash drives to the library's existing computer policy (Attachment 1, highlighted area). Specific points of the section are as follows:

- Patrons may bring USB flash drives to store their files, or flash drives may be purchased at the library.
- Devices must be labeled with the patron's name.
- If a flash drive is found, it will be placed in the lost and found drawer for fourteen (14) days. The patron must identify the flash drive by his/her name to claim it.
- If the flash drive is not labeled, staff will attach documentation to the device stating the date the device was found and the location in the library where it was found. The patron must identify the flash drive by description, location, and date lost in order to claim it. Unclaimed flash drives will be wiped of all data and discarded after fourteen (14) days.

Upon adoption of the revised policy, library staff will place informational signage on and near public computers.

**ATTACHMENTS:**

Attachment 1: Draft Public Computer Access in the Library Policy

Attachment 2: American Library Association Library Bill of Rights

Attachment 3: American Library Association Access to Digital Information, Services and Networks

## Public Computer Access in the Library

The Harrison Memorial Library, in its role as a public provider of information and lifelong learning, makes available a variety of electronic resources, including Internet access. The Internet is a global electronic network that provides a gateway to information of great diversity. Not all Internet sources provide accurate or current information and some may be objectionable to some users. ***The library does not monitor and has no control over the information accessed over the Internet and is not responsible for its content. Users are responsible for the choice of sites that they visit.***

The Harrison Memorial Library supports the democratic principle of the citizen's right to free access to information. The library endorses the Library Bill of Rights, including "Access to Digital Information, Services, and Networks", as adopted by the American Library Association.

***As with all library materials, parents or legal guardians are responsible for their child's use of the Internet.***

All users of the library's electronic resources must comply with United States Copyright Law and all other applicable laws. The user may not use the library's electronic resources for any illegal activity or place any material on the Internet related to any illegal activity.

### User Responsibilities:

- Users of the Library's electronic resources are expected to follow all guidelines and procedures.
- Users are not permitted to install, delete or modify library hardware or software.
- Patrons may bring USB flash drives to store their files, or flash drives may be purchased at the library. Devices must be labeled with the patron's name. If a flash drive is found, it will be placed in the lost and found drawer for seven (7) days. The patron must identify the flash drive by his/her name to claim it. If the flash drive is not labeled, staff will attach documentation to the device stating the date the device was found and the location in the library where it was found. The patron must identify the flash drive by description, location, and date lost in order to claim it. Unclaimed flash drives will be wiped of all data and discarded after fourteen (14) days.
- The library does not provide access to file transfer protocol (ftp).
- The user may not use the internet for any illegal activity or place any material on the internet related to an illegal activity.



- Misuse of the library's electronic resources or failure to follow the library's internet policy and guidelines will result in the loss of computer and library use privileges.

DRAFT

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

# Access to Digital Information, Services, and Networks

## An Interpretation of the LIBRARY BILL OF RIGHTS

### Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.<sup>1</sup> Libraries and librarians protect and promote these rights regardless of the format or technology employed to create and disseminate information.

The American Library Association expresses the fundamental principles of librarianship in its Code of Ethics as well as in the Library Bill of Rights and its Interpretations. These principles guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to digital information, services, and networks.

Libraries empower users by offering opportunities both for accessing the broadest range of information created by others and for creating and sharing information. Digital resources enhance the ability of libraries to fulfill this responsibility.

Libraries should regularly review issues arising from digital creation, distribution, retrieval, and archiving of information in the context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are upheld. Although digital information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it, many people lack access or capability to use or create digital information effectively.

In making decisions about how to offer access to digital information, services, and networks, each library should consider intellectual freedom principles in the context of its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

### The Rights of Users

All library system and network policies, procedures, or regulations relating to digital information and services should be scrutinized for potential violation of user rights. User policies should be developed according to the policies and guidelines established by the American Library Association, including "Guidelines for the Development and Implementation of Policies, Regulations, and Procedures Affecting Access to Library Materials, Services, and Facilities."

Users' access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults ("Free Access to Libraries for Minors"; "Access to Resources and Services in the School Library Media Program"; "Access for Children and Young Adults to Nonprint Materials"; and "Minors and Internet Interactivity").<sup>2</sup>

Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with "Privacy: An Interpretation of the Library Bill of Rights," and "Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights."

## Equity of Access

The digital environment provides expanding opportunities for everyone to participate in the information society, but individuals may face serious barriers to access.

Digital information, services, and networks provided directly or indirectly by the library should be equally, readily, and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive support from public funds (50.3 "Free Access to Information"; 53.1.14 "Economic Barriers to Information Access"; 60.1.1 "Minority Concerns Policy Objectives"; 61.1 "Library Services for the Poor Policy Objectives"). All libraries should develop policies concerning access to digital information that are consistent with ALA's policies and guidelines, including "Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights," "Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities," and "Services to Persons with Disabilities: An Interpretation of the Library Bill of Rights."

## Information Resources and Access

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained digitally. Libraries have an obligation to provide access to government information available in digital format.

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Libraries and librarians should not deny or limit access to digital information because of its allegedly controversial content or because of a librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to digital information solely on the grounds that it is perceived to lack value. Parents and legal guardians who are concerned about their children's use of digital resources should provide guidance to their own children. Some information accessed digitally may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the Library Bill of Rights (ALA Policy Manual, 53.1.17, Resolution on the Use of Filtering Software in Libraries). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also

retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>3</sup>

Digital resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to digital resources as much as they do to the more traditional sources of information in libraries ("Diversity in Collection Development").

<sup>1</sup>Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information, 95 Law Library Journal 2 (2003).

<sup>2</sup>Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

<sup>3</sup>"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association, 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: "Questions and Answers on Access to Digital Information, Services and Networks: An Interpretation of the Library Bill of Rights."

Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.

# LIBRARIAN'S MONTHLY REPORT

June 30, 2016

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Adult Circulation Transactions:</b>					
Fiction	-16.18	2,567	2,362	29,375	35,046
Non-Fiction	-15.68	1,711	1,406	18,445	21,876
Magazines	893.18	150	145	1,748	176
Audio/Video	-17.77	2,863	2,778	31,616	38,446
<b>ADULT CIRCULATION TOTAL:</b>	<b>-15.03</b>	<b>7,291</b>	<b>6,691</b>	<b>81,184</b>	<b>95,544</b>
<b>Juvenile Circulation Transactions:</b>					
Fiction	-27.19	3,043	2,081	24,142	33,156
Non-Fiction	-30.56	386	357	3,702	5,331
Magazines	-5.10	32	8	298	314
Audio/Video	-26.02	580	312	4,811	6,503
<b>JUVENILE CIRCULATION TOTAL:</b>	<b>-27.26</b>	<b>4,041</b>	<b>2,758</b>	<b>32,953</b>	<b>45,304</b>
<b>CIRCULATION TOTAL:</b>	<b>-18.96</b>	<b>11,332</b>	<b>9,449</b>	<b>114,137</b>	<b>140,848</b>
<b>OVERDRIVE</b>					
Patron Registrations	-40.59	9	12	142	239
Checkouts	-61.39	151	157	1613	4178
<b>OTHER DIGITAL RESOURCES</b>					
Checkouts	148.84	549	419	6022	2420
Total electronic checkouts	65.31	549	419	6690	4047
<b>Reserve Requests:</b>	<b>21.13</b>	<b>953</b>	<b>906</b>	<b>10,169</b>	<b>8,395</b>
<b>Patron Visit Count</b>					
HML Building	-8.53	5,227	5388	65,928	72,074
Park Branch Building	-12.66	2,559	1,571	21,281	24,367
Local History	-59.40	34	27	443	1,091
Youth Services Dept.	-11.25	2,525	1544	20,838	23,480
<b>PATRON VISIT TOTAL:</b>	<b>-9.57</b>	<b>7,786</b>	<b>6,959</b>	<b>87,209</b>	<b>96,441</b>

# LIBRARIAN'S MONTHLY REPORT

June 30, 2016

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>PLACE OF RESIDENCE</b>						
<b>Residents:</b>						
Carmel-by-the-Sea		-19.79	2,731	2,787	31,182	38,875
Outreach		-60.62	34	31	445	1,130
<b>RESIDENTS TOTAL:</b>		<b>-20.94</b>	<b>2,765</b>	<b>2,818</b>	<b>31,627</b>	<b>40,005</b>
<b>Non-Residents:</b>						
Other Monterey County Cities		-16.10	1,760	1,196	15,022	17,904
Unincorporated Monterey County		-20.35	6,251	5,168	63,379	79,574
Other Zip Codes		-18.07	500	198	3,618	4,416
<b>NON-RESIDENTS TOTAL:</b>		<b>-19.51</b>	<b>8,511</b>	<b>6,562</b>	<b>82,019</b>	<b>101,894</b>
<b>OUTREACH SERVICES:</b>						
Visits		-9.43	4	4	48	53
Circulation		-60.62	34	31	445	1,130
<b>LOCAL HISTORY:</b>						
Visitors		-88.81	34	27	123	1,099
Digital Items Added		#DIV/0!	0	0	0	0
Physical Items Added		#DIV/0!	0	0	0	0
Programs Attendance		-100.00	0	0	0	129
<b>TELEPHONE CALLS:</b>						
Reference Desk		-18.73	270	217	3,285	4,042
Youth Services Desk		-53.08	53	35	663	1,413
Local History Desk		-65.43	29	23	252	729
Circulation Desk		-6.58	967	944	12,456	13,333
<b>TOTAL TELEPHONE CALLS:</b>		<b>-14.66</b>	<b>1,319</b>	<b>1,219</b>	<b>16,656</b>	<b>19,517</b>

