

**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
February 24, 2016
9:00 AM

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 January 27, 2016 Meeting (pp. 1 – 3)

V. Orders of Business

- A. Receive report from Interim City Administrator Michael Calhoun regarding Park Branch Library basement remediation (pp. 4 -7)
- B. Receive report regarding a request from the Sunset Cultural and Community Center Board to fund \$18, 375 in additional costs to expand the Sunset Center Master Plan scope of work to include the library, and provide direction (pp. 8- 10)
- C. Receive report from the Carmel Public Library Foundation regarding CPLF Activities
- D. Discuss the possibility of requesting additional open hours for the library and provide direction regarding forwarding the request to the City Council for consideration as part of the Fiscal Year 2016/17 budget deliberations (pp. 11-14)
- E. Accept second quarter distribution from the Carmel Public Library Foundation in the amount of \$72,775 (p. 15)
- F. Approve and accept private donation to the Harrison Memorial Library in the amount of \$500 (p. 16 – 17)
- G. Authorize library staff to enter into a contract with Califa to connect the library to the CalRen/Cenic high speed broadband network (pp. 18 – 26)

VI. Librarian's Report

- Review of monthly statistics
- Library staff recruitments
- Oral History project
- Update on Library Board appointment

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

VII. Treasurer's Report:

- A. Receive Treasurer's Report**
- B. Accept October 31, 2015 Financial Statements.**
- C. Accept January 31, 2016 Check Register.**

VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held March 23, 2016.

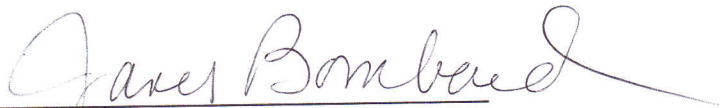
Any writings or documents provided to a majority of the Harrison Memorial Library Board of Trustees regarding an item on this agenda will be made available for public inspection in the Library Director's office at the Park Branch library at the corner of Mission & Sixth Streets during normal business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

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 February 19, 2016.

Dated this 19th day of February 2016 at the hour of 9:15 p.m.



Janet Bombard
Library and Community Activities Director

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

January 27, 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:

COLLINS, FLOWER, REIMERS, TWOMEY

ABSENT:

NONE

STAFF PRESENT:

Janet Bombard, Library Director

Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Board member Collins commended the Elkhorn Slough program.

IV. APPEARANCES:

No appearances.

V. APPROVAL OF MINUTES:

Board Member COLLINS moved to, **Approve the Minutes of the November 18, 2015 Regular Meeting**, seconded by Board Member REIMERS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, REIMERS, TWOMEY

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

VI. ORDERS OF BUSINESS:

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

CPLF Executive Director Amy Donohue informed the board of upcoming programs. Donohue also extended a personal invitation to the board for the Donor Salute which is coming up in March. The winter 2015 newsletter is in the process of being mailed out.

B. Receive report from the Carmel Public Library Foundation regarding contract with Group4 Architects

CPLF Executive Director Amy Donohue discussed the contract with Group4 architects.

C. Discuss the possibility of requesting additional library open hours from the City Council for the Fiscal Year 2016/17 budget and provide direction.

Marilyn Kren spoke to the Board about having the library open on Sundays. Kren also distributed a letter to the editor of the Herald newspaper from library patron Beverly Borgman regarding opening on Sundays. After discussing the issue, the Board asked the Library Director to prepare alternative schedules/hours and bring recommendations to the next meeting.

Board Member COLLINS moved to, continue discussion at next meeting and have Library Director prepare an alternative schedules/hours and bring to the next meeting, seconded by Board Member REIMERS and carried by the following roll call vote:

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

D. Approve Fiscal year 2016/17 budget amendment in the amount of \$11,100 in extra funding from the Carmel Public Library Foundation and allocate the amount of the New Equipment budget

After discussion, Board Member TWOMEY moved to, Accept the budget amendment in the amount of \$11,100 in extra funding from the Carmel Public Library Foundation and allocate the amount to the New Equipment budget, seconded by Board Member REIMERS and carried by the following roll call vote:

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

E. Review CalRen/Cenic Broadband project to date and provide direction if necessary

The Library Director reviewed the project to date, and answered Board questions. Board Member TWOMEY moved to, have the Library Director contract with AT&T for a 100 megabits per second connection for CalRen/Cenic Broadband, seconded by Board Member COLLINS and carried by the following roll call vote:

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

VII. LIBRARIAN'S REPORT:

Library Director Bombard reviewed the monthly statistics with the Board. Bombard updated the Board with regard the status of the current staff recruitments. The Food for Fines program was a success, forgiving \$72.00 in fees at the park branch and \$135.00 at the main library. The City will appoint a new Library Trustee at the March City Council meeting. The Library Director gave the board an update on the park branch basement and will keep them informed as things develop.

