

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

Wednesday
June 24, 2015
9:00 AM

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

- I. Roll Call
- II. Announcements from Board Members and Director
- III. Appearances
Anyone wishing to address the Library Board on items within its jurisdiction may do so now. Please rise, state your name and the matter on which you wish to speak. Matters not appearing on the Library Board agenda will not receive action at this meeting. Presentations will be limited to three minutes, or as established by the Library Board of Trustees.
- IV. Approval of Minutes of the May 27, 2015 Meeting (pp. 1 - 2)
- V. Orders of Business
 - A. Receive report from the Carmel Public Library Foundation regarding CPLF activities
 - B. Discuss Library Board of Trustees participation in the 2016 Centennial and develop ideas for projects to be presented at the City Council workshop on Monday, July 6, 2015 (pp.3 - 4)
 - C. Consideration of a request to change the current materials checkout and renewal periods from two weeks to three weeks each (p. 5)
- VI. Librarian's Report
- VII. Treasurer's Report:
 - A. Receive Treasurer's Report
 - B. Accept April 30, 2015 Financial Statements and May 31, 2015 Financial Statements and Check Register.
- VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held July 22, 2015.

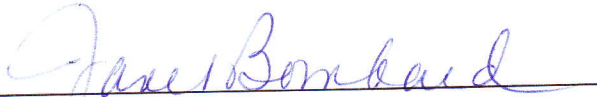
Any writings or documents provided to a majority of the Harrison Memorial Library Board of Trustees regarding an item on this agenda will be made available for public inspection in the Library Director's office at the Park Branch library at the corner of Mission & Sixth Streets during normal business hours.

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

AFFIDAVIT OF POSTING

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

Dated this 19th day of June, 2015, at the hour of 4:00 p.m.



Janet Bombard
Library and Community Activities Director

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

May 27, 2015

I. CALL TO ORDER

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

II. ROLL CALL:

PRESENT:

COLLINS, FLOWER, MOSHER, REIMERS

ABSENT:

TWOMEY

STAFF PRESENT:

Janet Bombard, Library Director

Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Library Director Janet Bombard announced that Ashlee Wright will be transitioning to the City Clerk position. The Local History department will be open, but the hours will vary until a new Local History Librarian is hired.

V. APPEARANCES:

No appearances.

VI. APPROVAL OF MINUTES:

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

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

VII. ORDERS OF BUSINESS:

A. Receive reports from Circulation Supervisor Amy Rector and Youth Services Librarian Grace Melady on the Adult and Youth Summer Reading Programs

Circulation Supervisor Amy Rector made a presentation of the adult summer reading program, "Read to the Rhythm" and talked with the Board about the rules and prizes. Youth Services Librarian Grace Melady also reported on the youth services summer reading program and invited the board members to come and enjoy the performers lined up for the summer reading special programs. The youth services summer reading program runs from June 8 to July 18. The adult program runs from June 22 - July 18. The adult summer program will also feature a mandolin performance on July 13.

B. Receive report from Local History Librarian Ashlee Wright regarding a preservation survey of photographic materials for the Arthur McEwen Collection, written by Art Conservator Gawain Weaver

Local History Librarian Ashlee Wright discussed the report and its recommendations for preserving the McEwen Collection photographs with the Board, and answered questions.

C. Receive report from the Carmel Public Library Foundation regarding CPLF Activities

Executive Director Amy Donohue announced that CPLF's final fiscal year board meeting will take place in June. CPLF Board President Ben Heinrich invited the Board to the annual Sterling Circle event. Heinrich also extended a personal invitation to the Board to attend the final CPLF Board meeting in June.

D. Discuss Library Board of Trustees participation in the 2016 Centennial, develop ideas for projects, and appoint a trustee to represent the Library Board at a City Council workshop on Monday, July 6, 2015

Board discussed ideas for library participation in the City's 2016 Centennial celebrations. It was decided to continue the matter to the next meeting.

E. Accept 4th Quarter Distribution from CPLF in the amount of \$70,000

Board Member MOSHER moved to, accept the 4th Quarter Distribution from CPLF in the amount of \$70,000, seconded by Board Member REIMERS and carried by the following roll call vote:

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

VIII. LIBRARIAN'S REPORT:

Library Director Bombard reviewed the monthly statistics with the Board.

IX. TREASURERS REPORT:

Board Treasurer Twomey was not present at the board meeting and so the board will wait for the next month's meeting to get her report.

X. ADJOURNMENT:

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:40 am. The next regular meeting is scheduled for June 24, 2015.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

Staff Report
June 24, 2015

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library and Community Activities Director

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

SUMMARY: At the May 27, 2015 meeting the Trustees discussed various ways in which the Library Board might participate in the 2016 Centennial. Ideas that were brought up at the meeting included:

- Coordination of effort with the Carmel Public Library Foundation
- Monthly displays of books by Carmel authors in the Main Library, particularly the bohemian authors
- A display in the Park Branch featuring the first library in Carmel
- Have Carmel history be the theme of the next teen photo contest
- Carmel history lecture(s)
- Poetry readings and/or plays

After discussion, the Board agreed to continue the matter to the June meeting. Staff was asked to report back as to how many circulating books by the bohemian authors are available in the Main Library (see Attachment A).