# LIBRARIAN'S MONTHLY REPORT

June 30, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Reference Questions Answered:</b>					
Reference Desk	-23.18	647	593	6102	7943
Youth Services Desk	-42.08	375	238	2860	4938
Local History Desk	-50.48	120	39	1444	2916
Circulation Desk	15.33	702	755	9827	8521
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>-16.80</b>	<b>1844</b>	<b>1625</b>	<b>20233</b>	<b>24318</b>
<b>Information Questions Answered:</b>					
Reference Desk	-16.39	275	262	2377	2843
Youth Services Desk	-68.51	199	81	1529	4855
Local History Desk	-40.83	24	29	358	605
Circulation Desk	-0.73	699	739	8945	9011
<b>TOTAL INFORMATION QUESTIONS:</b>	<b>-23.71</b>	<b>1197</b>	<b>1111</b>	<b>13209</b>	<b>17314</b>
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	-22.93	34	25	326	423
ILL from Other Libraries	14.29	17	10	176	154
<b>PATRON REGISTRATION:</b>	Patron Data Base Purge 08/15				
Carmel by-the-Sea Residents	-10.68	24	12	184	206
Monterey County Cities Residents	-24.02	22	20	155	204
Unincorp. Monterey Cty Residents	-19.31	54	34	376	466
Visitor Cards	1.96	6	2	52	51
Other Borrowers	-14.50	13	15	112	131
<b>REGISTRATION TOTAL:</b>	<b>-16.92</b>	<b>119</b>	<b>83</b>	<b>879</b>	<b>1,058</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>1.33</b>			<b>12,207</b>	<b>12,047</b>



# LIBRARIAN'S MONTHLY REPORT

June 30, 2016

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>ELECTRONIC SEARCH ACTIVITY</b>					
Public in-Library Computer Use:	-16.97	843	765	8493	10229
Electronic Search/Visits Total:	-17.83	3,559	3,476	39,819	48,457
Public WiFi Use	1.53	414	443	4,312	4,247
<b>Use of HML Web Page Averages:</b>					
Number of Pages Viewed Per Day:	-15.36	207	191	2,402	2,838
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 MIN		
<b>YOUTH SERVICES PROGRAMS</b>					
Storytime Programs:	-9.30	0	4	39	43
Summer Reading/Special Programs:	-13.64	4	1	19	22
<b>TOTAL PROGRAMS:</b>	<b>-10.77</b>	<b>4</b>	<b>5</b>	<b>58</b>	<b>65</b>
<b>Attendance At Programs:</b>					
Storytime-Children:	0.00	0	95	1,064	1,064
Summer Reading/Special-Children:	14.86	251	39	688	599
<b>TOTAL CHILDREN'S ATTENDANCE:</b>	<b>5.35</b>	<b>251</b>	<b>134</b>	<b>1,752</b>	<b>1,663</b>
<b>TOTAL ADULT ATTENDANCE:</b>	<b>17.99</b>	<b>157</b>	<b>134</b>	<b>1,417</b>	<b>1,201</b>
<b>TOTAL YS PROGRAM ATTENDANCE :</b>	<b>10.65</b>	<b>408</b>	<b>268</b>	<b>3,169</b>	<b>2,864</b>
<b>PROGRAMS FOR 9 - 12 YEAR OLDS:</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>9</b>
<b>TOTAL ATTENDANCE:</b>	<b>-19.31</b>	<b>0</b>	<b>0</b>	<b>117</b>	<b>145</b>
<b>ADULT PROGRAMS:</b>	<b>-20.51</b>	<b>4</b>	<b>3</b>	<b>31</b>	<b>39</b>
<b>TOTAL ATTENDANCE:</b>	<b>15.57</b>	<b>206</b>	<b>72</b>	<b>1,811</b>	<b>1,567</b>
<b>TEEN PROGRAMS:</b>	<b>100.00</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>3</b>
<b>TOTAL ATTENDANCE:</b>	<b>-94.00</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>100</b>
<b>CLASS VISITS</b>					
Children's Visits: X Teen Visits: X	-100.00	0	1	0	4
<b>TOTAL CHILDREN'S ATTENDANCE</b>	<b>87.27</b>	<b>0</b>	<b>80</b>	<b>309</b>	<b>165</b>
<b>TOTAL TEEN ATTENDANCE</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>164</b>	<b>0</b>
<b>TOTAL ATTENDANCE</b>	<b>186.67</b>	<b>0</b>	<b>80</b>	<b>473</b>	<b>165</b>

# LIBRARIAN'S MONTHLY REPORT

June 30, 2016

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
<b>BOOKS CATALOGED:</b>						
Adult			90	90	1988	1988
Leased			136	106	1764	1389
Reference			5	3	107	83
Youth Services			4	4	1,108	1,108
Audio			5	5	419	419
Video			10	10	511	511
<b>TOTAL:</b>			250	218	5,897	5,498
<b>HOLDINGS TO DATE</b>						
HML Main Library Building			49,132	63419 titles		
Park Branch Library			19,812	held in both bldgs		
<b>TOTAL ITEMS HELD:</b>			68,944		<b>63,419</b>	
<b>TOTAL TITLES HELD:</b>						
<b>DATA BASE MAINTENANCE:</b>						
Corrections Made to Bibliographic & Item Databases		7 this month, 57 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		5 this month, 53 YTD				

# LIBRARIAN'S MONTHLY REPORT

June 30, 2016

<b>VOLUNTEER HOURS:</b>	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	205.88	24.00	24.00	364.00	119.0
Local History	-29.13	9.00	16.00	146.00	206.0
Reference	-19.02	4.00	4.00	37.25	46.0
Technical Services	-0.54	16.00	21.00	183.00	184.0
Youth Services	38.10	8.00	3.00	14.50	10.5
<b>TOTALS:</b>	<b>31.70</b>	<b>61.00</b>	<b>68.00</b>	<b>744.75</b>	<b>565.5</b>
<b>BRAINFUSE:</b>	<b>-59.06</b>	<b>8</b>	<b>0</b>	<b>52</b>	<b>127</b>
<b>SCIENCEFLIX:</b>	<b>#DIV/0!</b>	<b>6</b>	<b>0</b>	<b>65</b>	<b>0</b>
<b>SELF CHECK PATRONS :</b>					
Main Library	-12.84	310	344	4746	5445
Youth Services	-41.79	115	58	872	1498
<b>TOTAL:</b>	<b>-19.08</b>	<b>425</b>	<b>402</b>	<b>5618</b>	<b>6943</b>

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES  
Staff Report  
July 27, 2016

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

**From:** Janet Bombard, Library Director

**Subject:** Authorization of the addition of Local History Librarian Kathleen O'Connell to the list of library staff authorized to code invoices

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**EXECUTIVE SUMMARY:**

Since Fiscal Year 2005/06, based on the auditor's recommendation, the Library Board of Trustees has approved and maintained a list of library staff who are authorized to approve and code invoices.

The Local History Librarian administers a departmental budget that includes programs, materials, equipment and supplies. On that basis staff is recommending that Kathleen O'Connell be added to the list of staff authorized to approve and code invoices.

Former Local History Librarian Ashlee Wright will be removed from the list.

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES  
Staff Report  
July 27, 2016

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**To:** Harrison Memorial Library Board of Trustees  
**From:** Janet Bombard, Library Director  
**Subject:** Discuss Board participation in the Centennial Parade on Saturday, October 29, 2016 and provide direction

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**EXECUTIVE SUMMARY:**

The Centennial Committee Parade will take place Saturday, October 29, 2016. The parade theme is "A Century of Memories". City Boards and Commissions have been invited to participate in the parade.

Staff is requesting that the Trustees consider the following options/components of participation and provide staff with direction. Staff will follow up with parade organizers on behalf of the Board.

1. The Board has the following options with regard to parade participation: walk in the parade, ride in the parade, or sit in reserved bleacher seats. The Centennial Committee has asked that all board members choose just one group option with regard to walking or riding.
2. If the Board chooses to ride in the parade, the Centennial Committee is attempting to secure enough automobiles, but would appreciate any help the Board might be able to give. Parade cars must be convertibles manufactured between the years of 1916 to 1960.
3. The Board will need to come up with a themed costume idea for group members. Examples of costumes already under consideration or chosen by City groups include suffragettes, 1950's sock hop, and 1970's costumes. The Centennial Committee can potentially assist with costumes.
4. The Centennial Committee will need to know how many of the board members will be participating.