VIII. TREASURERS REPORT:

Board Treasurer Twomey reviewed the November and December financial statements and check register with the Board and answered questions about the financial statements. There were no extraordinary expenses that needed special attention from the Board. The October financial statements were never approved and will come before the Board at the February meeting.

Board Member COLLINS moved to, **Accept both the November & December, 2015 Financial Statements and Check Register**, seconded by Board Member REIMERS and carried by the following roll call vote:

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

X. ADJOURNMENT:

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:30 am. The next regular meeting is scheduled for February 24, 2016.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

Approved by:

Richard Flower, President, Library Board of Trustees

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
February 24, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Receive report from Interim City Administrator Michael Calhoun regarding Park Branch Library basement remediation

EXECUTIVE SUMMARY: The Carmel Public Library Foundation Executive Committee, out of concern as to the state of the Park Branch Library basement, hired an attorney to communicate with the City about the matter.

In a letter dated February 9, 2016 to City Attorney Don Freeman – and on which the Library Board of Trustees were copied (Attachment 1) - attorney Chris Campbell reiterates the CPLF Executive Committee concerns that not enough is being done to remediate the mold in the basement.

In 2013, the City contracted with Holland Woolley of A.R.E. inspections to perform a visual mold assessment and sampling of the Park Branch Basement. More recently, the following steps have been taken with regard to addressing the problem:

- On December 9, 2015 Mr. Woolley performed follow-up testing of the basement.
- On December 11, 2015 Mr. Woolley provided a written report to the City.
- On January 15, 2016 Interim City Administrator met with the CPLF Executive Committee and provided AREI December 11th report.
- On January 7, 2016 staff met with M3 Environmental Consulting.
- On January 19, 2016 City staff, three certified contractors and a consultant from M3 Environmental Consulting performed a walk-through inspection of the basement. After that meeting, the contractors determined that the scope of the work was greater than had first been anticipated.
- On January 19, 2016 Garrett Rodewald of M3 Environmental Consulting performed a follow-up sampling of the mold in the Park Branch Basement.
- On January 27, 2016 staff met with M3 Environmental Consulting to discuss a new work plan.
- On February 17, 2016 M3 Environmental Consulting provided a report on recommended guidelines for long-term containment.
- On February 19, 2016, staff conducted a second site visit with M3 Environmental Consulting to develop a work plan.

The next phase of the project will be to invite a mechanical engineer to evaluate the current ventilation system, proceed with implementation of the competitive bid process, and award a construction bid.

Interim City Administrator Michael Calhoun will attend the meeting to provide the Board with more information regarding the work that has happened to date, and the project's next steps.

ATTACHMENT 1

HEISINGER, BUCK & MORRIS

ATTORNEYS AT LAW

MALCOLM S. MILLARD (1914-1999)

JAMES G. HEISINGER, JR.
SIDNEY M. MORRIS*

CHRIS CAMPBELL
LYNN C. LOZIER

*CERTIFIED SPECIALIST - ESTATE PLANNING
TRUST AND PROBATE LAW
STATE BAR OF CALIFORNIA
BOARD OF LEGAL SPECIALIZATION

RETIRED

ROBERT B. BUCK

DOLORES & SIXTH STREETS
POST OFFICE BOX 5427
CARMEL, CALIFORNIA 93921-5427
TELEPHONE (831) 624-3891
FACSIMILE (831) 625-0145

E-MAIL: hbm@carmellaw.com

February 9, 2016

Donald Freeman, City Attorney
P.O. Box 805
Carmel, CA 93921

Re: Carmel Library Park Branch

Dear Don:

I'm writing in my capacity as counsel for the Carmel Public Library Foundation, for the purpose of continuing a conversation which you and I began in early December. I'm copying the Carmel Library Board of Trustees on this letter, as well as Mayor Jason Burnett, Acting City Administrator Mike Calhoun, and incoming City Administrator Chip Rehrig, because we are facing a very serious situation and I believe that a successful solution will take the focused attention of all of these people.

You'll remember that I contacted you in early December because of information which had been received by the CPLF Executive Committee in November 2015 through the project report presented by library consultant Susan Kent. As part of her investigation, Ms. Kent had been provided with a copy of the report dated March 14, 2013, done by Applied Real Estate Inspections, the company which had been hired to complete a moisture and mold assessment of the Park Branch at that time.

