



CITY OF CARMEL-BY-THE-SEA

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

President Tara Twomey,
Timothy Blomgren, Richard Flower,
William Godwin, and Niels Reimers

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

REGULAR MEETING 7/26/2017 9:00 a.m.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Trustees. Matters not appearing on Trustees' agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names in order that they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

A. Announcements from President and Trustees

CONSENT AGENDA Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Board or the public may ask that any items be considered individually for purposes of Board discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. Approval of the minutes for the 6/28/2017 meeting. (pp. 1-3)

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

2. Receive a report from the Carmel Public Library Foundation regarding recent CPLF activities.
3. Receive a report from Local History Librarian Katie O'Connell regarding library items digitized through the California Audiovisual Preservation Project grant. (pp. 4 – 7)
4. Receive Fiscal Year 2016/17 library budget review.
(pp. 8 – 19)
5. Receive the Librarian's Report.
 - A. April 2017 and May 2017 Statistics (pp. 20 – 31)
 - B. Recruitments

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7th Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 7/19/2017 in accordance with the applicable legal requirements.



Carolina Lopez, Administrative Assistant

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

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

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

June 28, 2017

CALL TO ORDER AND ROLL CALL

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

PRESENT:	BLOMGREN, FLOWER, GODWIN, REIMERS, TWOMEY
ABSENT:	NONE
STAFF PRESENT:	Janet Bombard, Library Director Carolina Lopez, Administrative Assistant

PLEDGE OF ALLEGIANCE

No flag was present at the meeting since it was held at the Babcock room in Sunset Center.

PUBLIC APPEARANCES

No public appearances.

ANNOUNCEMENTS

Board President Twomey attended the Sterling Circle reception held at the Main library and it was a very well attended program.

CONSENT AGENDA

1. Approval of the minutes for the 5/25/2017 meeting.

Board Member REIMERS moved to, **approve the Minutes of the May 25, 2017 Regular Meeting,** seconded by Board Member GODWIN and carried by the following roll call vote:

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

ORDERS OF BUSINESS

2. Receive a report from the Carmel Public Library Foundation regarding recent CPLF activities

CPLF Board president Heather Brebaugh announced that the Carmel Rotary Club donated \$40,000 for the Park Branch lobby renovation project. The renovations will consist of a technology board for the kids and new furniture. The Sterling Circle was a great success; Brebaugh thanked the board members who attended. CPLF member Ben Heinrich was the guest speaker.

3. Authorize the closure of both library buildings on Tuesday, August 15, 2017 for a staff training day

Board Member GODWIN moved to, **approve the closure of both buildings on Tuesday, August 15, 2017,** seconded by Board Member REIMERS and carried by the following roll call vote:

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

ABSENT: NONE
ABSTAIN: NONE

4. Accept LSTA (Library Services Technology Act) grant for the purchase of bilingual books for children in the amount of \$1,000

Board Member BLOMGREN moved to, **accept the LSTA grant for the purchase of bilingual books for children in the amount of \$1000**, seconded by Board Member GODWIN and carried by the following roll call vote:

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

5. Appoint an Ad Hoc Committee to compile a historical statistical trends report

The board discussed, and asked questions. President Twomey appointed board members Godwin and Reimers to the ad hoc committee.

6. Accept the 4th quarter Carmel Public Library Foundation distribution in the amount of \$72,775

Board Member REIMERS moved to, **accept the 4th quarter Carmel Public Library Foundation distribution in the amount of \$72,775**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

7. Receive the Librarian's Report

No statistics this month.

The Park Branch renovations are 100% complete and staff is receiving positive feedback. The summer reading program in both branches has begun and will end July 29, 2017.

8. Receive the Treasurer's report and accept the 5/31/2017 check registers and financial statements

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

Board Member REIMERS moved to, **accept the May Financial Statement and Check Register**, seconded by Board Member GODWIN and carried by the following roll call vote:

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

FUTURE AGENDA ITEMS

No items discussed.

ADJOURNMENT

There being no further business to come before the Board, President Twomey declared the meeting adjourned at 9:48 am. The next regular meeting is scheduled for July 26, 2017. The next library board meeting will be held at City Hall chambers.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

Approved by:

Tara Twomey, President, Library Board of Trustees



**Carmel-
by-the-Sea**

Katie O'Connell <koconnell@ci.carmel.ca.us>

CAVPP | Your files are online! | Harrison Memorial Library

Kristin Lipska <klipska@berkeley.edu>

Fri, Jul 14, 2017 at 2:45 PM

To: Katie O'Connell <koconnell@ci.carmel.ca.us>, California Preservation Program Digital Preservation Service <dps@calpreservation.org>

Dear Katie,

We are pleased to inform you that the items you submitted for CAVPP are now available online through the Internet Archive:

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

In addition to sharing copies of these files via the Internet Archive, CAVPP shares metadata (with links back to IA) via [WorldCat](#), [PopUp Archive](#) and the [Home Movie Registry](#). Also, we are contributing metadata to [Calisphere](#) and [Digital Public Library of America](#).

Please note - there may be charges associated with renaming, trimming, or other post-production work on the files. Please see the "Vendor Expectations" section of our [specifications document](#) for more information.

Review your files:

As part of our service the CAVPP checks the technical specifications of each file state - see our current Quality Assurance steps [here](#).

As partners, your role is to select titles, to review the digitized recordings to confirm their value to the collection, and to correct/enrich the descriptive metadata in order to support their discovery. Since many of the California Light and Sound recordings digitized to date could not be viewed prior to digitization, the value of having the owning partner view/listen to each digitized recording, identify and confirm its value to the collection, and correct/enrich its descriptive metadata, is becoming quite apparent.