ATTACHMENT A

Author	Circulating copies
George Sterling	2
Mary Austin	7
Jack London	13 (and some audio)
Sinclair Lewis	6
Frederick Berchdolt	0
James Hopper	0
MacGowan sisters	0
Harry Leon Wilson	0
Robinson Jeffers	23
Langston Hughes	5
Lincoln Steffens	2
Ella Winter	1
Martin flavin	1

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

Staff Report

September 8, 2014

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library and Community Activities Director

Subject: Consideration of a request to change the current materials checkout and renewal periods

EXECUTIVE SUMMARY: For some time now, the Monterey County Free Libraries system has had a three-week checkout period for materials. Recently both Pacific Grove and Monterey Public Libraries changed their checkout periods for materials to three weeks as well. Monterey County allows one three-week renewal period per item; Monterey Public and Pacific Grove allow three three-week renewals per item.

In order to eliminate confusion among our library patrons who regularly borrow materials from other area libraries, and in the interest of improved customer service, staff is recommending changing the library's current checkout and renewal periods to three weeks each.

Staff is proposing that the change becomes effective July 1, 2015.

DISCUSSION: Currently Harrison Memorial Library patrons may check materials out for two weeks, and renew them two more times, for a total of six weeks. Changing the checkout periods to three weeks, with one three-week renewal, does not change the actual amount of time that patrons will be able to keep materials. And, as always, if another patron has placed a hold on an item, that item cannot be renewed.

A three-week checkout period could potentially mean that it will take longer for our patrons to receive materials on which holds have been placed. Staff will be able to manage the problem by ordering more copies of items. Currently, the library maintains a one-to-four ratio with regard to items that have been placed on hold. For example, once a fifth hold has been placed on a book, we will order an additional copy of the title so that the maximum waiting time for the book does not exceed 8 weeks. We intend to reduce the holds ratio to one-to-three, which should offset any delays caused by a longer checkout period.

Should the Board approve the change, there is a possibility that the library may see a decrease in income from late fees, as an extra week will allow patrons more time to finish reading or viewing lengthy materials, including those that have had holds placed on them.

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended April 30, 2015

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
April 30, 2015

CURRENT ASSETS

Wells Fargo Checking	129,211.76
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	<u>915,346.82</u>

Total Current Assets 1,045,018.58

TOTAL ASSETS 1,045,018.58

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Permanently Restricted	46,747.05
Unrestricted Net Assets	340,401.09
Net Income / Loss	<u>382,638.39</u>

Total Net Assets 1,045,018.58

TOTAL LIABILITIES AND NET ASSETS 1,045,018.58

Statement of Revenues & Expenses - Cash Basis

For the Period Ended April 2015

	April 2015 Actual	YTD Actual	Annual Budget	Budget Balance
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue				
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	-	210,000.00	280,000.00	(70,000.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700- CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	-	210,000.00	280,000.00	(70,000.00)
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	650.00	378,400.00	500.00	377,900.00
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	650.00	378,400.00	500.00	377,900.00
45000 · Interest Income				
45100 · Interest-Bradney	42.97	134.14	1,200.00	(1,065.86)
45000 · Interest Income - Other	386.66	1,206.74	-	1,206.74
Total 45000 · Interest Income	429.63	1,340.88	1,200.00	140.88
46000 · Friends of HML				
48000 · Library Operations	-	24,000.00	19,000.00	5,000.00
48005 - Books 4 U Grant	1,580.63	14,542.14	15,000.00	(457.86)
Total Income	2,660.26	628,283.02	315,700.00	312,583.02
Expense				

Statement of Revenues & Expenses - Cash Basis

For the Period Ended April 2015

	April 2015 Actual	YTD Actual	Annual Budget	Budget Balance
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(6.73)	(44.60)	-	-
60015 · Over-Ring Cash	-	(94.15)	-	-
60020 · Documents-Refunds/Lost	-	-	100.00	(100.00)
60030 · Telephone	656.14	6,689.68	9,566.00	(2,876.32)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	150.00	150.00	500.00	(350.00)
60050 · Donor Acknowledgement/Signs	-	508.66	1,000.00	(491.34)
60060 · Bank Charges/Returned Checks	3.00	83.72	250.00	(166.28)
60070 · Supplies	259.98	8,291.72	11,000.00	(2,708.28)
60080 · Postage	41.08	1,123.79	1,250.00	(126.21)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	3,450.00	4,225.00	(775.00)
60140- Audit Services	-	-	3,500.00	(3,500.00)
60150 · Building Alarm & Fees	231.00	987.00	1,000.00	(13.00)
60160 · Copy Services	-	1,152.22	1,900.00	(747.78)
60170 · Overdue Materials Collection	-	-	700.00	(700.00)
60180 · Advertising	-	1,351.25	1,445.00	(93.75)
60185 · P.G. Self Storage	200.00	2,000.00	2,400.00	(400.00)
60190 · Courier Services	100.00	1,000.00	2,000.00	(1,000.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,645.00	(4.00)
60210 · Staff Training	-	2,145.28	3,500.00	(1,354.72)
60220 · Mileage	34.50	299.01	1,200.00	(900.99)
60230 · Professional Memberships	-	1,117.42	1,200.00	(82.58)
60240 · Administration- Contingency	-	-	-	-