What was most troubling to the CPLF Executive Committee about the 2013 AREI assessment report was the fact that AREI had identified mold levels in the basement area which were significant enough for AREI to recommend that no one enter the basement area without personal protective equipment. AREI further recommended that a company trained and insured in mold remediation should do the corrective work on the affected areas and that the areas should be checked again after the remediation. The CPLF Executive Committee was unable to obtain any confirmation that the remediation had been accomplished, nor that there had been any follow-up testing. Because of the potential risk to library patrons and employees, the Committee was very concerned.

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After meeting with the Executive Committee on December 3, 2015, I spoke to you in person and by phone. After speaking to Mike Calhoun, you assured me that you had been informed that the remedial work had been performed in March 2013 after the AREI report had been received. You urged me to contact Mike Calhoun directly, and I did so. In our conversation, Mike told me that the City of Carmel had sent in a crew to perform the remedial work in 2013, but he also confirmed that no follow-up testing had been done. Mike told me that he first learned of the issue in late November 2015, and that he immediately obtained an authorization for testing by AREI. In fact, Mike told me that samples were being taken by AREI that very day. Mike said that he would provide us with a copy of the report and that a program would be put into place right away to schedule periodic retesting. Mike also offered to set up a meeting with the CPLF Executive Committee once the AREI report had been received. The members of the Executive Committee were very relieved to receive this information.

On January 15, 2016, Mike Calhoun met with the CPLF Executive Committee and provided a copy of the new report, which is dated December 11, 2015. At the meeting, Mike said that it turned out that the remedial work which we had been told was done by a City crew in 2013 had never actually been done. He said that the Public Works Department had done some work to remove the mold which was visible, but that the recommendation in the AREI 2013 report that a company trained and insured in mold remediation should be hired to correct the affected areas had not been followed, and there had been no subsequent testing or work.

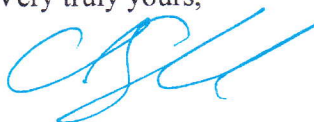
The CPLF Executive Committee was very concerned after the meeting with Mike Calhoun, so they met directly with Holland Woolley of AREI to review the December 2015 report in detail. Mr. Woolley compared the March 2013 and December 2015 reports and discussed them with the Executive Committee. Mr. Woolley confirmed that the recommended 2013 remediation had not been done, and he also said that the scope of the work he'd been contracted to do for the 2015 report was limited. He made it clear that in December 2015 he was *not* asked to assess the entire building, and that his inspection consisted of a visual mold assessment and air sampling (four indoor samples and two outdoor samples) to determine the success of the mold remediation. He also conducted air samples of the first floor kitchen area and the Children's Library. Mr. Woolley represented to the Committee that he felt that a qualified remediation company should do the remediation work rather than having the City crew attempt it. He also recommended that the contents of the basement should be removed and disposed of by certified and trained professionals, and he said that additional assessments should be done at least annually. Mr. Woolley also stated that all remediation work should be completed before any renovations are undertaken on the first floor of the building and he strongly recommended that more testing should be done on the main floor. Mr. Woolley was asked to recommend several companies who are qualified to perform the remediation, and these are the names and the contact information which he provided: TRUE RESTORATION/HARE CONSTRUCTION in Pacific Grove, 655-9507; ADVANCED RESTORATION in San Jose, (408) 298-4391; and CLEAN-TEC in Santa Cruz, 457-8666.

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I met with the CPLF Executive Committee yesterday morning, and as a result of that meeting I was directed to write this letter. The Committee is deeply concerned that the City of Carmel hasn't taken appropriate action, and I share that concern. The Park Branch is owned by the City, and the City has the responsibility for ensuring that it is a safe place for the children and their families who use it every day. It is no exaggeration to say that this is potentially a very serious public health issue.

We believe that the first thing that must be done is for the City of Carmel to arrange for AREI to conduct further testing of untested areas in the entire building so that a complete report can be provided. At the same time, we ask the City to move immediately to select a qualified company to undertake the remediation work which will be determined to be necessary following receipt of the complete AREI assessment. The CPLF Board is meeting on February 22, 2016; at that time, the Executive Committee will be updating the Board on the situation in the Park Branch. We hope that at that time we can advise the Board that further testing has been performed by Mr. Woolley and that a qualified remediation contractor has been retained by the City to perform the necessary remediation of this potentially hazardous situation. I urge you to work with the Mayor, Mike Calhoun, and Chip Rehrig to make certain that this potentially dangerous situation is addressed immediately. I very much look forward to receiving your response.