We are asking partners to:

1. Play the online access copy (at the Internet Archive) in its entirety if staff time permits.
2. Confirm that image and sound quality are adequate for patron use (within 30 days).
3. Check for evidence of an incomplete recording (within 30 days).
4. Add your own quality feedback notes. Check the 'CAVPP Quality Control Notes' field at the bottom of each record in [Islandora](#) for Vendor Technician notes and CAVPP QC notes. Add

additional notes and report problems to the CAVPP here as 'Partner QC notes' (within 30 days).

5. At minimum verify that the content corresponds to associated metadata. Correct/enrich descriptive metadata in Islandora. (There is no deadline for improving or updating your metadata)
6. *Please notify the CAVPP when you are done adding QC Notes or editing the metadata for a batch of recordings.* The CAVPP will identify your changes and update the online record at the Internet Archive.

After you approve the files, your originals will be returned to you directly from the vendor. Please check your files for technical issues **within 30 days** of this email.

Get copies of your files:

Will you want copies of your files? In practice with the digital archival principle of redundancy, we encourage partner archives to store at least one copy of each digital object on hard disk drives (HDDs) or servers at their institution. Plus it may be convenient to have copies available locally. Rest assured the CAVPP will preserve your digital objects on two sets of LTO digital tape - one stored here in the East Bay and the other copy stored in Pennsylvania - and the access files will be backed up at archive.org as well.

Within 30 days, please contact the digitization vendor, Media Preserve, if you'd like copies of your files. Felicia Boretzky (boretzky@themediapreserve.com) is our contact there. Let them know you'd like files for ccarml_000001 - ccarml_000008. You can send the vendor a drive or purchase one directly. Please note that you are responsible for the cost of shipping the drive.

As a new partner, there are a few steps to setting up your collection at the Internet Archive. Please see the "Long-term access" section of our [Workflow Overview](#) for more information.

Please let us know if you have any questions about your online collection at archive.org.

Thank you,
Kristin

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Kristin Lipska
California Preservation Program
Preservation Department
20 Doe Library
University of California, Berkeley
Berkeley, CA 94720
phone: 510.642.3885

California Preservation Program

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California Audiovisual Preservation Project

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In partnership with more than [150 California libraries, archives, and museums](#), the California Preservation

Program is undertaking an urgently needed project to digitize, provide online access, and preserve historic

California audiovisual recordings, creating a comprehensive [online collection](#) of film, video and audio recordings documenting California history.

California's audiovisual heritage must be saved before it is too late; historic analog recordings are threatened by fragile physical condition, format obsolescence, and lack of playback equipment.

The California Audiovisual Preservation Project (CAVPP) gathers best archival practices for moving image and sound preservation and establishes low-cost, practical standards to help collecting organizations move from the analog age to the digital age. Online access is provided by the [Internet Archive](#) for teaching, research and study. Storage of files for long-term preservation is provided by the [CAVPP](#). Project funding has been received from the California State Library, the

National Endowment for the Humanities (NEH) and the Institute of Museum and Library Services (IMLS).

All recordings nominated for digitization should follow the Project's selection criteria:

- statewide and/or local historical significance that contributes to an understanding of the history of California and its people – ideally featuring widely known names and events
- risk of loss due to physical condition and format obsolescence
- never published commercially– must be primary source material
- intellectual property in the public domain, held by the owning library, or secured from the rights holder, when possible
- descriptive metadata provided by the owning archive
- titles most requested by users

In general, the following content should be excluded:

- institutional history unless the institution is/was among the major contributors in California on the recording's subject
 - high school, collegiate and university sports
 - recording duplicates or heavily overlaps a recording that has already been digitized

Please visit the [California Light and Sound collection](#) to get a sense of the content preserved thus far.

Tools and Documents



CITY OF CARMEL-BY-THE-SEA

Harrison Memorial Library Board of Trustees

Staff Report

July 26, 2017
Orders

TO: Harrison Memorial Library Board of Trustees
FROM: Janet Bombard, Library Director
SUBJECT: Receive Fiscal Year 2016/17 library budget review.

RECOMMENDATION

Receive the Fiscal Year 2016/17 library budget review.

BACKGROUND / SUMMARY

Fiscal Year 2016/17 Library revenues either met or exceeded projected income:

- Projected revenues from the Carmel Public Library Foundation came in on target at \$291,000.
- Donation revenue exceeded the budget projection of \$500 by \$6,795, mainly due to a \$5,000 bequest and a restricted donation in the amount of \$1,000 from the Carmel Presbyterian Church.
- Interest income, which was budgeted at \$2,000 based on the previous fiscal year's income of \$2,600, rose by \$4,306. The increase was due to better LAIF yields (see attachment 2) and an increase of \$96,305 in the library's Reserve funds over the past year (see attachment 3).
- Friends of the Library funding exceeded projections due to a large private donation that was passed on to the library along with the proceeds from the annual book sale.
- Library operations, which had been projected at \$16,000, finished at \$16,024.

Total income from all sources was \$345,825: \$14,825 more than projected.

The library came in under budget in all expense categories; however, certain individual line items went over budget, including:

- Postage.
- Building alarm fees.
- Staff training.
- Equipment maintenance/contracts.
- Teen fiction.
- Reference continuations.
- Local History documents/digital preservation.
- Website maintenance and enhancement.
- Information Systems - other technical support.