Statement of Revenues and Expenses - Cash Basis

For the Period Ended April 2015

	April 2015 Actual	YTD Actual	Annual Budget	Budget Balance
Total 60000 · ADMINISTRATION	1,993.97	38,852.00	55,381.00	(16,390.25)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	452.92	600.00	(147.08)
61100 · Equipment Maintenance/Contracts	200.64	18,630.22	14,700.00	3,930.22
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	7,390.93	10,102.77	27,570.00	(17,467.23)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	7,591.57	29,185.91	42,870.00	(13,684.09)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	2,504.27	16,045.95	22,000.00	(5,954.05)
62110 · MAIN-Book rental	-	24,812.91	33,100.00	(8,287.09)
62115- MAIN-McNaughton Buyback	-	-	-	-
62120 · MAIN-Large Print	383.74	1,918.19	3,000.00	(1,081.81)
62130 · MAIN-Fiction	667.67	3,549.18	5,000.00	(1,450.82)
62140 · MAIN-NF-Travel Cont.	486.74	3,686.78	5,000.00	(1,313.22)
62150 · MAIN-Non Fiction	3,048.21	19,309.98	23,000.00	(3,690.02)
62155 - MAIN-Online Subscription	-	2,100.00	2,100.00	-
62160 · MAIN-Ebooks/Additional Titles	374.63	4,273.76	4,000.00	273.76
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	134.01	1,100.89	1,200.00	(99.11)
62200- MAIN-Amazon Prime Membership	-	-	99.00	(99.00)
62205- MAIN-Adult Graphic Novel	358.51	639.07	1,000.00	(360.93)
62210- MAIN-Teen Nonfiction	119.79	782.09	800.00	(17.91)
62310 · REF-Database	-	15,562.32	23,030.00	(7,467.68)

Statement of Revenues & Expenses - Cash Basis

For the Period Ended April 2015

	April 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62320 · REF-Continuation	930.03	13,861.02	16,000.00	(2,138.98)
62330 · REF-General	484.83	3,845.32	4,500.00	(654.68)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	1,395.09	12,532.81	13,000.00	(467.19)
62410 · YS-Data Bases	-	1,500.00	1,500.00	-
62420 · YS-Audio/Video	423.72	3,801.53	4,500.00	(698.47)
62510 · LH-Conservation Supplies	354.02	1,680.52	2,500.00	(819.48)
62520 · LH-Documents/ Digital Preserv.	1,500.00	1,704.69	2,500.00	(795.31)
62600 · Serials Subscriptions	49.16	6,403.62	12,100.00	(5,696.38)
62700 · Professional Collection	135.00	170.99	300.00	(129.01)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	13,349.42	139,281.62	180,329.00	(41,047.38)
66000 · PROGRAMS AND CATALOGING	-	-	-	-
66100 · Adult/LH Programming	264.40	532.34	3,500.00	(2,967.66)
66300 · YS-Summer Reading Program	150.00	3,335.94	5,000.00	(1,664.06)
66400 · YS-Reading Programs	350.00	5,097.02	5,000.00	97.02
66600 · Teen Programs	165.99	221.39	600.00	(378.61)
66700 · OCLC Catalog	574.63	7,070.80	9,000.00	(1,929.20)
66750 · Library Cards	-	578.10	600.00	(21.90)
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	1,505.02	16,835.59	23,700.00	(6,864.41)
67000 · INFORMATION SYSTEMS	-	-	-	-
67100 · IS-Equipment	-	8,446.75	12,525.00	(4,078.25)
67200 · IS-Hosting and Maintenance	-	8,300.00	9,000.00	(700.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	145.65	1,456.50	1,810.00	(353.50)

Statement of Revenues & Expenses - Cash Basis

For the Period Ended April 2015

	April 2015 Actual	YTD Actual	Annual Budget	Budget Balance
67500 - IS-Software	-	80.00	850.00	(770.00)
67600- IS-Website Development	-	1,127.00	2,185.00	(1,058.00)
67700 - IS-ILS Modification/Support	-	-	350.00	(350.00)
67800 - IS-Other Technical Support	-	2,079.26	1,000.00	1,079.26
Total 67000 - INFORMATION SYSTEMS	145.65	21,489.51	27,720.00	(6,230.49)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	24,585.63	245,644.63	330,000.00	(84,216.62)
Net Income	(21,925.37)	382,638.39	(14,300.00)	396,799.64