Harrison Memorial Library  
Reconciliation Summary  
10000 · Wells Fargo Checking, Period Ending 05/31/2016

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	May 31, 16
Beginning Balance	241,730.76
Cleared Transactions	
Checks and Payments - 38 items	-27,493.11
Deposits and Credits - 8 items	1,317.06
Total Cleared Transactions	-26,176.05
Cleared Balance	<u>215,554.71</u>
Uncleared Transactions	
Checks and Payments - 13 items	-2,555.45
Total Uncleared Transactions	-2,555.45
Register Balance as of 05/31/2016	<u>212,999.26</u>
New Transactions	
Checks and Payments - 7 items	-3,060.19
Total New Transactions	-3,060.19
Ending Balance	<u>209,939.07</u>

# Harrison Memorial Library Reconciliation Detail

10000 · Wells Fargo Checking, Period Ending 05/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
						241,730.76
<b>Beginning Balance</b>						
<b>Cleared Transactions</b>						
<b>Checks and Payments - 38 items</b>						
Bill Pmt -Check	04/19/2016	3502	PACIFIC GROVE SELF ST...	X	-200.00	-200.00
Bill Pmt -Check	04/21/2016	3505	SUNSERI, MARYLEE	X	-150.00	-350.00
Bill Pmt -Check	04/26/2016	3510	BAKER & TAYLOR	X	-1,349.37	-1,699.37
Bill Pmt -Check	04/26/2016	3512	MOST-RONDO, DANTE	X	-200.00	-1,899.37
Bill Pmt -Check	04/26/2016	3513	AMYAH CZERNY	X	-200.00	-2,099.37
Bill Pmt -Check	04/26/2016	3509	AT&T	X	-78.94	-2,178.31
Bill Pmt -Check	04/26/2016	3511	DATAFLOW	X	-30.91	-2,209.22
Bill Pmt -Check	05/04/2016	3516	APPLIED MICROFILM SYS...	X	-478.78	-2,688.00
Bill Pmt -Check	05/04/2016	3518	BAKER & TAYLOR	X	-400.25	-3,088.25
Bill Pmt -Check	05/04/2016	3519	HOOPLA	X	-389.08	-3,477.33
Bill Pmt -Check	05/04/2016	3520	MARQUIS	X	-309.10	-3,786.43
Bill Pmt -Check	05/04/2016	3517	AT&T CALNET 3	X	-269.44	-4,055.87
Bill Pmt -Check	05/04/2016	3521	MONTEREY BAY TELEPH...	X	-95.00	-4,150.87
Bill Pmt -Check	05/04/2016	3522	PENINSULA LIBRARY SY...	X	-75.00	-4,225.87
Bill Pmt -Check	05/04/2016	3523	RECORDED BOOKS	X	-41.60	-4,267.47
Bill Pmt -Check	05/04/2016	3514	AMERICAN LIBRARY ASS...	X	-38.00	-4,305.47
Bill Pmt -Check	05/04/2016	3524	AMIGOS LIBRARY SERVI...	X	-35.00	-4,340.47
Bill Pmt -Check	05/05/2016	3525	GOLDEN GATE BOOKKEE...	X	-325.00	-4,665.47
Bill Pmt -Check	05/05/2016	3527	PEAK ENTERPRISES	X	-221.40	-4,886.87
Bill Pmt -Check	05/05/2016	3529	TRI-COUNTY BUSINESS S...	X	-100.72	-4,987.59
Bill Pmt -Check	05/05/2016	3526	KAL-WEST	X	-100.00	-5,087.59
Bill Pmt -Check	05/05/2016	3528	REDSHIFT	X	-14.95	-5,102.54
Bill Pmt -Check	05/10/2016	3538	BYWATER SOLUTIONS	X	-8,300.00	-13,402.54
Bill Pmt -Check	05/10/2016	3532	CALIFA GROUP	X	-5,765.54	-19,168.08
Bill Pmt -Check	05/10/2016	3531	BAKER & TAYLOR	X	-516.22	-19,684.30
Bill Pmt -Check	05/10/2016	3530	AMYAH CZERNY	X	-200.00	-19,884.30
Bill Pmt -Check	05/10/2016	3537	DASHER TECHNOLOGIES	X	-131.68	-20,015.98
Bill Pmt -Check	05/10/2016	3534	SMILEMAKERS	X	-110.64	-20,126.62
Bill Pmt -Check	05/10/2016	3536	XEROX	X	-66.95	-20,193.57
Bill Pmt -Check	05/11/2016	3542	WELLS FARGO	X	-219.95	-20,413.52
Bill Pmt -Check	05/11/2016	3540	COMCAST	X	-125.71	-20,539.23
Bill Pmt -Check	05/11/2016	3539	BAKER & TAYLOR	X	-60.62	-20,599.85
Bill Pmt -Check	05/11/2016	3541	DATAFLOW	X	-30.91	-20,630.76
Bill Pmt -Check	05/12/2016	3544	BAKER & TAYLOR	X	-1,453.00	-22,083.76
Bill Pmt -Check	05/12/2016	3545	VALUE LINE	X	-950.00	-23,033.76
Bill Pmt -Check	05/12/2016	3543	OCLC	X	-591.91	-23,625.67
Bill Pmt -Check	05/18/2016	3546	BAKER & TAYLOR	X	-3,667.44	-27,293.11
Bill Pmt -Check	05/18/2016	3547	PACIFIC GROVE SELF ST...	X	-200.00	-27,493.11
<b>Total Checks and Payments</b>					<b>-27,493.11</b>	<b>-27,493.11</b>
<b>Deposits and Credits - 8 items</b>						
Bill Pmt -Check	02/23/2016	3418	BYWATER SOLUTIONS	X	0.00	0.00
Bill Pmt -Check	05/04/2016	3515	AMIGOS LIBRARY SERVI...	X	0.00	0.00
Deposit	05/05/2016			X	339.14	339.14
Deposit	05/10/2016			X	194.17	533.31
Deposit	05/17/2016			X	3.00	536.31
Deposit	05/17/2016			X	225.13	761.44
Deposit	05/24/2016			X	267.46	1,028.90
Deposit	05/31/2016			X	288.16	1,317.06
<b>Total Deposits and Credits</b>					<b>1,317.06</b>	<b>1,317.06</b>
<b>Total Cleared Transactions</b>					<b>-26,176.05</b>	<b>-26,176.05</b>
<b>Cleared Balance</b>					<b>-26,176.05</b>	<b>215,554.71</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Bill Pmt -Check	04/23/2013	2167	THE GREAT JONATHAN		-275.00	-275.00
Bill Pmt -Check	11/19/2014	2836	DISCOUNT SCHOOL SUP...		-62.30	-337.30
Bill Pmt -Check	12/30/2014	2879	DISCOUNT SCHOOL SUP...		-69.32	-406.62
Bill Pmt -Check	02/26/2015	2969	KINDER JAM		-150.00	-556.62
Bill Pmt -Check	01/20/2016	3383	FARONICS		-96.50	-653.12
Bill Pmt -Check	05/10/2016	3535	TEI Landmark Audio		-263.46	-916.58
Bill Pmt -Check	05/10/2016	3533	COPIES BY THE SEA		-110.80	-1,027.38

**Harrison Memorial Library  
Reconciliation Detail**  
10000 · Wells Fargo Checking, Period Ending 05/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	05/25/2016	3549	BAKER & TAYLOR		-1,020.96	-2,048.34
Bill Pmt -Check	05/25/2016	3552	KINDER JAM		-150.00	-2,198.34
Bill Pmt -Check	05/25/2016	3550	BRODART		-123.74	-2,322.08
Bill Pmt -Check	05/25/2016	3553	OFFICE DEPOT		-122.89	-2,444.97
Bill Pmt -Check	05/25/2016	3548	AT&T		-76.50	-2,521.47
Bill Pmt -Check	05/25/2016	3551	DEMCO		-33.98	-2,555.45
Total Checks and Payments					-2,555.45	-2,555.45
Total Uncleared Transactions					-2,555.45	-2,555.45
Register Balance as of 05/31/2016					-28,731.50	212,999.26
<b>New Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Bill Pmt -Check	06/02/2016	3559	AMAZON		-1,110.56	-1,110.56
Bill Pmt -Check	06/02/2016	3554	AT&T CALNET 3		-570.04	-1,680.60
Bill Pmt -Check	06/02/2016	3556	HOOPLA		-386.88	-2,067.48
Bill Pmt -Check	06/02/2016	3557	THE HERALD		-372.23	-2,439.71
Bill Pmt -Check	06/02/2016	3555	BAKER & TAYLOR		-325.98	-2,765.69
Bill Pmt -Check	06/02/2016	3560	AMAZON		-257.31	-3,023.00
Bill Pmt -Check	06/02/2016	3558	XEROX		-37.19	-3,060.19
Total Checks and Payments					-3,060.19	-3,060.19
Total New Transactions					-3,060.19	-3,060.19
<b>Ending Balance</b>					<b>-31,791.69</b>	<b>209,939.07</b>