Very truly yours,



Chris Campbell

cc: Carmel Library Board of Trustees
Mayor Jason Burnett
Interim City Administrator Michael Calhoun
City Administrator Chip Rehrig

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HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
February 24, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Receive report regarding a request from the Sunset Cultural and Community Center Board to fund \$18,375 in additional costs to expand the Master Plan scope of work to include the library and provide direction

EXECUTIVE SUMMARY:

During a facilities strategic planning meeting with Library Consultant Susan Kent last October, Councilmember Talmage brought up the idea of building a new library on the Sunset Center north parking lot. Given that the Board of the Sunset Center Cultural and Community Center was also engaged in strategic planning with regard to its facilities and an eventual Master Plan, the timing seemed right to consider this alternative in the library facilities planning that was already underway.

The Monterey Museum of Art has also expressed interest in building a new museum on the north lot. The Sunset Center Board is open to considering both entities – the library and the museum - and has asked the consulting firm that is facilitating the master plan to amend the plan to include them.

The consulting firm, Anderson Brule Architects, Inc., has indicated that to do so will necessitate an additional \$36,750 in fees. The Sunset Center Board is asking the library and the museum to split the cost of the fees, and has indicated that should either entity choose not to do so, the Sunset Center Board will proceed with the Master Plan without that entity being included in further planning.

The library's cost to proceed with the Sunset Center Master Plan is \$18,325.

The Carmel Public Library Foundation recently engaged Group4 Architects to look at the existing library facilities and make recommendations as to how the library can move forward with renovating and upgrading the buildings. Group4 also agreed to include the possibility of a new building on the Sunset Center lot as part of the scope of work.

The Carmel Public Library Foundation will be considering Sunset Center's request at its Board meeting on Monday, February 22. Carmel Public Library Foundation staff and/or library staff will report at the February 24th Library Board meeting on the CPLF Board's decision as to whether CPLF is willing to fund the additional costs.

If the CPLF Board declines to pay the costs, the Library Board of Trustees could, if it so wishes, choose to appropriate funds from reserves to pay the costs. If the Board decides it would like to engage in a discussion as to whether or not to pay the costs, it may want to consider the following points:

- The library already occupies two buildings that can be renovated to provide the desired services
- Implementation of the proposed Sunset Center Master Plan is very likely far off in the future
- There are no City funds available to pay the costs of building a new library building
- If neither CPLF nor the Library Board chooses to pay the costs of funding the study, the agreed upon scope of work to be performed by G4 can likely be amended.

ATTACHMENTS:

Attachment 1: Additional Services Authorization, Anderson Brule Architects



ANDERSON BRULÉ ARCHITECTS

Additional Services Authorization

January 29, 2016

Ms. Kathy Bang, Board Chair, Board of Trustees
Sunset Community and Cultural Center
San Carlos Street / 9th Avenue
P.O. Box 1950
Carmel-By-The-Sea, CA 93921

**Re: Proposal for Additional Professional Services
Sunset Center Master Plan
Carmel Public Library and Monterey Museum Program Development**

Dear Kathy:

Anderson Brulé Architects, Inc. (ABA) is pleased to submit this proposal for additional professional services for the Sunset Community and Cultural Center Master Plan.

Context

The Sunset Community and Cultural Center (SCCC) has contracted with ABA to develop a Master Plan for the SCCC site. This project is being funded and led jointly by the SCCC and the City of Carmel-by-the-Sea. The estimated costs and approved scope of work for fixed fee contract was based on all program development and representation occurring through the SCCC and the City. The project Core Team has determined that the Master Plan scope should now include potential programs for the Monterey Museum and the Carmel Public Library.

Scope of Additional Services

As shown in the attached project Process Map, to accommodate the Monterey Museum and Carmel Public Library program studies, ABA will:

- Work by email and telephone with Museum and Library representatives to define and refine their respective program requirements and sharing opportunities (3.2).
- Organize and support an additional Core Team meeting with Library and Museum representation (3.3).
- Organize and support an additional project Core Team Meeting (3.4).
- Support Master Plan progress reviews by the Museum and Library Boards in addition to those previously planned by the SCCC Board and the Carmel City Planning Commission and Council (4.6 and 4.10).