The majority of the budget overages were not excessive. Notable exceptions include the following:

- The Equipment Maintenance/Contracts line item was over budget by \$2,408, due to a new company, Bibliotheca, acquiring 3M - the company with whom the library was under contract for the security gates, self-checkout machines and library materials magnetizer/demagnetizers – and raising the maintenance/contract rates.
- The Information Systems - Other Technical Support line item went over budget by \$935.05 due to the failure of the Park Branch library phone system hard drive, necessitating the purchase and installation of a new hard drive.

ATTACHMENTS

1. Harrison Memorial Library Actual vs. Budget/Percentage July 2016 through June 2017
2. LAIF Pooled Money Investment Account average monthly yields
3. Harrison Memorial Library Statements of Assets, Liabilities, and Net Assets dated June 30, 2016 and May 31, 2017

Harrison Memorial Library
Actual vs. Budget/Percentage
July 2016 through June 2017

Ordinary Income/Expense	Jul '16 - Jun 17	Budget	\$ Over Budget
Income			
43000 · CPLF REVENUE	72,775.00		
43300 · CPLF-Endowment	218,325.00	291,000.00	-72,675.00
43400 · CPLF-Library Materials/Support	0.00	0.00	0.00
43700 · CPLF-Designated Gift			
Total 43000 · CPLF REVENUE	291,100.00	291,000.00	100.00
44000 · HML DONATIONS REVENUE			
44400 · HML Donations-Unrestricted	7,295.00	500.00	6,795.00
44500 · HML Donations-Materials	0.00	0.00	0.00
44000 · HML DONATIONS REVENUE - Other	100.00		
Total 44000 · HML DONATIONS REVENUE	7,395.00	500.00	6,895.00
45000 · INTEREST INCOME			
45100 · Interest-Bradney	630.62	0.00	630.62
45200 · Interest Income-Other	5,675.42	2,000.00	3,675.42
Total 45000 · INTEREST INCOME	6,306.04	2,000.00	4,306.04
46000 · Friends of HML			
48000 · Library Operations	25,000.00	21,500.00	3,500.00
	16,024.04	16,000.00	24.04
Total Income	345,825.08	331,000.00	14,825.08
Expense			
60000 · ADMINISTRATION			
60010 · Cash (Over)/ Short	-20.72	0.00	-20.72
60015 · Over-Ring Cash	0.00	0.00	0.00
60020 · Documents-Refunds/Lost	0.00	50.00	-50.00
60030 · Telephone	7,530.10	9,700.00	-2,169.90
60043 · Furnishings-Repair/Maintenance	0.00	500.00	-500.00
60050 · Donor Acknowledgment/Signs	919.85	1,300.00	-380.15
60060 · Bank Charges/Returned Checks	51.00	125.00	-74.00
60070 · Supplies			
60075 · Teen Room Supplies	313.68	400.00	-86.32
60070 · Supplies - Other	6,664.51	11,700.00	-5,035.49
Total 60070 · Supplies	6,978.19	12,100.00	-5,121.81
60080 · Postage	1,202.86	1,050.00	152.86
60130 · Bookkeeping Services	4,000.00	4,333.00	-333.00
60150 · Building Alarm & Fees	1,492.00	1,100.00	392.00
60160 · Copy Services	124.38	1,500.00	-1,375.62
60170 · Overdue Materials Collection	0.00	800.00	-800.00
60180 · Advertising	586.50	900.00	-313.50
60185 · P.G. Self Storage	2,400.00	2,400.00	0.00
60190 · Courier Services	1,150.00	1,800.00	-650.00

ATTACHMENT 1

Harrison Memorial Library
Actual vs. Budget/Percentage
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget
60205 · MOBAC/PLP Membership	8,641.00	11,641.00	-3,000.00
60210 · Staff Training	-2,634.01	2,500.00	734.01
60220 · Mileage	418.18	500.00	-81.82
60230 · Professional Memberships	1,181.00	1,700.00	-519.00
Total 60000 · ADMINISTRATION	39,288.35	53,999.00	-14,710.65
61000 · EQUIPMENT			
61050 · Other Professional Services	0.00	300.00	-300.00
61100 · Equipment Maintenance/Contracts	15,408.41	13,000.00	2,408.41
61200 · Equipment-New	4,598.43	17,459.00	-12,860.57
Total 61000 · EQUIPMENT	20,006.84	30,759.00	-10,752.16
62000 · DOCUMENTS			
62105 · MAIN-Audio Visual	20,407.94	22,000.00	-1,592.06
62110 · MAIN-Book rental	31,625.40	32,000.00	-374.60
62115 · MAIN-McNaughton Buyback	1,086.25	1,200.00	-113.75
62120 · MAIN-Large Print	1,817.79	2,000.00	-182.21
62130 · MAIN-Fiction	4,772.13	5,300.00	-527.87
62140 · MAIN-NF-Travel Cont.	4,500.10	5,000.00	-499.90
62150 · MAIN-Non Fiction	21,640.81	23,000.00	-1,359.19
62155 · MAIN - OVERDRIVE Subscription	2,100.00	2,100.00	0.00
62160 · MAIN-EBooks/Additional Titles	5,475.55	5,500.00	-24.45
62180 · MAIN-Special Category	0.00	50.00	-50.00
62190 · MAIN-Teen Fiction	1,254.99	1,200.00	54.99
62200 · MAIN-Amazon Prime Membership	107.54	120.00	-12.46
62205 · MAIN_Adult Graphic Novel	855.51	1,000.00	-144.49
62210 · MAIN_Teen Nonfiction	656.01	800.00	-143.99
62215 · MAIN_Teen DVD	120.27	200.00	-79.73
62220 · MAIN_Teen Audio	181.98	200.00	-18.02
62310 · REF-Database	19,673.82	28,500.00	-8,826.18
62320 · REF-Continuation	11,120.08	11,000.00	120.08
62330 · REF-General	2,075.62	3,500.00	-1,424.38
62340 · HML Designated Gift-Materials	0.00	0.00	0.00
62400 · YS-Collection	11,187.64	13,000.00	-1,812.36
62410 · YS-Databases	2,160.00	2,294.00	-134.00
62420 · YS-Audio/Video	3,598.03	4,500.00	-901.97
62510 · LH-Conservation Supplies	2,371.74	2,500.00	-128.26
62520 · LH-Documents/ Digital Preserv.	2,567.87	2,500.00	67.87
62600 · Serials Subscriptions	8,758.26	12,000.00	-3,241.74
62700 · Professional Collection	0.00	200.00	-200.00
Total 62000 · DOCUMENTS	160,115.33	181,664.00	-21,548.67
66000 · PROGRAMS AND CATALOGING			
66100 · Adult/ LH Programming	2,433.57	3,000.00	-566.43
66300 · YS-Summer Reading Program	4,183.12	5,000.00	-816.88
66400 · YS-Reading Programs	5,804.00	6,000.00	-196.00