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

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

<b>CURRENT ASSETS</b>	
Wells Fargo Checking	212,999.26
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	370,711.48
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	226,000.00
	<hr/>
<b>Total Current Assets</b>	1,132,045.04
	<hr/>
<b>TOTAL ASSETS</b>	<u><u>1,132,045.04</u></u>

**LIABILITIES AND NET ASSETS**

<b>NET ASSETS</b>	
LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	740,183.49
Net Income / Loss	66,502.68
	<hr/>
<b>Total Net Assets</b>	1,132,045.04
	<hr/>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>1,132,045.04</u></u>

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

	May 2016 Actual	YTD Actual	Annual Budget	Budget Balance
<b>Income</b>				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	-	291,100.00	280,000.00	11,100.00
43600 · CPLF-Senior Outreach	-	-	-	-
43700- CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
<b>Total 43000 · CPLF Revenue</b>	<b>-</b>	<b>291,100.00</b>	<b>280,000.00</b>	<b>11,100.00</b>
<b>44000-HML Donations-Unrestricted</b>				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	500.00	500.00	-
44500-HML Donations-Materials	-	-	-	-
<b>Total 44000-HML Donations-Unrestricted</b>	<b>-</b>	<b>500.00</b>	<b>500.00</b>	<b>-</b>
<b>45000 · Interest Income</b>				
45100 · Interest-Bradney	-	366.92	1,000.00	(633.08)
45000 · Interest Income - Other	-	3,301.67	-	3,301.67
<b>Total 45000 · Interest Income</b>	<b>-</b>	<b>3,668.59</b>	<b>1,000.00</b>	<b>2,668.59</b>
<b>46000 · Friends of HML</b>				
48000 · Library Operations	1,613.49	16,780.09	14,450.00	2,330.09
48005 - Books 4 U Grant	-	-	-	-
<b>Total Income</b>	<b>1,613.49</b>	<b>334,548.68</b>	<b>316,950.00</b>	<b>17,598.68</b>
<b>Expense</b>				

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

	May 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>60000 · ADMINISTRATION</b>				
60010 · Cash (Over)/ Short	(8.16)	(51.91)	-	-
60015 · Over-Ring Cash	-	4.75	-	-
60020 · Documents-Refunds/Lost	-	6.60	75.00	(68.40)
60030 · Telephone	345.94	7,700.68	9,400.00	(1,699.32)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	250.00	1,000.00	(750.00)
60060 · Bank Charges/Returned Checks	(3.00)	113.00	125.00	(12.00)
60070 · Supplies	280.61	7,321.00	11,700.00	(4,379.00)
60080 · Postage	88.20	933.26	1,500.00	(566.74)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	3,575.00	4,225.00	(650.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	1,047.00	1,650.00	(603.00)
60160 · Copy Services	110.80	666.41	14,000.00	(13,333.59)
60170 · Overdue Materials Collection	-	800.00	700.00	100.00
60180 · Advertising	-	790.00	1,550.00	(760.00)
60185 · P.G. Self Storage	200.00	2,200.00	2,400.00	(200.00)
60190 · Courier Services	100.00	1,000.00	1,800.00	(800.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,641.00	-
60210 · Staff Training	110.00	1,521.93	3,500.00	(1,978.07)
60220 · Mileage	132.47	393.62	1,000.00	(606.38)
60230 · Professional Memberships	-	1,014.00	1,700.00	(686.00)
60240 · Administration- Contingency	-	-	-	-

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

	May 2016 Actual	YTD Actual	Annual Budget	Budget Balance
<b>Total 60000 · ADMINISTRATION</b>	1,681.86	37,926.34	65,466.00	(27,492.50)
<b>61000 · EQUIPMENT</b>				
61050 · Other Professional Services	478.78	478.78	600.00	(121.22)
61100 · Equipment Maintenance/Contracts	97.86	12,015.41	14,700.00	(2,684.59)
61105- Equipment-Maint/Supply--PB	-	-	-	-
61200 · Equipment-New	-	11,510.12	13,960.00	(2,449.88)
61300-Equipment-Replacement	-	-	-	-
<b>Total 61000 · EQUIPMENT</b>	576.64	24,004.31	29,260.00	(5,255.69)
<b>62000 · DOCUMENTS</b>				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	1,440.24	16,677.33	22,000.00	(5,322.67)
62110 · MAIN-Book rental	-	31,625.40	29,661.00	1,964.40
62115- MAIN-McNaughton Buyback	-	-	500.00	(500.00)
62120 · MAIN-Large Print	1,149.41	2,248.32	2,500.00	(251.68)
62130 · MAIN-Fiction	503.97	4,528.26	5,300.00	(771.74)
62140 · MAIN-NF-Travel Cont.	199.94	5,037.19	5,000.00	37.19
62150 · MAIN-Non Fiction	2,544.06	19,677.60	23,000.00	(3,322.40)
62155 - MAIN-Online Subscription	-	2,401.69	2,100.00	301.69
62160 · MAIN-Ebooks/Additional Titles	-	2,539.91	5,500.00	(2,960.09)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	111.39	1,161.01	1,200.00	(38.99)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	335.00	891.02	1,000.00	(108.98)
62210- MAIN-Teen Nonfiction	53.08	828.06	800.00	28.06
62215-MAIN-Teen DVD	-	139.98	200.00	(60.02)

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

	May 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	102.21	200.00	(97.79)
62310 · REF-Database	6,154.62	25,470.28	23,030.00	2,440.28
62320 · REF-Continuation	1,847.60	8,530.09	16,000.00	(7,469.91)
62330 · REF-General	301.66	2,288.46	4,000.00	(1,711.54)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	167.35	11,844.75	13,000.00	(1,155.25)
62410 · YS-DataBases	-	2,294.00	2,250.00	44.00
62420 · YS-Audio/Video	28.95	4,280.00	4,500.00	(220.00)
62510 · LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)
62520 · LH-Documents/ Digital Preserv.	-	333.84	2,500.00	(2,166.16)
62600 · Serials Subscriptions	221.40	7,058.74	12,450.00	(5,391.26)
62700 · Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
<b>Total 62000 · DOCUMENTS</b>	<b>15,058.67</b>	<b>150,101.28</b>	<b>179,661.00</b>	<b>(29,559.72)</b>
<b>66000 · PROGRAMS AND CATALOGING</b>				
66100 · Adult/LH Programming	27.02	567.71	1,500.00	(932.29)
66300 · YS-Summer Reading Program	-	1,978.14	5,000.00	(3,021.86)
66400 · YS-Reading Programs	558.54	5,926.72	6,000.00	(73.28)
66600 · Teen Programs	-	267.85	400.00	(132.15)
66700 · OCLC Cataloging	591.91	7,868.98	9,000.00	(1,131.02)
66750 · Library Cards	-	789.02	800.00	(10.98)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 · Programs/Cataloging Contingency	-	-	-	-
<b>Total 66000 · PROGRAMS/SUPPLIES</b>	<b>1,177.47</b>	<b>17,398.42</b>	<b>22,750.00</b>	<b>(5,351.58)</b>
<b>67000 · INFORMATION SYSTEMS</b>				
67100 · IS-Equipment	232.40	27,069.26	29,000.00	(1,930.74)

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

	May 2016 Actual	YTD Actual	Annual Budget	Budget Balance
67200 · IS-Hosting and Maintenance	8,300.00	8,300.00	8,750.00	(450.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.66	1,556.76	2,415.00	(858.24)
67500 · IS-Software	219.95	482.44	500.00	(17.56)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	95.00	657.19	1,000.00	(342.81)
<b>Total 67000 · INFORMATION SYSTEMS</b>	<b>8,988.01</b>	<b>38,615.65</b>	<b>43,865.00</b>	<b>(5,249.35)</b>
<b>68000 - RESERVE EXPENDITURES</b>				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
<b>Total 68000- RESERVE EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expense</b>	<b>27,482.65</b>	<b>268,046.00</b>	<b>341,002.00</b>	<b>(72,908.84)</b>
<b>Net Income</b>	<b>(25,869.16)</b>	<b>66,502.68</b>	<b>(24,052.00)</b>	<b>90,507.52</b>

Harrison Memorial Library  
Reconciliation Summary  
10000 - Wells Fargo Checking, Period Ending 06/30/2016

	Jun 30, 16
Beginning Balance	215,554.71
Cleared Transactions	
Checks and Payments - 39 items	-11,584.16
Deposits and Credits - 5 items	1,424.12
Total Cleared Transactions	-10,160.04
Cleared Balance	205,394.67
Uncleared Transactions	
Checks and Payments - 25 items	-6,077.64
Total Uncleared Transactions	-6,077.64
Register Balance as of 06/30/2016	199,317.03
New Transactions	
Checks and Payments - 22 items	-30,315.83
Total New Transactions	-30,315.83
Ending Balance	169,001.20



Harrison Memorial Library  
Reconciliation Detail  
10000 - Wells Fargo Checking, Period Ending 06/30/2016