Deliverables

ABA will support the Museum and Library in the development of program information that can be used in the Master Plan Design Workshop. ABA will include Museum and Library representatives in one (1) Core Team meeting and in the planned Design Workshop. ABA will prepare and present two (2) Master Plan Project updates each to the Boards of the Museum and Library.

Assumptions

ABA's role in Museum and Library program development will be to design and distribute electronically a program information sheet, to refine individual program information via one (1) follow-up telephone call with each, and to further refine programs and sharing opportunities via one (1) joint phone call involving both the Museum and the Library.

Schedule

Additional programming will begin upon approval of this agreement. ABA estimates that, based on the client's availability to schedule and attend meetings, the program development and Core Team meetings will require about 6 weeks of work.

Fee Proposal

These additional services will be provided for a fixed fee of \$35,000. Reimbursable expenses for travel and incidental expenses are estimated at \$1,750 and will be billed per the terms and conditions of the Sunset Center Master Plan base contract.

This Agreement between Anderson Brule Architects, Inc. and the Sunset Community and Cultural Center is evidenced by the authorizing signatures below.

Sincerely,
Anderson Brule Architects



David O'Brien
Director

Cc: **Christine Sandin**, Executive Director, Sunset Community and Cultural Center
Robert Mullane, Public Works Director, Carmel-by-the-Sea

ATTACHMENT: Sunset Center Master Plan Process Map

Pamela Anderson Brule, FAIA
Principal
California License: C23122
Date

Kathy Bang
Board Chair, Board of Trustees
Sunset Community and Cultural Center
Date

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
February 24, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Discuss the possibility of requesting additional open hours for the library and provide direction regarding forwarding the request to the City Council for consideration as part of the Fiscal Year 2016/17 budget deliberations

SUMMARY:

At the January 2016 meeting, the Trustees directed to staff to continue the discussion of additional open hours to the February meeting and prepare a recommendation on alternative schedules and hours.

In order to better inform the process, library staff in both buildings were directed to count numbers of people using the library during specific blocks of time throughout the day. A short survey for patrons regarding increased open hours was also put at the Main Library circulation and reference desks, and the Youth Services desk at the Park Branch (see Attachment for survey examples).

As a follow-up to a question asked at the January meeting, department supervisors were also asked to estimate the overall percentage of tourists who use/visit the library (25%, although the number may be a little higher for the reference department).

Door counts and statistics from the past month show that the majority of patrons came to the Main Library in the afternoon, between the hours of 1:00 and 5:00 every day (note: on Mondays and Saturdays the library is only open during those hours). The reference desk's busiest times alternated between mornings and afternoons; however, afternoon use of the reference desk was somewhat greater overall. With the exception of Wednesday mornings, when the weekly storytime program takes place, the Youth Services department's busiest time was also afternoons between 1:00 and 5:00. In both buildings, the time with the fewest number of patrons using the library was between 7:00 and 8:00 p.m. While these statistics were gathered over the course of only one month, library staff supervisors are of the opinion that they reflect typical usage patterns.

The surveys were gathered over the course of 3 ½ weeks, and were completed by 117 Main Library patrons, and 16 Youth Services department patrons. Results of the Main Library survey were as follows:

- 62 votes for the library being open Monday mornings
- 53 votes the library opening Tuesday mornings at 10 a.m. instead of 11 a.m.
- 54 votes for the library opening Wednesday mornings at 10 a.m. instead of 11 a.m.
- 55 votes for the library being open Saturday mornings
- 72 votes for the library being open Sunday afternoons

Notes on open times in the "Other" section of the survey included the following:

- Same time every day
- Thursday and Friday till 8 p.m.
- Monday evening till 6, Thursday till 8
- Open every day at 9 a.m.
- More evenings and staff
- 9 – 8 every day
- 9 – 9 Monday through Sunday

- Same hours every day
- Saturday a.m. – too many tourists in the p.m.
- 24 hours / movies, book reviews, tea time

The majority of patrons voted for increased open hours for more than one day. For example, 27 people voted for Sunday afternoon only, but 46 people asked for Sunday afternoon in addition to other open times.

Results of the Youth Services department surveys were as follows:

- 8 votes for the department being open Monday mornings
- 8 votes for the department being open Tuesday mornings
- 8 votes for the department being open Saturday mornings
- 4 votes for Sunday afternoons

One respondent wrote “no” next to all the suggested mornings and afternoons on the Survey, but indicated that he/she would like the Youth Services department to be open weekday afternoons and evenings. As with the Main Library survey results, the majority of respondents voted for increased open hours on more than one day.