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Harrison Memorial Library
Actual vs. Budget/Percentage
July 2016 through June 2017

	Jul '16 - Jun '17	Budget	\$ Over Budget
Total 66000 · PROGRAMS AND CATALOGING	22,302.33	24,200.00	-1,897.67
66600 · Teen Programs	205.38	250.00	-44.62
66700 · OCLC Cataloging	8,917.59	9,050.00	-132.41
66750 · Library Cards	758.67	900.00	-141.33
Total 67000 · INFORMATION SYSTEMS	18,382.31	47,354.00	-28,971.69
67100 · IS-Equipment	1,790.51	29,000.00	-27,209.49
67200 · IS-Hosting and Maintenance	8,369.97	8,750.00	-380.03
67400 · IS-Telecom Provider	4,062.78	7,204.00	-3,141.22
67500 · IS-Software	0.00	500.00	-500.00
67600 · IS-Website Maint. & Enhance.	1,799.00	1,500.00	299.00
67800 · IS-Other Technical Support	1,335.05	400.00	935.05
67890 · Mobile Print Subscription	1,025.00		
Total 68000 · RESERVE EXPENDITURES	3,171.46		
68000 · RESERVE EXPENDITURES	3,171.46		
68900 · Strategic Plan Implementation			
Total Expense	263,266.62	337,976.00	-74,709.38
Net Ordinary Income	82,558.46	-6,976.00	89,534.46
Other Income/Expense			
Other Expense	0.00	0.00	0.00
99999 · Journal Entries	0.00	0.00	0.00
Total Other Expense	0.00	0.00	0.00
Net Other Income	0.00	0.00	0.00
Net Income	82,558.46	-6,976.00	89,534.46

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Harrison Memorial Library
Actual vs. Budget/Percentage
July 2016 through June 2017

Ordinary Income/Expense Income	% of Budget
43000 · CPLF REVENUE	
43300 · CPLF-Endowment	75.0%
43400 · CPLF-Library Materials/Support	0.0%
43700 · CPLF-Designated Gift	
Total 43000 · CPLF REVENUE	100.0%
44000 · HML DONATIONS REVENUE	
44400 · HML Donations-Unrestricted	1,459.0%
44500 · HML Donations-Materials	0.0%
44000 · HML DONATIONS REVENUE - Other	
Total 44000 · HML DONATIONS REVENUE	1,479.0%
45000 · INTEREST INCOME	
45100 · Interest-Bradney	100.0%
45200 · Interest Income-Other	283.8%
Total 45000 · INTEREST INCOME	315.3%
46000 · Friends of HML	116.3%
48000 · Library Operations	100.2%
Total Income	104.5%
Expense	
60000 · ADMINISTRATION	
60010 · Cash (Over)/ Short	100.0%
60015 · Over-Ring Cash	0.0%
60020 · Documents-Refunds/Lost	0.0%
60030 · Telephone	77.6%
60043 · Furnishings-Repair/Maintenance	0.0%
60050 · Donor Acknowledgement/Signs	70.8%
60060 · Bank Charges/Returned Checks	40.8%
60070 · Supplies	
60075 · Teen Room Supplies	78.4%
60070 · Supplies - Other	57.0%
Total 60070 · Supplies	57.7%
60080 · Postage	114.6%
60130 · Bookkeeping Services	92.3%
60150 · Building Alarm & Fees	135.6%
60160 · Copy Services	8.3%
60170 · Overdue Materials Collection	0.0%
60180 · Advertising	65.2%
60185 · P.G. Self Storage	100.0%
60190 · Courier Services	63.9%

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Harrison Memorial Library
Actual vs. Budget/Percentage
July 2016 through June 2017