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						215,554.71
<b>Cleared Transactions</b>						
<b>Checks and Payments - 39 items</b>						
Bill Pmt -Check	05/10/2016	3535	TEI Landmark Audio	X	-263.46	-263.46
Bill Pmt -Check	05/10/2016	3533	COPIES BY THE SEA	X	-110.80	-374.26
Bill Pmt -Check	05/25/2016	3549	BAKER & TAYLOR	X	-1,020.96	-1,395.22
Bill Pmt -Check	05/25/2016	3552	KINDER JAM	X	-150.00	-1,545.22
Bill Pmt -Check	05/25/2016	3550	BRODART	X	-123.74	-1,668.96
Bill Pmt -Check	05/25/2016	3553	OFFICE DEPOT	X	-122.89	-1,791.85
Bill Pmt -Check	05/25/2016	3548	AT&T	X	-76.50	-1,868.35
Bill Pmt -Check	05/25/2016	3551	DEMCO	X	-33.98	-1,902.33
Bill Pmt -Check	06/02/2016	3559	AMAZON	X	-1,110.56	-3,012.89
Bill Pmt -Check	06/02/2016	3554	AT&T CALNET 3	X	-570.04	-3,582.93
Bill Pmt -Check	06/02/2016	3556	HOOPLA	X	-386.88	-3,969.81
Bill Pmt -Check	06/02/2016	3557	THE HERALD	X	-372.23	-4,342.04
Bill Pmt -Check	06/02/2016	3555	BAKER & TAYLOR	X	-325.98	-4,668.02
Bill Pmt -Check	06/02/2016	3560	AMAZON	X	-257.31	-4,925.33
Bill Pmt -Check	06/02/2016	3558	XEROX	X	-37.19	-4,962.52
Check	06/02/2016			X	-31.00	-4,993.52
Bill Pmt -Check	06/07/2016	3566	BAKER & TAYLOR	X	-300.77	-5,294.29
Bill Pmt -Check	06/07/2016	3563	KAL-WEST	X	-100.00	-5,394.29
Bill Pmt -Check	06/07/2016	3561	BAKER & TAYLOR	X	-92.20	-5,486.49
Bill Pmt -Check	06/07/2016	3564	RECORDED BOOKS	X	-41.60	-5,528.09
Bill Pmt -Check	06/07/2016	3565	REDSHIFT	X	-14.95	-5,543.04
Bill Pmt -Check	06/08/2016	3568	GOLDEN GATE BO...	X	-325.00	-5,868.04
Bill Pmt -Check	06/08/2016	3567	BAKER & TAYLOR	X	-32.84	-5,900.88
Bill Pmt -Check	06/09/2016	3571	WELLS FARGO	X	-886.48	-6,787.36
Bill Pmt -Check	06/09/2016	3569	NATASHA KALUZA	X	-460.00	-7,247.36
Bill Pmt -Check	06/09/2016	3570	U.S. POSTAL SERI...	X	-240.00	-7,487.36
Bill Pmt -Check	06/15/2016	3576	SAN FRANCISCO C...	X	-670.80	-8,158.16
Bill Pmt -Check	06/15/2016	3575	OCLC	X	-591.91	-8,750.07
Bill Pmt -Check	06/15/2016	3572	BAKER & TAYLOR	X	-290.72	-9,040.79
Bill Pmt -Check	06/15/2016	3573	COMCAST	X	-125.71	-9,166.50
Bill Pmt -Check	06/21/2016	3585	OTIS ELEVATOR	X	-722.49	-9,888.99
Bill Pmt -Check	06/21/2016	3577	BAKER & TAYLOR	X	-559.09	-10,448.08
Bill Pmt -Check	06/21/2016	3578	BIG TIME VIDEO S...	X	-347.60	-10,795.68
Bill Pmt -Check	06/21/2016	3580	PACIFIC GROVE S...	X	-200.00	-10,995.68
Bill Pmt -Check	06/21/2016	3586	SENTRY	X	-195.00	-11,190.68
Bill Pmt -Check	06/21/2016	3584	CALIFA GROUP	X	-180.00	-11,370.68
Bill Pmt -Check	06/21/2016	3581	RECTOR, AMY	X	-141.17	-11,511.85
Bill Pmt -Check	06/21/2016	3583	TRI-COUNTY BUSI...	X	-41.40	-11,553.25
Bill Pmt -Check	06/21/2016	3579	DATAFLOW	X	-30.91	-11,584.16
Total Checks and Payments						-11,584.16
<b>Deposits and Credits - 5 items</b>						
Deposit	06/07/2016			X	279.95	279.95
Deposit	06/15/2016			X	303.31	583.26
Deposit	06/15/2016			X	500.00	1,083.26

Harrison Memorial Library  
Reconciliation Detail  
10000 - Wells Fargo Checking, Period Ending 06/30/2016

Type	Date	Num	Name	Cir	Amount	Balance
Deposit	06/21/2016			X	155.15	1,238.41
Deposit	06/28/2016			X	185.71	1,424.12
Total Deposits and Credits						
					1,424.12	1,424.12
Total Cleared Transactions						
					-10,160.04	-10,160.04
Cleared Balance						
					-10,160.04	205,394.67
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 25 items</b>						
Bill Pmt -Check	04/23/2013	2167	THE GREAT JONA...		-275.00	-275.00
Bill Pmt -Check	11/19/2014	2836	DISCOUNT SCHOO...		-62.30	-337.30
Bill Pmt -Check	12/30/2014	2879	DISCOUNT SCHOO...		-69.32	-406.62
Bill Pmt -Check	02/26/2015	2969	KINDER JAM		-150.00	-556.62
Bill Pmt -Check	01/20/2016	3383	FARONICS		-96.50	-653.12
Bill Pmt -Check	06/07/2016	3562	COPIES BY THE SEA		-23.90	-677.02
Bill Pmt -Check	06/15/2016	3574	ENVISIONWARE		-813.45	-1,490.47
Bill Pmt -Check	06/21/2016	3582	TIMOTHY JAMES		-300.00	-1,790.47
Bill Pmt -Check	06/21/2016	3587	TEI Landmark Audio		-31.55	-1,822.02
Bill Pmt -Check	06/22/2016	3588	JOHNSON, STERLI...		-450.00	-2,272.02
Bill Pmt -Check	06/23/2016	3589	AMAZON		-1,389.90	-3,661.92
Bill Pmt -Check	06/23/2016	3591	OFFICE DEPOT		-346.31	-4,008.23
Bill Pmt -Check	06/23/2016	3593	AT&T		-157.72	-4,165.95
Bill Pmt -Check	06/23/2016	3590	BRODART		-136.48	-4,302.43
Bill Pmt -Check	06/23/2016	3592	QUILL.COM		-74.65	-4,377.08
Bill Pmt -Check	06/28/2016	3595	BERNAN		-500.00	-4,877.08
Bill Pmt -Check	06/28/2016	3602	BAKER & TAYLOR		-132.41	-5,009.49
Bill Pmt -Check	06/28/2016	3594	BAKER & TAYLOR		-74.07	-5,083.56
Bill Pmt -Check	06/29/2016	3597	ULINE		-172.55	-5,256.11
Bill Pmt -Check	06/29/2016	3596	OFFICE DEPOT		-85.07	-5,341.18
Bill Pmt -Check	06/29/2016	3603	BAKER & TAYLOR		-40.46	-5,381.64
Bill Pmt -Check	06/30/2016	3599	CASCADA DE FLO...		-500.00	-5,881.64
Bill Pmt -Check	06/30/2016	3598	BAKER & TAYLOR		-127.36	-6,009.00
Bill Pmt -Check	06/30/2016	3601	AMIGOS LIBRARY ...		-35.00	-6,044.00
Bill Pmt -Check	06/30/2016	3600	THE SALINAS CALLI...		-33.64	-6,077.64
Total Checks and Payments						
					-6,077.64	-6,077.64
Total Uncleared Transactions						
					-16,237.68	199,317.03
Register Balance as of 06/30/2016						
<b>New Transactions</b>						
<b>Checks and Payments - 22 items</b>						
Bill Pmt -Check	07/13/2016	3605	CALIFA GROUP		-10,111.00	-10,111.00
Bill Pmt -Check	07/13/2016	3611	OVERDRIVE		-2,100.00	-12,211.00
Bill Pmt -Check	07/13/2016	3620	WELLS FARGO BA...		-1,609.13	-13,820.13
Bill Pmt -Check	07/13/2016	3609	OCLC		-1,601.31	-15,421.44
Bill Pmt -Check	07/13/2016	3617	AT&T CALNET 3		-586.79	-16,008.23

Harrison Memorial Library  
Reconciliation Detail  
10000 - Wells Fargo Checking, Period Ending 06/30/2016