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

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

CURRENT ASSETS

Wells Fargo Checking	163,902.36
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	<u>914,917.19</u>

Total Current Assets 1,079,279.55

TOTAL ASSETS 1,079,279.55

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	103,379.77
WF-Designated Gifts	104.80
Permanently Restricted	46,747.05
Unrestricted Net Assets	340,401.09
Net Income / Loss	<u>413,519.59</u>

Total Net Assets 1,079,279.55

TOTAL LIABILITIES AND NET ASSETS 1,079,279.55

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

	May 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue				
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	70,000.00	280,000.00	280,000.00	-
43600 · CPLF-Senior Outreach	-	-	-	-
43700- CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	70,000.00	280,000.00	280,000.00	-
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	225.00	378,625.00	500.00	378,125.00
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	225.00	378,625.00	500.00	378,125.00
45000 · Interest Income				
45100 · Interest-Bradney	-	91.17	1,200.00	(1,108.83)
45000 · Interest Income - Other	-	820.08	-	820.08
Total 45000 · Interest Income	-	911.25	1,200.00	(288.75)
46000 · Friends of HML				
48000 · Library Operations	1,391.03	15,933.17	15,000.00	933.17
48005 - Books 4 U Grant	-	-	-	-
Total Income	71,616.03	699,469.42	315,700.00	383,769.42
Expense				

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

	May 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(15.06)	(59.66)	-	-
60015 · Over-Ring Cash	5.40	(88.75)	-	-
60020 · Documents-Refunds/Lost	-	-	100.00	(100.00)
60030 · Telephone	656.26	7,345.94	9,566.00	(2,220.06)
60040 · Facility Maintenance	-	-	-	-
60041 · Cleaning Services	-	-	-	-
60043 · Furnishings-Repair/Maintenance	-	150.00	500.00	(350.00)
60050 · Donor Acknowledgement/Signs	-	508.66	1,000.00	(491.34)
60060 · Bank Charges/Returned Checks	-	83.72	250.00	(166.28)
60070 · Supplies	716.29	9,008.01	11,000.00	(1,991.99)
60080 · Postage	78.17	1,201.96	1,250.00	(48.04)
60100 · Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	3,775.00	4,225.00	(450.00)
60140 · Audit Services	-	-	3,500.00	(3,500.00)
60150 · Building Alarm & Fees	-	987.00	1,000.00	(13.00)
60160 · Copy Services	150.68	1,302.90	1,900.00	(597.10)
60170 · Overdue Materials Collection	-	-	700.00	(700.00)
60180 · Advertising	-	1,351.25	1,445.00	(93.75)
60185 · P.G. Self Storage	200.00	2,200.00	2,400.00	(200.00)
60190 · Courier Services	100.00	1,100.00	2,000.00	(900.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,645.00	(4.00)
60210 · Staff Training	300.00	2,445.28	3,500.00	(1,054.72)
60220 · Mileage	89.75	388.76	1,200.00	(811.24)
60230 · Professional Memberships	-	1,117.42	1,200.00	(82.58)
60240 · Administration- Contingency	-	-	-	-

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

	May 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Total 60000 · ADMINISTRATION	2,606.49	41,458.49	55,381.00	(13,774.10)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	452.92	600.00	(147.08)
61100 · Equipment Maintenance/Contracts	121.20	18,751.42	14,700.00	4,051.42
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	15,032.16	25,134.93	27,570.00	(2,435.07)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	15,153.36	44,339.27	42,870.00	1,469.27
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	4,464.15	20,509.89	22,000.00	(1,490.11)
62110 · MAIN-Book rental	-	24,812.91	33,100.00	(8,287.09)
62115- MAIN-McNaughton Buyback	-	-	-	-
62120 · MAIN-Large Print	597.90	2,516.09	3,000.00	(483.91)
62130 · MAIN-Fiction	726.00	4,275.18	5,000.00	(724.82)
62140 · MAIN-NF-Travel Cont.	319.15	4,005.93	5,000.00	(994.07)
62150 · MAIN-Non Fiction	2,342.27	21,652.25	23,000.00	(1,347.75)
62155 - MAIN-Online Subscription	-	2,100.00	2,100.00	-
62160 · MAIN-Ebooks/Additional Titles	-	4,273.76	4,000.00	273.76
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	77.67	1,178.56	1,200.00	(21.44)
62200- MAIN-Amazon Prime Membership	-	-	99.00	(99.00)
62205- MAIN-Adult Graphic Novel	170.75	809.82	1,000.00	(190.18)
62210- MAIN-Teen Nonfiction	-	782.09	800.00	(17.91)
62310 · REF-Database	4,607.42	20,169.74	23,030.00	(2,860.26)