	% of Budget
60205 · MOBAC/PLP Membership	74.2%
60210 · Staff Training	105.4%
60220 · Mileage	83.6%
60230 · Professional Memberships	69.5%
Total 60000 · ADMINISTRATION	72.8%
61000 · EQUIPMENT	
61050 · Other Professional Services	0.0%
61100 · Equipment Maintenance/Contracts	118.5%
61200 · Equipment-New	26.3%
Total 61000 · EQUIPMENT	65.0%
62000 · DOCUMENTS	
62105 · MAIN-Audio Visual	92.8%
62110 · MAIN-Book rental	98.8%
62115 · MAIN-McNaughton Buyback	90.5%
62120 · MAIN-Large Print	90.9%
62130 · MAIN-Fiction	90.0%
62140 · MAIN-NF-Travel Cont.	90.0%
62150 · MAIN-Non Fiction	94.1%
62155 · MAIN - OVERDRIVE Subscription	100.0%
62160 · MAIN-EBooks/Additional Titles	99.6%
62180 · MAIN-Special Category	0.0%
62190 · MAIN-Teen Fiction	104.6%
62200 · MAIN-Amazon Prime Membership	89.6%
62205 · MAIN_Adult Graphic Novel	85.6%
62210 · MAIN_Teen Nonfiction	82.0%
62215 · MAIN_Teen DVD	60.1%
62220 · MAIN_Teen Audio	91.0%
62310 · REF-Database	69.0%
62320 · REF-Continuation	101.1%
62330 · REF-General	59.3%
62340 · HML Designated Gift-Materials	0.0%
62400 · YS-Collection	86.1%
62410 · YS-Databases	94.2%
62420 · YS-Audio/Video	80.0%
62510 · LH-Conservation Supplies	94.9%
62520 · LH-Documents/ Digital Preserv.	102.7%
62600 · Serials Subscriptions	73.0%
62700 · Professional Collection	0.0%
Total 62000 · DOCUMENTS	88.1%
66000 · PROGRAMS AND CATALOGING	
66100 · Adult/ LH Programming	81.1%
66300 · YS-Summer Reading Program	83.7%
66400 · YS-Reading Programs	96.7%

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Harrison Memorial Library
Actual vs. Budget/Percentage
 July 2016 through June 2017

	% of Budget
66600 · Teen Programs	82.2%
66700 · OCLC Cataloging	98.5%
66750 · Library Cards	84.3%
Total 66000 · PROGRAMS AND CATALOGING	92.2%
67000 · INFORMATION SYSTEMS	
67100 · IS-Equipment	6.2%
67200 · IS-Hosting and Maintenance	95.7%
67400 · IS-Telecom Provider	56.4%
67500 · IS-Software	0.0%
67600 · IS-Website Maint. & Enchance.	119.9%
67800 · IS-Other Technical Support	333.8%
67890 · Mobile Print Subscription	
Total 67000 · INFORMATION SYSTEMS	38.8%
68000 · RESERVE EXPENDITURES	
68900 · Strategic Plan Implementation	
Total 68000 · RESERVE EXPENDITURES	
Total Expense	77.9%
Net Ordinary Income	-1,183.5%
Other Income/Expense	
Other Expense	
99999 · Journal Entries	0.0%
Total Other Expense	0.0%
Net Other Income	0.0%
Net Income	-1,183.5%

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California State Treasurer
John Chiang



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POOLED MONEY INVESTMENT ACCOUNT

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1977	5.770	5.660	5.660	5.650	5.760	5.850	5.930	6.050	6.090	6.090	6.610	6.730
1978	6.920	7.050	7.140	7.270	7.386	7.569	7.652	7.821	7.871	8.110	8.286	8.769
1979	8.777	8.904	8.820	9.082	9.046	9.224	9.202	9.528	9.259	9.814	10.223	10.218
1980	10.980	11.251	11.490	11.480	12.017	11.798	10.206	9.870	9.945	10.056	10.426	10.961
1981	10.987	11.686	11.130	11.475	12.179	11.442	12.346	12.844	12.059	12.397	11.887	11.484
1982	11.683	12.044	11.835	11.773	12.270	11.994	12.235	11.909	11.151	11.111	10.704	10.401
1983	10.251	9.887	9.688	9.868	9.527	9.600	9.879	10.076	10.202	10.182	10.164	10.227
1984	10.312	10.280	10.382	10.594	10.843	11.119	11.355	11.557	11.597	11.681	11.474	11.024
1985	10.579	10.289	10.118	10.025	10.180	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.090	8.958	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.205	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.050	7.945	7.940	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.770	8.870	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.506	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.775	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.680	5.692	5.379	5.323	5.235	4.958	4.760	4.730	4.659	4.647
1993	4.678	4.649	4.624	4.605	4.427	4.554	4.438	4.472	4.430	4.380	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.380	5.528
1995	5.612	5.779	5.934	5.960	6.008	5.997	5.972	5.910	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.580	5.612	5.634	5.667	5.679	5.690	5.707	5.705	5.715	5.744
1998	5.742	5.720	5.680	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.210	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.760	5.824	5.851	6.014	6.190	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.760	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.740	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.440	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.890	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.700	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.250	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.620	4.161	3.777	3.400	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.530	1.377	1.035	0.925	0.750	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.560	0.528	0.531	0.513	0.500	0.480	0.454	0.462
2011	0.538	0.512	0.500	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.340	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263	0.264
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.260	0.246	0.261	0.261	0.267
2015	0.262	0.266	0.278	0.283	0.290	0.299	0.320	0.330	0.337	0.357	0.374	0.400
2016	0.446	0.467	0.506	0.525	0.552	0.576	0.588	0.614	0.634	0.654	0.678	0.719
2017	0.751	0.777	0.821	0.884	0.925	0.978						

What is a 'Yield'

The yield is the income return on an investment, such as the interest or dividends received from holding a particular security. The yield is usually expressed as an annual percentage rate based on the investment's cost, [current market value](#) or [face value](#). Yields may be considered known or anticipated depending on the security in question as certain securities may experience fluctuations in value.