Type	Date	Num	Name	Cir	Amount	Balance
Bill Pmt -Check	07/13/2016	3615	ENGAGED PATRO ...		-495.00	-16,503.23
Bill Pmt -Check	07/13/2016	3619	PUPPET ART THE...		-400.00	-16,903.23
Bill Pmt -Check	07/13/2016	3618	GOLDEN GATE BO...		-325.00	-17,228.23
Bill Pmt -Check	07/13/2016	3606	COMCAST		-125.71	-17,353.94
Bill Pmt -Check	07/13/2016	3604	BAKER & TAYLOR		-124.30	-17,478.24
Bill Pmt -Check	07/13/2016	3614	XEROX		-123.89	-17,602.13
Bill Pmt -Check	07/13/2016	3608	KAL-WEST		-100.00	-17,702.13
Bill Pmt -Check	07/13/2016	3607	GAYLORD		-74.76	-17,776.89
Bill Pmt -Check	07/13/2016	3621	WELLS FARGO		-50.00	-17,826.89
Bill Pmt -Check	07/13/2016	3612	RECORDED BOOKS		-44.77	-17,871.66
Bill Pmt -Check	07/13/2016	3616	BAKER & TAYLOR		-30.75	-17,902.41
Bill Pmt -Check	07/13/2016	3610	OFFICE DEPOT		-25.41	-17,927.82
Bill Pmt -Check	07/13/2016	3613	REDSHIFT		-14.95	-17,942.77
Bill Pmt -Check	07/13/2016	3625	CALIFA GROUP		-9,451.00	-27,393.77
Bill Pmt -Check	07/14/2016	3624	OVERDRIVE		-2,519.31	-29,913.08
Bill Pmt -Check	07/14/2016	3622	TIMOTHY E. SCOT...		-250.00	-30,163.08
Bill Pmt -Check	07/14/2016	3623	BAKER & TAYLOR		-152.75	-30,315.83
Total Checks and Payments						-30,315.83
Total New Transactions						-30,315.83
<b>Ending Balance</b>						<b>169,001.20</b>

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

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

<b>CURRENT ASSETS</b>	
Wells Fargo Checking	199,317.03
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	370,711.48
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	226,000.00
	<hr/>
<b>Total Current Assets</b>	1,118,362.81
	<hr/>
<b>TOTAL ASSETS</b>	<u><u>1,118,362.81</u></u>

**LIABILITIES AND NET ASSETS**

<b>NET ASSETS</b>	
LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	740,183.49
Net Income / Loss	52,820.45
	<hr/>
<b>Total Net Assets</b>	1,118,362.81
	<hr/>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>1,118,362.81</u></u>

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

	June 2016 Actual	YTD Actual	Annual Budget	Budget Balance
<b>Income</b>				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	-	291,100.00	280,000.00	11,100.00
43600 · CPLF-Senior Outreach	-	-	-	-
43700- CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
<b>Total 43000 · CPLF Revenue</b>	<u>-</u>	<u>291,100.00</u>	<u>280,000.00</u>	<u>11,100.00</u>
<b>44000-HML Donations-Unrestricted</b>				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	500.00	1,000.00	500.00	500.00
44500-HML Donations-Materials	-	-	-	-
<b>Total 44000-HML Donations-Unrestricted</b>	<u>500.00</u>	<u>1,000.00</u>	<u>500.00</u>	<u>500.00</u>
<b>45000 · Interest Income</b>				
45100 · Interest-Bradney	-	366.92	1,000.00	(633.08)
45000 · Interest Income - Other	-	3,301.67	-	3,301.67
<b>Total 45000 · Interest Income</b>	<u>-</u>	<u>3,668.59</u>	<u>1,000.00</u>	<u>2,668.59</u>
<b>46000 · Friends of HML</b>				
48000 · Library Operations	-	22,500.00	21,000.00	1,500.00
48005 - Books 4 U Grant	1,214.39	17,994.48	14,450.00	3,544.48
<b>Total Income</b>	<u>1,714.39</u>	<u>336,263.07</u>	<u>316,950.00</u>	<u>19,313.07</u>
<b>Expense</b>				

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

	June 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>60000 · ADMINISTRATION</b>				
60010 · Cash (Over)/ Short	(24.66)	(71.82)	-	-
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	6.60	75.00	(68.40)
60030 · Telephone	727.76	8,428.44	9,400.00	(971.56)
60040 · Facility Maintenance	-	-	-	-
60041 · Cleaning Services	-	-	-	-
60043 · Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	250.00	1,000.00	(750.00)
60060 · Bank Charges/Returned Checks	31.00	144.00	125.00	19.00
60070 · Supplies	699.26	8,020.26	11,700.00	(3,679.74)
60080 · Postage	294.02	1,227.28	1,500.00	(272.72)
60100 · Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	3,900.00	4,225.00	(325.00)
60140 · Audit Services	-	-	-	-
60150 · Building Alarm & Fees	195.00	1,242.00	1,650.00	(408.00)
60160 · Copy Services	-	666.41	14,000.00	(13,333.59)
60170 · Overdue Materials Collection	-	800.00	700.00	100.00
60180 · Advertising	-	790.00	1,550.00	(760.00)
60185 · P.G. Self Storage	200.00	2,400.00	2,400.00	-
60190 · Courier Services	100.00	1,100.00	1,800.00	(700.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,641.00	-
60210 · Staff Training	110.00	1,631.93	3,500.00	(1,868.07)
60220 · Mileage	12.65	406.27	1,000.00	(593.73)
60230 · Professional Memberships	-	1,014.00	1,700.00	(686.00)
60240 · Administration- Contingency	-	-	-	-

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

	June 2016 Actual	YTD Actual	Annual Budget	Budget Balance
<b>Total 60000 · ADMINISTRATION</b>	2,670.03	40,596.37	65,466.00	(24,797.81)
<b>61000 · EQUIPMENT</b>				
61050 · Other Professional Services	-	478.78	600.00	(121.22)
61100 · Equipment Maintenance/Contracts	1,604.04	13,619.45	14,700.00	(1,080.55)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	-	11,510.12	13,960.00	(2,449.88)
61300-Equipment-Replacement	-	-	-	-
<b>Total 61000 · EQUIPMENT</b>	1,604.04	25,608.35	29,260.00	(3,651.65)
<b>62000 · DOCUMENTS</b>				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	2,872.28	19,549.61	22,000.00	(2,450.39)
62110 · MAIN-Book rental	-	31,625.40	29,661.00	1,964.40
62115- MAIN-McNaughton Buyback	-	-	500.00	(500.00)
62120 · MAIN-Large Print	119.03	2,367.35	2,500.00	(132.65)
62130 · MAIN-Fiction	427.35	4,955.61	5,300.00	(344.39)
62140 · MAIN-NF-Travel Cont.	459.85	5,497.04	5,000.00	497.04
62150 · MAIN-Non Fiction	288.75	19,966.35	23,000.00	(3,033.65)
62155 - MAIN-Online Subscription	-	2,401.69	2,100.00	301.69
62160 · MAIN-Ebooks/Additional Titles	-	2,539.91	5,500.00	(2,960.09)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	-	1,161.01	1,200.00	(38.99)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	-	891.02	1,000.00	(108.98)
62210- MAIN-Teen Nonfiction	-	828.06	800.00	28.06
62215-MAIN-Teen DVD	-	139.98	200.00	(60.02)



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

	June 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	102.21	200.00	(97.79)
62310 · REF-Database	566.88	26,037.16	23,030.00	3,007.16
62320 · REF-Continuation	1,311.63	9,841.72	16,000.00	(6,158.28)
62330 · REF-General	141.20	2,429.66	4,000.00	(1,570.34)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	40.05	11,884.80	13,000.00	(1,115.20)
62410 · YS-DataBases	-	2,294.00	2,250.00	44.00
62420 · YS-Audio/Video	-	4,280.00	4,500.00	(220.00)
62510 · LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)
62520 · LH-Documents/ Digital Preserv.	674.33	1,008.17	2,500.00	(1,491.83)
62600 · Serials Subscriptions	1,076.67	8,135.41	12,450.00	(4,314.59)
62700 · Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
<b>Total 62000 · DOCUMENTS</b>	<b>7,978.02</b>	<b>158,079.30</b>	<b>179,661.00</b>	<b>(21,581.70)</b>
<b>66000 · PROGRAMS AND CATALOGING</b>				
66100 · Adult/LH Programming	486.45	1,054.16	1,500.00	(445.84)
66300 · YS-Summer Reading Program	1,733.90	3,712.04	5,000.00	(1,287.96)
66400 · YS-Reading Programs	56.85	5,983.57	6,000.00	(16.43)
66600 · Teen Programs	93.36	361.21	400.00	(38.79)
66700 · OCLC Cataloging	591.91	8,460.89	9,000.00	(539.11)
66750 · Library Cards	-	789.02	800.00	(10.98)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 · Programs/Cataloging Contingency	-	-	-	-
<b>Total 66000 · PROGRAMS/SUPPLIES</b>	<b>2,962.47</b>	<b>20,360.89</b>	<b>22,750.00</b>	<b>(2,389.11)</b>
<b>67000 · INFORMATION SYSTEMS</b>				
67100 · IS-Equipment	41.40	27,110.66	29,000.00	(1,889.34)