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

	May 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62320 · REF-Continuation	1,518.37	15,379.39	16,000.00	(620.61)
62330 · REF-General	326.23	4,171.55	4,500.00	(328.45)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	225.20	12,758.01	13,000.00	(241.99)
62410 · YS-DataBases	-	1,500.00	1,500.00	-
62420 · YS-Audio/Video	239.45	4,040.98	4,500.00	(459.02)
62510 · LH-Conservation Supplies	333.76	2,014.28	2,500.00	(485.72)
62520 · LH-Documents/ Digital Preserv.	57.19	1,761.88	2,500.00	(738.12)
62600 · Serials Subscriptions	222.30	6,625.92	12,100.00	(5,474.08)
62700 · Professional Collection	78.00	248.99	300.00	(51.01)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	16,305.81	155,587.22	180,329.00	(24,741.78)
66000 · PROGRAMS AND CATALOGING	-	-	-	-
66100 · Adult/LH Programming	-	532.34	3,500.00	(2,967.66)
66300 · YS-Summer Reading Program	-	3,335.94	5,000.00	(1,664.06)
66400 · YS-Reading Programs	-	5,097.02	5,000.00	97.02
66600 · Teen Programs	-	221.39	600.00	(378.61)
66700 · OCLC Catalog	574.63	7,645.43	9,000.00	(1,354.57)
66750 · Library Cards	-	578.10	600.00	(21.90)
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	574.63	17,410.22	23,700.00	(6,289.78)
67000 · INFORMATION SYSTEMS	-	-	-	-
67100 · IS-Equipment	5,524.46	13,971.21	12,525.00	1,446.21
67200 · IS-Hosting and Maintenance	-	8,300.00	9,000.00	(700.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.66	1,597.16	1,810.00	(212.84)

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

	May 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67500 - IS-Software	-	80.00	850.00	(770.00)
67600- IS-Website Development	-	1,127.00	2,185.00	(1,058.00)
67700 - IS-ILS Modification/Support	-	-	350.00	(350.00)
67800 - IS-Other Technical Support	-	2,079.26	1,000.00	1,079.26
Total 67000 - INFORMATION SYSTEMS	5,665.12	27,154.63	27,720.00	(565.37)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	40,305.41	285,949.83	330,000.00	(43,901.76)
Net Income	31,310.62	413,519.59	(14,300.00)	427,671.18

Harrison Memorial Library
 Check Detail
 May 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3052	05/05/2015	AT&T CALNET 2		10000 · Wells Farg...		-17.34
Bill	6515...	05/05/2015			60030 · Telephone	-17.34	17.34
TOTAL						-17.34	17.34
Bill Pmt -Check	3053	05/05/2015	BRODART		10000 · Wells Farg...		-457.21
Bill	394364	05/05/2015			61200 · Equipment...	-332.49	332.49
TOTAL					60070 · Supplies	-124.72	124.72
						-457.21	457.21
Bill Pmt -Check	3054	05/05/2015	CALIFA GROUP		10000 · Wells Farg...		-3,432.42
Bill	6680	05/05/2015			62310 · REF-Datab...	-3,432.42	3,432.42
TOTAL						-3,432.42	3,432.42
Bill Pmt -Check	3055	05/05/2015	DELL		10000 · Wells Farg...		-5,524.46
Bill	XJNR...	05/05/2015			67100 · IS-Equipment	-5,524.46	5,524.46
TOTAL						-5,524.46	5,524.46
Bill Pmt -Check	3056	05/05/2015	GOLDEN GATE B...		10000 · Wells Farg...		-325.00
Bill	6285	05/05/2015			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3057	05/05/2015	INFOGROUP		10000 · Wells Farg...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3058	05/05/2015	KAL-WEST		10000 · Wells Farg...		-100.00
Bill	00601	05/05/2015			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3059	05/05/2015	OFFICE DEPOT		10000 · Wells Farg...		-273.22
Bill	7669...	05/05/2015			60070 · Supplies	-166.66	166.66
Bill	7657...	05/05/2015			60070 · Supplies	-41.73	41.73
Bill	7650...	05/05/2015			60070 · Supplies	-3.98	3.98