ATTACHMENT 3

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS

June 30, 2016

CURRENT ASSETS

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

419,525.78

Total Current Assets

1,118,362.81

TOTAL ASSETS

1,118,362.81

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	740,183.49
Net Income / Loss	52,820.45

Total Net Assets

1,118,362.81

TOTAL LIABILITIES AND NET ASSETS

1,118,362.81

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS

May 31, 2017

CURRENT ASSETS

Wells Fargo Checking	133,978.67
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	467,017.52
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	226,000.00

1,014,891.18

Total Current Assets

1,149,330.49

TOTAL ASSETS

1,149,330.49

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	790,322.75
Net Income / Loss	33,648.87

Total Net Assets

1,149,330.49

TOTAL LIABILITIES AND NET ASSETS

1,149,330.49

LIBRARIAN'S MONTHLY REPORT

May 31, 2017

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-3.79	2,457	2,299	25,791	26,808
Non-Fiction	-0.68	1,585	1,536	16,620	16,734
Magazines	-13.70	129	80	1,379	1,598
Audio/Video	0.82	2,451	2,384	28,990	28,753
ADULT CIRCULATION TOTAL:	-1.51	6,622	6,299	72,780	73,893
Juvenile Circulation Transactions:					
Fiction	-10.39	18	573	18,907	21,099
Non-Fiction	-21.47	6	99	2,604	3,316
Magazines	-40.23	0	3	159	266
Audio/Video	-21.30	5	125	3,330	4,231
JUVENILE CIRCULATION TOTAL:	-13.53	29	800	25,000	28,912
CIRCULATION TOTAL:	-4.89	6,651	7,099	97,780	102,805
OVERDRIVE					
Patron Registrations	0.77	13	11	131	130
Checkouts	12.72	150	143	1648	1462
OTHER DIGITAL RESOURCES					
Checkouts	20.04	499	1167	6570	5473
Total electronic checkouts	31.38	649	1310	8068	6141
Reserve Requests:	0.69	807	812	9,280	9,216
Patron Visit Count					
HML Building	2.22	5,899	5,801	62,047	60,701
Park Branch Building	-19.78	0	19	15,019	18,722
Local History	-15.65	0	19	345	409
Youth Services Dept.	-19.85	0	0	14,678	18,313
PATRON VISIT TOTAL:	-2.97	5,899	5,820	77,066	79,423

LIBRARIAN'S MONTHLY REPORT

May 31, 2017

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE					
Residents:					
Carmel-by-the-Sea	-15.21	1,790	1,880	24,124	28,451
Outreach	-29.93	27	33	288	411
RESIDENTS TOTAL:	-15.42	1,817	1,913	24,412	28,862
Non-Residents:					
Other Monterey County Cities	7.18	946	1,029	14,214	13,262
Unincorporated Monterey County	-14.16	3,720	3,895	49,038	57,128
Other Zip Codes	6.96	138	223	3,335	3,118
NON-RESIDENTS TOTAL:	-9.42	4,804	5,147	66,587	73,508
OUTREACH SERVICES:					
Visits	43.18	3	3	63	44
Circulation	-29.93	27	33	288	411
LOCAL HISTORY:					
Visitors	-32.58	0	19	60	89
Programs Attendance	#DIV/0!	92	0	353	0
TELEPHONE CALLS:					
Reference Desk	-9.98	248	259	2,714	3,015
Youth Services Desk	-30.00	0	0	427	610
Local History Desk	0.00	1	1	223	223
Circulation Desk	-20.34	805	790	9,152	11,489
TOTAL TELEPHONE CALLS:	-18.39	1,054	1,050	12,516	15,337

LIBRARIAN'S MONTHLY REPORT

May 31, 2017

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	14.08	539	530	6223	5455
Youth Services Desk	-20.48	0	0	1976	2485
Local History Desk	1.21	9	36	1340	1324
Circulation Desk	-13.64	722	740	7880	9125
TOTAL REFERENCE QUESTIONS:	-5.27	1270	1306	17419	18389
Information Questions Answered:					
Reference Desk	-74.88	126	159	528	2102
Youth Services Desk	-5.19	0	0	1261	1330
Local History Desk	-34.13	0	11	220	334
Circulation Desk	-11.95	701	791	7261	8246
TOTAL INFORMATION QUESTIONS:	-22.83	827	961	9270	12012
TECHNOLOGY ASSISTANCE	#DIV/0!	82	103	1894	
INTERLIBRARY LOAN:					
ILL to Other Libraries	-5.48	18	28	276	292
ILL from Other Libraries	-5.66	9	9	150	159
PATRON REGISTRATION:	Patron Data Base Purge 08/16				
Carmel by-the-Sea Residents	-18.13	10	12	131	160
Monterey County Cities Residents	24.81	5	21	166	133
Unincorp. Monterey Cty Residents	15.84	24	35	373	322
Visitor Cards	-13.04	2	1	40	46
Other Borrowers	22.22	15	10	121	99
REGISTRATION TOTAL:	9.34	56	79	831	760
TOTAL # OF CARDHOLDERS:	-24.38			9,141	12,088