It is clear that our library patrons would like to see an overall increase in open hours. The notes written in the “other” section also make it clear that patrons would like to see more consistency during the week with respect to the times the library is open. It is staff opinion, however, that adding open hours on Sundays is not warranted by the (admittedly short duration) survey results. Granted, Sunday afternoons at the Main Library received the most votes, but, taking everything into account, the differences in the numbers are not that great.

At a recent City staff budget meeting, City finance staff indicated that the City’s revenues, while still up overall, have been decreasing and that trend is expected to continue. The City Council, therefore, is likely to take a hard look at any requests for increased staffing and the resultant increased costs.

If the Library Board were to request opening the library on Sundays, it would necessitate adding new staff. The first-year costs to the City would be:

Reference Librarian, step one @ 4.5 hours per week (\$24.85/hour):	\$6,292 per year
Library Assistant, step one @ 5 hours per week (\$23.15/hour):	\$6,019 per year
Library Assistant, step one @ 4 hours per week: (\$23.15/hour):	\$4,816 per year

Total: \$17,127 per year

The current open hours at each library are as follows:

MAIN (42 hours per week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 – 5	11 – 8	11 – 8	10 – 6	10 – 6	1 – 5

BRANCH (36 hours per week)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 – 5	1 – 8	10 – 5	10 – 5	10 – 5	1 – 5

Staff is proposing the following alternative:

1. Remain closed on Sundays
2. Close the Main Library at 7 p.m. instead of 8 p.m. on Tuesday & Wednesday, and open at 10 a.m. instead of 11a.m. those two days.

3. Close the Youth Services department at 7 p.m. instead of 8 p.m. on Tuesday.
4. Open the Youth Services department at 10 a.m. on Tuesday.

The Main Library schedule would then look like this (44 hours per week):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 – 5	10 – 7	10 – 7	10 – 7	10 – 7	1 – 5

The Youth Services Department schedule would look like this (38 hours per week):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 – 5	10 – 7	10 – 5	10 – 5	10 – 5	1 – 5

The schedules above would add only 4 open hours a week more, but opening times would be more consistent and therefore easier for the public to remember. Furthermore, this could be accomplished for far less money than opening Sunday afternoons.

The library currently has three part-time library assistants who work 12 hours, 15 hours, and 17 hours a week respectively (17 hours per week is the maximum that part-time staff are allowed to work). The Library also has three part-time Reference Librarians, two who work 17 hours a week, and one who works eight hours per week. The schedules above could be accomplished by asking the City Council to increase existing part-time library assistant staff hours by two to four hours a week (staff would need to do an in-depth analysis of schedules to determine the exact number), and the 8 hour per week reference librarian's hours by two hours per week.

Costs for this scenario would be as follows:

Reference Librarian, step 5* @ 2 extra hours per week (\$32.69/hour):	\$3,400 per year
Library Assistant, step one @ 4 hours per week: (\$23.15/hour):	\$4,816 per year

Total: \$8,216 per year

*The Library's 8 hour per week Reference Librarian is at Step 5 (top step).

ATTACHMENTS:

Attachment 1: Survey

ATTACHMENT A

LIBRARY HOURS SURVEY – MAIN LIBRARY

If the library were able to open more hours per week, which of the following would be most convenient for you:

Monday mornings _____

Tuesday at 10:00 (instead of 11:00) _____

Wednesday at 10:00 _____

Saturday mornings _____

Sunday afternoons _____

Other _____

LIBRARY HOURS SURVEY – YOUTH SERVICES

If the library were able to open more hours per week, which of the following would be most convenient for you:

Monday mornings _____

Tuesday mornings _____

Saturday mornings _____

Sunday afternoons _____

Other _____

HOLD TO LIGHT TO VIEW WATERMARK IN PAPER HEAT SENSITIVE RED IMAGE DISAPPEARS WITH HEAT DETECTION CIRCLE REVEALS A LOCK WHEN TESTED

1659



CARMEL PUBLIC LIBRARY FOUNDATION

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(831) 624-2811

UnionBank

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400 California Street, San Francisco, CA 94104
(800) 238-4486 unionbank.com

CARMEL PUBLIC
LIBRARY FOUNDATION

11/5/15

PAY TO THE
ORDER OF Harrison Memorial Library

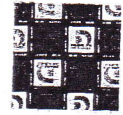
\$ **72,775.00

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

DOLLARS

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

VOID



Ben J. Hummel
AUTHORIZED SIGNATURE

MEMO

2nd Quarter Distribution from CPLF

Budget

Security features. Details on back.