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

	June 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 · IS-Hosting and Maintenance	-	8,300.00	8,750.00	(450.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.66	1,697.42	2,415.00	(717.58)
67500 · IS-Software	-	482.44	500.00	(17.56)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	657.19	1,000.00	(342.81)
<b>Total 67000 · INFORMATION SYSTEMS</b>	<b>182.06</b>	<b>38,797.71</b>	<b>43,865.00</b>	<b>(5,067.29)</b>
<b>68000 - RESERVE EXPENDITURES</b>				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
<b>Total 68000- RESERVE EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expense</b>	<b>15,396.62</b>	<b>283,442.62</b>	<b>341,002.00</b>	<b>(57,487.56)</b>
<b>Net Income</b>	<b>(13,682.23)</b>	<b>52,820.45</b>	<b>(24,052.00)</b>	<b>76,800.63</b>

Harrison Memorial Library  
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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3554	06/02/2016	AT&T CALNET 3		10000 · Wells Farg...		-570.04
Bill	8115307	06/02/2016			60030 · Telephone	-566.10	566.10
Bill	8115429	06/02/2016			60030 · Telephone	-3.94	3.94
TOTAL						-570.04	570.04
Bill Pmt -Check	3555	06/02/2016	BAKER & TAYLOR		10000 · Wells Farg...		-325.98
Bill	50141...	06/02/2016			62320 · REF-Contin...	-190.28	190.28
Bill	50141...	06/02/2016			62140 · MAIN-NF-Tr...	-50.71	50.71
Bill	50141...	06/02/2016			62140 · MAIN-NF-Tr...	-62.00	62.00
TOTAL					62320 · REF-Contin...	-22.99	22.99
						-325.98	325.98
Bill Pmt -Check	3556	06/02/2016	HOOPLA		10000 · Wells Farg...		-386.88
Bill	94016...	06/02/2016			62310 · REF-Databa...	-386.88	386.88
TOTAL						-386.88	386.88
Bill Pmt -Check	3557	06/02/2016	THE HERALD		10000 · Wells Farg...		-372.23
Bill	23178	06/02/2016			62600 · Serials Sub...	-372.23	372.23
TOTAL						-372.23	372.23
Bill Pmt -Check	3558	06/02/2016	XEROX		10000 · Wells Farg...		-37.19
Bill	08483...	06/02/2016			61100 · Equipment ...	-37.19	37.19
TOTAL						-37.19	37.19
Bill Pmt -Check	3559	06/02/2016	AMAZON		10000 · Wells Farg...		-1,110.56
Bill	04976...	06/02/2016			62150 · MAIN-Non F...	-29.79	29.79
Bill	19597...	06/02/2016			62130 · MAIN-Fiction	-86.80	86.80
Bill	30199...	06/02/2016			60070 · Supplies	-22.20	22.20
Bill	04976...	06/02/2016			62105 · MAIN-Audio...	-43.98	43.98
Bill	14323...	06/02/2016			62150 · MAIN-Non F...	-13.95	13.95
Bill	14323...	06/02/2016			62105 · MAIN-Audio...	-74.39	74.39
					62105 · MAIN-Audio...	-101.72	101.72
					62105 · MAIN-Audio...	-103.76	103.76

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	03496...	06/02/2016			62130 · MAIN-Fiction	-19.96	19.96
Bill	10498...	06/02/2016			62105 · MAIN-Audio...	-17.55	17.55
Bill	00300...	06/02/2016			66400 · YS-Reading...	-34.72	34.72
Bill	22819...	06/02/2016			62105 · MAIN-Audio...	-77.64	77.64
Bill	22819...	06/02/2016			62105 · MAIN-Audio...	-56.68	56.68
Bill	04976...	06/02/2016			62105 · MAIN-Audio...	-41.81	41.81
Bill	30189...	06/02/2016			62105 · MAIN-Audio...	-19.54	19.54
Bill	25070...	06/02/2016			62150 · MAIN-Non F...	-54.04	54.04
Bill	25559...	06/02/2016			66400 · YS-Reading...	-22.13	22.13
Bill	15925...	06/02/2016			62520 · LH-Docume...	-12.98	12.98
Bill	01600...	06/02/2016			62150 · MAIN-Non F...	-12.99	12.99
Bill	25075...	06/02/2016			60070 · Supplies	-3.00	3.00
					62150 · MAIN-Non F...	-42.57	42.57
Bill	21728...	06/02/2016			62105 · MAIN-Audio...	-14.11	14.11
Bill	25070...	06/02/2016			62105 · MAIN-Audio...	-40.49	40.49
Bill	21728...	06/02/2016			62105 · MAIN-Audio...	-52.04	52.04
Bill	21728...	06/02/2016			62105 · MAIN-Audio...	-97.64	97.64
Bill	22819...	06/02/2016			62105 · MAIN-Audio...	-14.08	14.08
TOTAL						-1,110.56	1,110.56
Bill Pmt -Check	3560	06/02/2016	AMAZON		10000 · Wells Farg...	-257.31	-257.31
Bill	21728...	06/02/2016			62105 · MAIN-Audio...	-257.31	257.31
TOTAL						-257.31	257.31
Bill Pmt -Check	3561	06/07/2016	BAKER & TAYLOR		10000 · Wells Farg...	-92.20	-92.20
Bill	50141...	06/07/2016			62140 · MAIN-NF-Tr...	-92.20	92.20
TOTAL						-92.20	92.20
Bill Pmt -Check	3562	06/07/2016	COPIES BY THE SEA		10000 · Wells Farg...	-23.90	-23.90
Bill	1157	06/07/2016			66300 · YS-Summer...	-23.90	23.90
TOTAL						-23.90	23.90
Bill Pmt -Check	3563	06/07/2016	KAL-WEST		10000 · Wells Farg...	-100.00	-100.00
Bill	00601	06/07/2016			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3564	06/07/2016	RECORDED BOOKS		10000 · Wells Farg...	-41.60	-41.60
Bill	75339...	06/07/2016			62105 · MAIN-Audio...	-41.60	41.60
TOTAL						-41.60	41.60
Bill Pmt -Check	3565	06/07/2016	REDSHIFT		10000 · Wells Farg...	-14.95	-14.95
Bill	1735884	06/07/2016			67400 · IS-Telecom ...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3566	06/07/2016	BAKER & TAYLOR		10000 · Wells Farg...	-300.77	-300.77
Bill	40116...	06/07/2016			62130 · MAIN-Fiction 62150 · MAIN-Non F... 62400 · YS-Collection	-239.47 -53.13 -8.17	239.47 53.13 8.17
TOTAL						-300.77	300.77
Bill Pmt -Check	3567	06/08/2016	BAKER & TAYLOR		10000 · Wells Farg...	-32.84	-32.84
Bill	50141...	06/08/2016			62140 · MAIN-NF-Tr...	-32.84	32.84
TOTAL						-32.84	32.84
Bill Pmt -Check	3568	06/08/2016	GOLDEN GATE BO...		10000 · Wells Farg...	-325.00	-325.00
Bill	6851	06/08/2016			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3569	06/09/2016	NATASHA KALUZA		10000 · Wells Farg...	-460.00	-460.00
Bill	060816	06/09/2016			66300 · YS-Summer...	-460.00	460.00
TOTAL						-460.00	460.00
Bill Pmt -Check	3570	06/09/2016	U.S. POSTAL SERI...		10000 · Wells Farg...	-240.00	-240.00
Bill	06302...	06/09/2016			60080 · Postage	-240.00	240.00
TOTAL						-240.00	240.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3571	06/09/2016	WELLS FARGO		10000 · Wells Farg...		-886.48
Bill	06022...	06/09/2016			66600 · Teen Progra...	-23.56	23.56
					66100 · Adult/ LH Pr...	-87.07	87.07
					66100 · Adult/ LH Pr...	-9.95	9.95
					62330 · REF-General	-141.20	141.20
					62520 · LH-Docume...	-141.20	141.20
					60210 · Staff Training	-75.00	75.00
					62105 · MAIN-Audio...	-338.70	338.70
					66600 · Teen Progra...	-69.80	69.80
TOTAL						-886.48	886.48
Bill Pmt -Check	3572	06/15/2016	BAKER & TAYLOR		10000 · Wells Farg...		-290.72
Bill	50141...	06/15/2016			62320 · REF-Contin...	-40.08	40.08
Bill	40116...	06/15/2016			62105 · MAIN-Audio...	-159.33	159.33
Bill	40116...	06/15/2016			62400 · YS-Collection	-31.88	31.88
					62120 · MAIN-Large...	-40.29	40.29
					62150 · MAIN-Non F...	-19.14	19.14
TOTAL						-290.72	290.72
Bill Pmt -Check	3573	06/15/2016	COMCAST		10000 · Wells Farg...		-125.71
Bill	6/2/16	06/15/2016			67400 · IS-Telecom ...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3574	06/15/2016	ENVISIONWARE		10000 · Wells Farg...		-813.45
Bill	INV-U...	06/15/2016			61100 · Equipment ...	-813.45	813.45
TOTAL						-813.45	813.45
Bill Pmt -Check	3575	06/15/2016	OCLC		10000 · Wells Farg...		-591.91
Bill	467005	06/15/2016			66700 · OCLC Catal...	-591.91	591.91
TOTAL						-591.91	591.91
Bill Pmt -Check	3576	06/15/2016	SAN FRANCISCO C...		10000 · Wells Farg...		-670.80
Bill	7344372	06/15/2016			62600 · Serials Sub...	-670.80	670.80