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LIBRARIAN'S MONTHLY REPORT

May 31, 2017

YOUTH SERVICES PROGRAMS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:		-23.08	0	0	30	39
Summer Reading/Special Programs:		33.33	0	0	20	15
TOTAL PROGRAMS:		-7.41	0	0	50	54
Attendance At Programs:						
Storytime-Children:		-9.02	0	0	968	1,064
Summer Reading/Special-Children:		-21.74	0	0	342	437
TOTAL CHILDREN'S ATTENDANCE:		-27.78	0	0	1,084	1,501
TOTAL ADULT ATTENDANCE:		-28.10	0	0	906	1,260
TOTAL YS PROGRAM ATTENDANCE :		-27.92	0	0	1,990	2,761
OFFSITE PROGRAMS						
TOTAL OFFSITE PROGRAM ATTENDANCE		#DIV/0!	4	0	17	
		#DIV/0!	92	0	1,318	
PRESCHOOL PROGRAMS						
TOTAL PRESCHOOL PROGRAM ATTENDANCE		#DIV/0!	0	0	27	
		#DIV/0!	0	0	1,168	
PROGRAMS FOR 9 - 12 YEAR OLDS:		0.00	0	0	9	9
TOTAL ATTENDANCE:		-23.93	0	0	89	117
SCHOOL AGE PROGRAMS						
TOTAL SCHOOL AGE PROGRAM ATTENDANCE		#DIV/0!	0	0	24	
		#DIV/0!	0	0	475	
ADULT PROGRAMS:						
TOTAL ATTENDANCE:		11.11	2	2	30	27
		-21.81	2	7	1,255	1,605
TEEN PROGRAMS:						
TOTAL ATTENDANCE:		83.33	1	1	11	6
		-27.08	3	2	105	144
CLASS VISITS						
Children's Visits: 4 Teen Visits: X						
TOTAL CHILDREN'S ATTENDANCE		-55.02	92	0	139	309
TOTAL TEEN ATTENDANCE		-100	0	0	0	164
TOTAL ATTENDANCE			92	0	139	473

LIBRARIAN'S MONTHLY REPORT

May 31, 2017

TECHNICAL SERVICES	DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:					
Adult		318	318	1968	1968
Leased		131	108	1243	1039
Reference		6	5	109	77
Youth Services		0	0	1,008	1,008
Audio		73	73	365	359
Video		69	69	583	583
TOTAL:		597	573	5,276	5,034
HOLDINGS TO DATE					
HML Main Library Building		49,438	63043 titles		
Park Branch Library		18,869	held in both buildings		
TOTAL ITEMS HELD:		68,307			
TOTAL TITLES HELD:			63,043		
DATA BASE MAINTENANCE:					
Corrections Made to Bibliographic & Item Databases	125 this month, 210 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging	3 this month, 59 YTD				

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LIBRARIAN'S MONTHLY REPORT

May 31, 2017

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-34.41	23.00	27.00	223.00	340.00
Local History	-15.33	6.00	7.00	116.00	137.00
Reference	-39.85	4.00	4.00	20.00	33.25
Technical Services	-58.08	0.00	0.00	70.00	167.00
Youth Services	-100.00	0.00	0.00	0.00	6.50
TOTALS:	-37.26	33.00	38.00	429.00	683.75
BRAINFUSE:	38.64	5	28	61	44
SCIENCEFLIX	-195.00	6	0	20	59
SELF CHECK PATRONS :					
Main Library	-42.22	360	375	2563	4436
Youth Services	-42.54	0	0	435	757
TOTAL:	-42.27	360	375	2998	5193

ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	0.90	644	652	7719	7650
Electronic Search/Visits Total:	-1.77	3,022	3,099	35,619	36,260
Public WiFi Use	27.04	440	412	4,952	3,898
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-6.88	172	174	2,044	2,195
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 MIN		

LIBRARIAN'S MONTHLY REPORT

June 30, 2017

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-4.05	2,394	2,457	28,185	29,375
Non-Fiction	-1.70	1,512	1,585	18,132	18,445
Magazines	-15.22	103	129	1,482	1,748
Audio/Video	-0.62	2,429	2,451	31,419	31,616
ADULT CIRCULATION TOTAL:	-2.42	6,438	6,622	79,218	81,184
Juvenile Circulation Transactions:					
Fiction	-13.07	2,080	18	20,987	24,142
Non-Fiction	-23.53	227	6	2,831	3,702
Magazines	-39.26	22	0	181	298
Audio/Video	-21.87	429	5	3,759	4,811
JUVENILE CIRCULATION TOTAL:	-15.76	2,758	29	27,758	32,953
CIRCULATION TOTAL:	-6.27	9,196	6,651	106,976	114,137
OVERDRIVE					
Patron Registrations	1.41	13	13	144	142
Checkouts	10.91	141	150	1,789	1,613
OTHER DIGITAL RESOURCES					
Checkouts	16.67	456	499	7,026	6,022
Total electronic checkouts	29.52	597	649	8,665	6,690
Reserve Requests:	-0.63	825	807	10,105	10,169
Patron Visit Count					
HML Building	3.06	5,901	5,899	67,948	65,928
Park Branch Building	-21.63	1,659	0	16,678	21,281
Local History	-13.77	37	0	382	443
Youth Services Dept.	-21.78	1,622	0	16,300	20,838
PATRON VISIT TOTAL:	-2.96	7,560	5,899	84,626	87,209

LIBRARIAN'S MONTHLY REPORT

June 30, 2017

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE					
Residents:					
Carmel-by-the-Sea	-15.27	2,297	1,790	26,421	31,182
Outreach	-33.48	8	27	296	445
RESIDENTS TOTAL:	-15.52	2,305	1,817	26,717	31,627
Non-Residents:					
Other Monterey County Cities	2.56	1,192	946	15,406	15,022
Unincorporated Monterey County	-14.26	5,303	3,720	54,341	63,379
Other Zip Codes	2.13	360	138	3,695	3,618
NON-RESIDENTS TOTAL:	-10.46	6,855	4,804	73,442	82,019
OUTREACH SERVICES:					
Visits	37.50	3	3	66	48
Circulation	-33.48	8	27	296	445
LOCAL HISTORY:					
Visitors	-21.14	37	0	97	123
Programs Attendance	#DIV/0!	0	92	353	0
TELEPHONE CALLS:					
Reference Desk	-9.04	274	248	2,988	3,285
Youth Services Desk	-21.12	96	0	523	663
Local History Desk	-10.71	2	1	225	252
Circulation Desk	-19.94	820	805	9,972	12,456
TOTAL TELEPHONE CALLS:	-17.70	1,192	1,054	13,708	16,656