CARMEL PUBLIC LIBRARY FOUNDATION

Harrison Memorial Library

1659

11/5/15

72,775.00

SB Checking Account 2nd Quarter Distribution from CPLF

72,775.00

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
February 24, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Approve and Accept private donation to the Harrison Memorial Library in the amount of \$500

SUMMARY:

The library has received a private donation of \$500.

Per the Board of Trustees financial policy all donations and gifts with a value in excess of \$500 must be approved and accepted by the board.

2 December 2015
Date

PAY to the Order of Harrison Memorial Library \$500.00

Five hundred and 00/100 Dollars

WELLS FARGO Wells Fargo Bank, N.A.
California
wellsfargo.com

VOID

For donation

Security Features Details on Back

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
February 24, 2016

To: Harrison Memorial Library Board of Trustees
From: Janet Bombard, Library Director
Subject: Authorize library staff to enter into a contract with Califa to connect the library to the CalRen/Cenic high speed broadband network

SUMMARY:

At the January 27, 2016 meeting the Library Board of Trustees authorized staff to contract for a 100 Mbps broadband connection to CalRen/Cenic.

The next step of the process is to enter into a contractual agreement with Califa Group - a not for profit membership cooperative that engages in negotiations for discounted services for California libraries - whereby Califa will obtain one or more data circuits to connect the library to the CENIC high speed broadband network (see Attachment).

Staff is requesting authorization from the Library Board of Trustees to enter into the agreement and sign the contract.

ATTACHMENT:

Attachment 1: Proposed agreement between Harrison Memorial Library and Califa for the provision, installation and maintenance of advanced network (data) services

**AGREEMENT BETWEEN HARRISON MEMORIAL LIBRARY AND
CALIFA
FOR THE PROVISION, INSTALLATION AND MAINTENANCE OF
ADVANCED NETWORK (DATA) SERVICES**

This Agreement, hereinafter referred to as "Agreement", is entered into as of **DDDD**, 2015 by and between Califa Group, a California public benefit corporation, hereinafter referred to as "Califa" and the Harrison Memorial Library hereinafter referred to as "Library". Califa and Library are sometimes referred to in this Agreement individually as "Party" and collectively as "Parties". All written communications between the parties shall be addressed as follows unless and until amended in writing by the respective party.

Harrison Memorial Library	Califa
Janet Bombard	Susan H. Hildreth
Library Director	Executive Director
Ocean Ave & Lincoln St	2471 Flores Street
Carmel-By-The-Sea, CA 93921	San Mateo, CA 94403

WITNESS THAT

WHEREAS, Califa, on behalf of the California State Library, has contracted with CENIC to provide high speed networking to libraries in California; and

WHEREAS, Library desires to contract with Califa to obtain one or more data circuits to connect Library to the CENIC high speed broadband fiber network, CalREN, and, if specified in appendix #1, attached, to connect Library to other library sites as identified in said appendix for the purpose of connecting to CalREN.

NOW THEREFORE, Library and Califa enter into this Agreement:

1. Relationship between the Parties

It is the purpose of this Agreement to set forth the terms and conditions applicable to the provision of communications and related network services to Library.

2. Services to be Provided

The primary communications infrastructure provided by CENIC is the California Research and Education Network ("CalREN"). Among the services that CENIC will provide to Libraries

are use of CalREN and contracting for and provision of data circuits supplied by network service providers.

Califa, on behalf of Library, will contract with CENIC for such data circuits. Specific circuits and their costs are included in the appendix attached. Califa will assure that CENIC notifies the Library of installation requirements and necessary maintenance instructions. Neither CENIC nor Califa shall be responsible for operating or maintaining software, equipment or cabling that connects equipment not provided by CENIC for the services unless specifically agreed to in writing by CENIC.

3. **Term and Termination of this Agreement**

- (a) **TERM OF THIS AGREEMENT.** This Agreement shall be in effect from **DDDD** through June 30, 2017. This agreement will automatically renew unless one party notifies the other at least 60 days in advance of June 30, 2017 and each June 30 of each renewal period.
- (b) **TERMINATION.** Termination prior to the end date stated above shall result in Library having to pay any circuit telecommunications carrier termination charges resulting from early termination of the Service.
- (c) Library may terminate this agreement if non-recurring, one-time costs for all circuits included in appendix 1 are increased by the telecommunications carrier from the amount shown in appendix 1. See footnote for non-recurring charges in appendix 1 for more information.