Harrison Memorial Library
 Check Detail
 May 2015

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	7660...	05/05/2015			60070 · Supplies	-60.85	60.85
TOTAL						-273.22	273.22
Bill Pmt -Check	3060	05/05/2015	RECORDED BOOKS		10000 · Wells Fargo...		-30.06
Bill	7512...	05/05/2015			62420 · YS-AudioV...	-30.06	30.06
TOTAL						-30.06	30.06
Bill Pmt -Check	3061	05/05/2015	REDSHIFT		10000 · Wells Fargo...		-14.95
Bill	1683...	05/05/2015			67400 · IS-Telecom...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3062	05/05/2015	XEROX		10000 · Wells Fargo...		-121.20
Bill	0794...	05/05/2015			61100 · Equipment ...	-87.39	87.39
Bill	0794...	05/05/2015			61100 · Equipment ...	-33.81	33.81
TOTAL						-121.20	121.20
Bill Pmt -Check	3063	05/06/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-1,106.26
Bill	5013...	05/06/2015			62140 · MAIN-NF-T...	-23.24	23.24
Bill	4011...	05/06/2015			62320 · REF-Contin...	-23.37	23.37
Bill	4011...	05/06/2015			62105 · MAIN-Audi...	-238.50	238.50
Bill	4011...	05/06/2015			62105 · MAIN-Audi...	-231.67	231.67
Bill	5013...	05/06/2015			62105 · MAIN-Audi...	-279.34	279.34
TOTAL					62320 · REF-Contin...	-310.14	310.14
						-1,106.26	1,106.26
Bill Pmt -Check	3064	05/06/2015	PEAK ENTERPRIS...		10000 · Wells Fargo...		-222.30
Bill	P-HA...	05/06/2015			62600 · Serials Sub...	-222.30	222.30
TOTAL						-222.30	222.30
Bill Pmt -Check	3065	05/06/2015	PROQUEST		10000 · Wells Fargo...		-1,175.00
Bill	7032...	05/06/2015			62310 · REF-Datab...	-1,175.00	1,175.00
TOTAL						-1,175.00	1,175.00
Bill Pmt -Check	3066	05/06/2015	QUILL.COM		10000 · Wells Fargo...		-72.10

Harrison Memorial Library
Check Detail
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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	3621...	05/06/2015			60070 · Supplies	-19.54	19.54
Bill	3559...	05/06/2015			60070 · Supplies	-52.56	52.56
TOTAL						-72.10	72.10
Bill Pmt -Check	3067	05/12/2015	AT&T CALNET 2		10000 · Wells Fargo...	-557.63	-557.63
Bill	6515...	05/12/2015			60030 · Telephone	-557.63	557.63
TOTAL						-557.63	557.63
Bill Pmt -Check	3068	05/12/2015	BAKER & TAYLOR		10000 · Wells Fargo...	-1,452.15	-1,452.15
Bill	5013...	05/12/2015			62320 · REF-Contin...	-96.41	96.41
Bill	4011...	05/12/2015			62400 · YS-Collection	-182.18	182.18
					62120 · MAIN-Larg...	-348.72	348.72
					62150 · MAIN-Non ...	-95.74	95.74
					62130 · MAIN-Fiction	-30.00	30.00
					62105 · MAIN-Audi...	-13.09	13.09
Bill	4011...	05/12/2015			62330 · REF-General	-23.83	23.83
					62120 · MAIN-Larg...	-74.38	74.38
					62150 · MAIN-Non ...	-326.81	326.81
					62130 · MAIN-Fiction	-176.29	176.29
					62190 · MAIN-Teen...	-54.36	54.36
					62400 · YS-Collection	-30.34	30.34
TOTAL						-1,452.15	1,452.15
Bill Pmt -Check	3069	05/12/2015	DEIMCO		10000 · Wells Fargo...	-246.25	-246.25
Bill	5585...	05/12/2015			60070 · Supplies	-246.25	246.25
TOTAL						-246.25	246.25
Bill Pmt -Check	3070	05/12/2015	PENINSULA LIBR...		10000 · Wells Fargo...	-150.00	-150.00
Bill	22188	05/12/2015			60210 · Staff Training	-75.00	75.00
Bill	22193	05/12/2015			60210 · Staff Training	-75.00	75.00
TOTAL						-150.00	150.00
Bill Pmt -Check	3071	05/12/2015	TEI Landmark Audio		10000 · Wells Fargo...	-144.48	-144.48
Bill	1183...	05/12/2015			62105 · MAIN-Audi...	-144.48	144.48
TOTAL						-144.48	144.48
Bill Pmt -Check	3072	05/12/2015	COMCAST		10000 · Wells Fargo...	-125.71	-125.71