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-670.80	670.80
Bill Pmt -Check	3577	06/21/2016	BAKER & TAYLOR		10000 · Wells Farg...		-559.09
Bill	40116...	06/21/2016			62130 · MAIN-Fiction	-21.99	21.99
Bill	50141...	06/21/2016			62150 · MAIN-Non F...	-32.28	32.28
Bill	50141...	06/21/2016			62320 · REF-Contin...	-314.98	314.98
Bill	50141...	06/21/2016			62320 · REF-Contin...	-71.98	71.98
TOTAL					62140 · MAIN-NF-Tr...	-117.86	117.86
TOTAL						-559.09	559.09
Bill Pmt -Check	3578	06/21/2016	BIG TIME VIDEO S...		10000 · Wells Farg...		-347.60
Bill	1095	06/21/2016			62520 · LH-Docume...	-347.60	347.60
TOTAL						-347.60	347.60
Bill Pmt -Check	3579	06/21/2016	DATAFLOW		10000 · Wells Farg...		-30.91
Bill	185411	06/21/2016			61100 · Equipment ...	-30.91	30.91
TOTAL						-30.91	30.91
Bill Pmt -Check	3580	06/21/2016	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	28631	06/21/2016			60185 · P. G. Self Sl...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3581	06/21/2016	RECTOR, AMY		10000 · Wells Farg...		-141.17
Bill	6/10/16	06/21/2016			66100 · Adult/ LH Pr...	-141.17	141.17
TOTAL						-141.17	141.17
Bill Pmt -Check	3582	06/21/2016	TIMOTHY JAMES		10000 · Wells Farg...		-300.00
Bill	61516	06/21/2016			66300 · YS-Summer...	-300.00	300.00
TOTAL						-300.00	300.00
Bill Pmt -Check	3583	06/21/2016	TRI-COUNTY BUSI...		10000 · Wells Farg...		-41.40

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	CNINO...	06/21/2016			67100 · IS-Equipment	-41.40	41.40
TOTAL						-41.40	41.40
Bill Pmt -Check	3584	06/21/2016	CALIFA GROUP		10000 · Wells Fargo...		-180.00
Bill	8665	06/21/2016			62310 · REF-Databa...	-180.00	180.00
TOTAL						-180.00	180.00
Bill Pmt -Check	3585	06/21/2016	OTIS ELEVATOR		10000 · Wells Fargo...		-722.49
Bill	SJM6...	06/21/2016			61100 · Equipment ...	-333.45	333.45
Bill	SJM6...	06/21/2016			61100 · Equipment ...	-389.04	389.04
TOTAL						-722.49	722.49
Bill Pmt -Check	3586	06/21/2016	SENTRY		10000 · Wells Fargo...		-195.00
Bill	2032141	06/21/2016			60150 · Building Ala...	-195.00	195.00
TOTAL						-195.00	195.00
Bill Pmt -Check	3587	06/21/2016	TEI Landmark Audio		10000 · Wells Fargo...		-31.55
Bill	11840...	06/21/2016			60070 · Supplies	-31.55	31.55
TOTAL						-31.55	31.55
Bill Pmt -Check	3588	06/22/2016	JOHNSON, STERLI...		10000 · Wells Fargo...		-450.00
Bill	06212...	06/22/2016			66300 · YS-Summer...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	3589	06/23/2016	AMAZON		10000 · Wells Fargo...		-1,389.90
Bill	22819...	06/23/2016			62105 · MAIN-Audio ...	-217.49	217.49
Bill	26341...	06/23/2016			62105 · MAIN-Audio ...	-84.45	84.45
Bill	26341...	06/23/2016			62105 · MAIN-Audio ...	-34.74	34.74
Bill	26341...	06/23/2016			62105 · MAIN-Audio ...	-102.64	102.64
Bill	26341...	06/23/2016			62105 · MAIN-Audio ...	-21.67	21.67
Bill	26341...	06/23/2016			62105 · MAIN-Audio ...	-272.88	272.88
Bill	26175...	06/23/2016			62130 · MAIN-Fiction	-18.72	18.72



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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	25401...	06/23/2016			62105 · MAIN-Audio...	-18.46	18.46
Bill	25401...	06/23/2016			62105 · MAIN-Audio...	-125.18	125.18
Bill	25401...	06/23/2016			62105 · MAIN-Audio...	-131.67	131.67
Bill	28720...	06/23/2016			62130 · MAIN-Fiction	-11.26	11.26
Bill	18046...	06/23/2016			62130 · MAIN-Fiction	-13.94	13.94
Bill	25401...	06/23/2016			62105 · MAIN-Audio...	-14.55	14.55
Bill	13248...	06/23/2016			62150 · MAIN-Non F...	-10.86	10.86
Bill	00901...	06/23/2016			62105 · MAIN-Audio...	-19.54	19.54
Bill	00901...	06/23/2016			62130 · MAIN-Fiction	-15.21	15.21
Bill	21728...	06/23/2016			62105 · MAIN-Audio...	-25.99	25.99
Bill	00901...	06/23/2016			62105 · MAIN-Audio...	-163.77	163.77
Bill	00901...	06/23/2016			62105 · MAIN-Audio...	-86.88	86.88
TOTAL						-1,389.90	1,389.90
Bill Pmt -Check	3590	06/23/2016	BRODART		10000 · Wells Farg...		-136.48
Bill	439283	06/23/2016			60070 · Supplies	-136.48	136.48
TOTAL						-136.48	136.48
Bill Pmt -Check	3591	06/23/2016	OFFICE DEPOT		10000 · Wells Farg...		-346.31
Bill	84422...	06/23/2016			60070 · Supplies	-346.31	346.31
TOTAL						-346.31	346.31
Bill Pmt -Check	3592	06/23/2016	QUILL.COM		10000 · Wells Farg...		-74.65
Bill	6601071	06/23/2016			60070 · Supplies	-74.65	74.65
TOTAL						-74.65	74.65
Bill Pmt -Check	3593	06/23/2016	AT&T		10000 · Wells Farg...		-157.72
Bill	050 9...	06/23/2016			60030 · Telephone	-81.22	81.22
Bill	831 6...	06/23/2016			60030 · Telephone	-76.50	76.50
TOTAL						-157.72	157.72
Bill Pmt -Check	3594	06/28/2016	BAKER & TAYLOR		10000 · Wells Farg...		-74.07
Bill	50141...	06/28/2016			62140 · MAIN-NF-Tr...	-32.84	32.84
Bill	50141...	06/28/2016			62320 · REF-Contin...	-41.23	41.23

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-74.07	74.07
Bill Pmt -Check	3595	06/28/2016	BERNAN		10000 · Wells Fargo...		
Bill	BP8294	06/28/2016			62320 · REF-Contin...	-500.00	-500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	3596	06/29/2016	OFFICE DEPOT		10000 · Wells Fargo...		
Bill	84619...	06/29/2016			60070 · Supplies	-61.37	-85.07
Bill	84619...	06/29/2016			60070 · Supplies	-23.70	61.37
TOTAL						-85.07	23.70
Bill Pmt -Check	3597	06/29/2016	ULINE		10000 · Wells Fargo...		
Bill	78148...	06/29/2016			62520 · LH-Docume...	-172.55	-172.55
TOTAL						-172.55	172.55
Bill Pmt -Check	3598	06/30/2016	BAKER & TAYLOR		10000 · Wells Fargo...		
Bill	50141...	06/30/2016			62140 · MAIN-NF-Tr...	-37.73	-127.36
Bill	50141...	06/30/2016			62320 · REF-Contin...	-89.63	37.73
TOTAL						-127.36	89.63
Bill Pmt -Check	3599	06/30/2016	CASCADA DE FLO...		10000 · Wells Fargo...		
Bill	6/29/16	06/30/2016			66300 · YS-Summer...	-500.00	-500.00
TOTAL						-500.00	500.00
Bill Pmt -Check	3600	06/30/2016	THE SALINAS CALI...		10000 · Wells Fargo...		
Bill	SC30...	06/30/2016			62600 · Serials Sub...	-33.64	-33.64
TOTAL						-33.64	33.64
Bill Pmt -Check	3601	06/30/2016	AMIGOS LIBRARY ...		10000 · Wells Fargo...		
Bill	264522	06/30/2016			60210 · Staff Training	-35.00	-35.00

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-35.00	35.00
Bill Pmt -Check	3602	06/28/2016	BAKER & TAYLOR		10000 · Wells Farg...		-132.41
Bill	40116...	06/15/2016			62150 · MAIN-Non F...	-20.00	20.00
Bill	50141...	06/15/2016			62120 · MAIN-Large...	-78.74	78.74
TOTAL					62140 · MAIN-NF-Tr...	-33.67	33.67
						-132.41	132.41
Bill Pmt -Check	3603	06/29/2016	BAKER & TAYLOR		10000 · Wells Farg...		-40.46
Bill	50141...	06/28/2016			62320 · REF-Contin...	-40.46	40.46
TOTAL						-40.46	40.46