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LIBRARIAN'S MONTHLY REPORT

June 30, 2017

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	12.62	649	539	6872	6102
Youth Services Desk	-16.85	402	0	2378	2860
Local History Desk	-2.22	72	9	1412	1444
Circulation Desk	-12.59	710	722	8590	9827
TOTAL REFERENCE QUESTIONS:	-4.85	1833	1270	19252	20233
Information Questions Answered:					
Reference Desk	-70.68	169	126	697	2377
Youth Services Desk	1.50	291	0	1552	1529
Local History Desk	-32.96	20	0	240	358
Circulation Desk	-10.61	735	701	7996	8945
TOTAL INFORMATION QUESTIONS:	-20.62	1215	827	10485	13209
TECHNOLOGY ASSISTANCE	#DIV/0!	137	82	219	
INTERLIBRARY LOAN:					
ILL to Other Libraries	-12.58	9	18	285	326
ILL from Other Libraries	-11.93	5	9	155	176
PATRON REGISTRATION:	Patron Data Base Purge 08/16				
Carmel by-the-Sea Residents	-19.57	17	10	148	184
Monterey County Cities Residents	16.13	14	5	180	155
Unincorp. Monterey Cty Residents	10.64	43	24	416	376
Visitor Cards	-21.15	1	2	41	52
Other Borrowers	23.21	17	15	138	112
REGISTRATION TOTAL:	5.01	92	56	923	879
TOTAL # OF CARDHOLDERS:	-24.36			9,233	12,207

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LIBRARIAN'S MONTHLY REPORT

June 30, 2017

YOUTH SERVICES PROGRAMS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:	-23.08	0	0	30	39
Summer Reading/Special Programs:	5.26	0	0	20	19
TOTAL PROGRAMS:	-13.79	0	0	50	58
Attendance At Programs:					
Storytime-Children:	-9.02	0	0	968	1,064
Summer Reading/Special-Children:	-50.15	1	0	343	688
TOTAL CHILDREN'S ATTENDANCE:	-36.13	35	0	1,119	1,752
TOTAL ADULT ATTENDANCE:	-34.09	28	0	934	1,417
TOTAL YS PROGRAM ATTENDANCE :	-35.22	63	0	2,053	3,169
OFFSITE PROGRAMS					
	#DIV/0!	0	4	17	
TOTAL OFFSITE PROGRAM ATTENDANCE	#DIV/0!	0	92	1,318	
PRESCCHOOL PROGRAMS					
	#DIV/0!	0	0	27	
TOTAL PRESCCHOOL PROGRAM ATTENDANCE	#DIV/0!	0	0	1,168	
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	0	0	9	9
TOTAL ATTENDANCE:	-23.93	0	0	89	117
SCHOOL AGE PROGRAMS					
	#DIV/0!	0	0	24	
TOTAL SCHOOL AGE PROGRAM ATTENDANCE	#DIV/0!	0	0	475	
ADULT PROGRAMS:	9.68	4	2	34	31
TOTAL ATTENDANCE:	-26.28	80	2	1,335	1,811
TEEN PROGRAMS:	100.00	1	1	12	6
TOTAL ATTENDANCE:	-25.69	2	3	107	144
CLASS VISITS					
Children's Visits: 1 Teen Visits: X					
TOTAL CHILDREN'S ATTENDANCE	-55.02	0	92	139	309
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE		0	92	139	309

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LIBRARIAN'S MONTHLY REPORT

June 30, 2017

TECHNICAL SERVICES	DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:					
Adult		70	70	2038	2038
Leased		165	137	1408	1176
Reference		8	4	117	81
Youth Services		2	2	1,010	1,010
Audio		13	13	378	372
Video		23	23	606	606
TOTAL:		281	249	5,557	5,283
HOLDINGS TO DATE					
HML Main Library Building		48,582	62313 titles		
Park Branch Library		18,814	held in both buildings		
TOTAL ITEMS HELD:		67,396			
TOTAL TITLES HELD:			62,313		
DATA BASE MAINTENANCE:					
Corrections Made to Bibliographic & Item Databases	7 this month, 18 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging	7 this month, 18 YTD				

LIBRARIAN'S MONTHLY REPORT

June 30, 2017

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-33.24	20.00	23.00	243.00	364.00
Local History	-13.01	11.00	6.00	127.00	146.00
Reference	-35.57	4.00	4.00	24.00	37.25
Technical Services	-50.27	21.00	0.00	91.00	183.00
Youth Services	-93.10	1.00	0.00	1.00	14.50
TOTALS:	-34.74	57.00	33.00	486.00	744.75
BRAIN/FUSE:	25.00	4	5	65	52
SCIENCEFLIX	-150.00	0	6	26	65
SELF CHECK PATRONS :					
Main Library	-38.01	379	360	2942	4746
Youth Services	-42.55	66	0	501	872
TOTAL:	-38.71	445	360	3443	5618

ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	0.27	797	644	8516	8493
Electronic Search/Visits Total:	-2.98	3,014	3,022	38,633	39,819
Public WiFi Use	26.25	492	440	5,444	4,312
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-7.79	171	172	2,215	2,402
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 MIN		