Harrison Memorial Library
Check Detail
May 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	8155...	05/12/2015			67400 · IS-Telecom...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3073	05/12/2015	OCLC		10000 · Wells Fargo...	-574.63	-574.63
Bill	390746	05/12/2015			66700 · OCLC Cata...	-574.63	574.63
TOTAL						-574.63	574.63
Bill Pmt -Check	3074	05/12/2015	WELLS FARGO B...		10000 · Wells Fargo...	-482.55	-482.55
Bill	6/2/15	05/12/2015			61200 · Equipment...	-482.55	482.55
TOTAL						-482.55	482.55
Bill Pmt -Check	3075	05/12/2015	AMAZON		10000 · Wells Fargo...	-10.30	-10.30
Bill	0310...	05/12/2015			62420 · YS-AudioV...	-10.30	10.30
TOTAL						-10.30	10.30
Bill Pmt -Check	3076	05/12/2015	BMI IMAGING SYS...		10000 · Wells Fargo...	-14,217.12	-14,217.12
Bill	301652	05/12/2015			61200 · Equipment...	-14,217.12	14,217.12
TOTAL						-14,217.12	14,217.12
Bill Pmt -Check	3077	05/19/2015	BAKER & TAYLOR		10000 · Wells Fargo...	-3,967.88	-3,967.88
Bill	4011...	05/19/2015			62330 · REF-General	-20.24	20.24
Bill	4011...	05/19/2015			62205 · MAIN_Adul...	-152.87	152.87
Bill	4011...	05/19/2015			62130 · MAIN-Fiction	-265.72	265.72
Bill	4011...	05/19/2015			62150 · MAIN-Non ...	-686.07	686.07
Bill	4011...	05/19/2015			62130 · MAIN-Fiction	-122.33	122.33
Bill	4011...	05/19/2015			62190 · MAIN-Teen...	-8.42	8.42
Bill	4011...	05/19/2015			62330 · REF-General	-246.66	246.66
Bill	4011...	05/19/2015			62105 · MAIN-Audi...	-460.72	460.72
Bill	4011...	05/19/2015			62105 · MAIN-Audi...	-548.53	548.53
Bill	4011...	05/19/2015			62105 · MAIN-Audi...	-392.02	392.02
Bill	4011...	05/19/2015			62420 · YS-AudioV...	-33.00	33.00
Bill	4011...	05/19/2015			62150 · MAIN-Non ...	-806.11	806.11
Bill	4011...	05/19/2015			62120 · MAIN-Larg...	-174.80	174.80
Bill	4011...	05/19/2015			62190 · MAIN-Teen...	-14.89	14.89
Bill	4011...	05/19/2015			62330 · REF-General	-35.50	35.50
TOTAL						-3,967.88	3,967.88

Harrison Memorial Library
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 May 2015

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3078	05/19/2015	GAYLORD		10000 · Wells Fargo...		-127.76
Bill	2365...	05/19/2015			62510 · LH-Conser...	-127.76	127.76
TOTAL						-127.76	127.76
Bill Pmt -Check	3079	05/19/2015	PACIFIC GROVE S...		10000 · Wells Fargo...		-200.00
Bill	24189	05/19/2015			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3080	05/19/2015	UPS STORE		10000 · Wells Fargo...		-150.68
Bill	5/13/...	05/19/2015			60160 · Copy Servi...	-150.68	150.68
TOTAL						-150.68	150.68
Bill Pmt -Check	3081	05/20/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-434.36
Bill	5013...	05/20/2015			62320 · REF-Contin...	-94.96	94.96
Bill	5013...	05/20/2015			62140 · MAIN-NF-T...	-150.23	150.23
Bill	5013...	05/20/2015			62140 · MAIN-NF-T...	-111.95	111.95
Bill	5013...	05/20/2015			62320 · REF-Contin...	-43.49	43.49
Bill	5013...	05/20/2015			62140 · MAIN-NF-T...	-33.73	33.73
TOTAL						-434.36	434.36
Bill Pmt -Check	3082	05/28/2015	AT&T		10000 · Wells Fargo...		-81.29
Bill	8316...	05/28/2015			60030 · Telephone	-43.85	43.85
Bill	8316...	05/28/2015			60030 · Telephone	-37.44	37.44
TOTAL						-81.29	81.29
Bill Pmt -Check	3083	05/28/2015	BAKER & TAYLOR		10000 · Wells Fargo...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3084	05/28/2015	GAYLORD		10000 · Wells Fargo...		-3.76
Bill	2367...	05/28/2015			62520 · LH-Docum...	-3.76	3.76
TOTAL						-3.76	3.76
Bill Pmt -Check	3085	05/28/2015	TEI Landmark Audio		10000 · Wells Fargo...		-294.40

Harrison Memorial Library
 Check Detail
 May 2015

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	1183...	05/28/2015			62105 · MAIN-Audi...	-148.73	148.73
Bill	1183...	05/28/2015			62105 · MAIN-Audi...	-145.67	145.67
TOTAL						-294.40	294.40
Bill Pmt -Check	3086	05/28/2015	VALUE LINE		10000 · Wells Farg...	-950.00	-950.00
Bill	1109...	05/28/2015			62320 · REF-Contin...	-950.00	950.00
TOTAL						-950.00	950.00
Bill Pmt -Check	3087	05/28/2015	BAKER & TAYLOR		10000 · Wells Farg...	-412.09	-412.09
Bill	4011...	05/28/2015			62400 · YS-Collection	-12.68	12.68
					62700 · Professiona...	-78.00	78.00
					62205 · MAIN_Adul...	-17.88	17.88
					62130 · MAIN-Fiction	-131.66	131.66
					62150 · MAIN-Non ...	-171.87	171.87
TOTAL						-412.09	412.09
Bill Pmt -Check	3088	05/28/2015	AMAZON		10000 · Wells Farg...	-2,542.38	-2,542.38
Bill	0261...	05/28/2015			62105 · MAIN-Audi...	-9.70	9.70
Bill	1798...	05/28/2015			62105 · MAIN-Audi...	-16.28	16.28
Bill	0150...	05/28/2015			62105 · MAIN-Audi...	-109.68	109.68
Bill	0380...	05/28/2015			62105 · MAIN-Audi...	-54.51	54.51
Bill	0150...	05/28/2015			62105 · MAIN-Audi...	-78.75	78.75
Bill	0150...	05/28/2015			62105 · MAIN-Audi...	-184.01	184.01
Bill	0261...	05/28/2015			62105 · MAIN-Audi...	-197.52	197.52
Bill	1798...	05/28/2015			62105 · MAIN-Audi...	-94.34	94.34
Bill	0471...	05/28/2015			62105 · MAIN-Audi...	-22.74	22.74
Bill	0150...	05/28/2015			62105 · MAIN-Audi...	-24.91	24.91
Bill	0150...	05/28/2015			62105 · MAIN-Audi...	-47.70	47.70
Bill	0380...	05/28/2015			62105 · MAIN-Audi...	-54.33	54.33
Bill	0471...	05/28/2015			62105 · MAIN-Audi...	-129.93	129.93
Bill	1798...	05/28/2015			62105 · MAIN-Audi...	-181.28	181.28
Bill	0109...	05/28/2015			62105 · MAIN-Audi...	-10.85	10.85
Bill	1256...	05/28/2015			62420 · YS-AudioV...	-15.62	15.62
Bill	1256...	05/28/2015			62420 · YS-AudioV...	-17.34	17.34
Bill	1256...	05/28/2015			62420 · YS-AudioV...	-47.50	47.50
Bill	1256...	05/28/2015			62420 · YS-AudioV...	-15.20	15.20
Bill	2329...	05/28/2015			62105 · MAIN-Audi...	-92.39	92.39
Bill					62420 · YS-AudioV...	-31.86	31.86
Bill	0726...	05/28/2015			62105 · MAIN-Audi...	-32.48	32.48
Bill	0726...	05/28/2015			62105 · MAIN-Audi...	-8.14	8.14
Bill	0726...	05/28/2015			62105 · MAIN-Audi...	-58.99	58.99

Harrison Memorial Library
Check Detail
May 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	2329...	05/28/2015			62420 · YS-Audio/V...	-10.82	10.82
Bill	1256...	05/28/2015			62420 · YS-Audio/V...	-13.68	13.68
Bill	2875...	05/28/2015			62150 · MAIN-Non ...	-124.84	124.84
Bill	2875...	05/28/2015			62150 · MAIN-Non ...	-23.28	23.28
Bill	0109...	05/28/2015			62105 · MAIN-Audi...	-24.97	24.97
Bill	2875...	05/28/2015			62150 · MAIN-Non ...	-79.55	79.55
Bill	1798...	05/28/2015			62105 · MAIN-Audi...	-24.97	24.97
Bill	0287...	05/28/2015			62105 · MAIN-Audi...	-67.59	67.59
Bill	2034...	05/28/2015			62105 · MAIN-Audi...	-36.70	36.70
Bill	2034...	05/28/2015			62105 · MAIN-Audi...	-74.77	74.77
Bill	2329...	05/28/2015			62420 · YS-Audio/V...	-14.07	14.07
Bill	2034...	05/28/2015			62105 · MAIN-Audi...	-21.28	21.28
Bill	0380...	05/28/2015			62105 · MAIN-Audi...	-27.36	27.36
Bill	0109...	05/28/2015			62105 · MAIN-Audi...	-27.15	27.15
Bill	0287...	05/28/2015			62105 · MAIN-Audi...	-35.57	35.57
Bill	2671...	05/28/2015			62510 · LH-Conser...	-206.00	206.00
Bill	2112...	05/28/2015			62520 · LH-Docum...	-23.07	23.07
Bill	0659...	05/28/2015			62105 · MAIN-Audi...	-33.94	33.94
Bill	0659...	05/28/2015			62105 · MAIN-Audi...	-37.72	37.72
Bill	0659...	05/28/2015			62105 · MAIN-Audi...	-36.29	36.29
Bill	0659...	05/28/2015			62150 · MAIN-Non ...	-28.00	28.00
Bill	0659...	05/28/2015			62105 · MAIN-Audi...	-4.35	4.35
Bill	2112...	05/28/2015			62520 · LH-Docum...	-30.36	30.36
TOTAL						-2,542.38	2,542.38