4. **Payment**

Payment for services shall be due within thirty (30) days of receipt of a Califa invoice reflecting provision of the services for which the invoice is sent; or as otherwise agreed to by Library and Califa. Except for non-recurring costs, if any, costs in Appendix I shall only begin upon installation of circuit(s). Library will put forth reasonable efforts to make payments within thirty (30) days after receipt of invoice.

5. **Miscellaneous**

- (a) **CONDITIONS OF USE.** Library agrees to conform to the CENIC Appropriate Use Policy located at <http://www.cenic.org/p=2081/> and to any specific conditions of use imposed by subcontractors providing communications services to CENIC as may be in force at the time such services are made available per an Addendum to this Agreement. If such conditions of use are modified and Library believes it can no longer conform to their requirements, Library shall have one hundred eighty (180) days to terminate the affected service without penalty. If Library does not elect to terminate the service, Library must conform to the revised conditions of use or be subject to termination of the service by CENIC.
- (b) **CONFLICTING CLAUSES.** If any clause in this Master Agreement is in conflict with a clause in an Addendum to this Agreement, the language in the Addendum shall take precedence but only for the service defined in that Addendum.

- (c) FORCE MAJEURE. Neither party will be responsible for performance of its obligations hereunder where delayed or hindered by war, riots, embargoes, strikes involving third parties, acts of Local Access Providers or of its vendors, or suppliers, acts of unrelated third parties, accidents, cable cuts, act(s) of God or any other event beyond its reasonable control.
- (d) GOVERNING LAW. The laws of the State of California shall govern this Agreement.
- (e) NON LIBRARY USES: Library understands that this agreement covers only library use of CalREN and of circuits provided hereunder and Library agrees that no other uses will be made of the services provided herein.

6. Entire Agreement

This Agreement and any Addenda contemporaneously or subsequently executed by the parties constitute the entire Agreement between the parties regarding the subject matter of this Agreement and supersede all prior written or oral agreements with respect to such. This Agreement may not be modified orally, and no modification shall be binding unless in writing and signed by authorized representatives of both parties.

7. General Provisions

7.1 Nondiscrimination:

- (a) During the performance of this Contract, Califa and its subcontractors shall not deny the Contract's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Califa shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

7.2 It is expressly agreed and understood by the parties hereto that if any provision of this Agreement is held to be or invalid under any applicable statute or rule of law, it is deemed to that extent to be omitted. However, the balance of the Agreement shall remain in full force and effect.

7.3 Rights and Remedies: The rights and remedies of Library provided herein shall not be exclusive and are in addition to any other rights and remedies provided by law.

8. Indemnification. Library shall indemnify Califa, its trustees, officers, agents and employees harmless from and against any and all liability, loss, expenses (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Library its officers, agents, or employees.

Califa shall indemnify Library, its trustees, officers, agents and employees harmless from and against any and all liability, loss, expenses (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Califa, its officers, agents, or employees.

9. Dispute Resolution. All disputes between the parties hereto with respect to their rights and duties hereunder, excepting only indemnity claims, shall be resolved through binding arbitration pursuant to Code of Civil Procedure Section 1280, with the non-prevailing party responsible for the arbitrators' fee but in all other respects with each side bearing its own costs and attorneys fees.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

For Library

for Califa

Signature

Signature

Name

Susan H. Hildreth

Name

Title

Executive Director

Title

Date

Date

Appendix #1 Provision, Installation and Maintenance Of Advanced Network (Data) Services: Reimbursement of Circuit Costs

This Appendix lists the circuits contracted for by CENIC on behalf of Califa and the Library for connecting CENIC's fiber optic backbone to Library and for library connections that are not direct connections to CENIC's fiber optic backbone, e.g. direct connections between libraries. Library understands that CENIC will bill Califa, and Califa will bill Library, for actual costs of circuits charged by network service providers, including taxes and surcharges and without markup. Prior to approval of CENIC's Library consortium E-rate application by the FCC's E-rate contractor, not all applicable E-rate and CTF discounts will be reflected on invoices. After the E-rate application for any given year is approved, the network service provider will coordinate with CENIC to provide appropriate credits and such credits will be passed from CENIC to Califa and from Califa to the Library. Such credits are typically issued sometime during the fiscal year after the year in which the circuits are installed and services are first provided. In subsequent years, credits continue to be issued in the fiscal year after the year for which services have been provided. Library further understands that the exact discounted cost of circuits will not be known until after the E-rate consortium application is approved. The actual start date of the service, and therefore of circuit costs, will be dependent on coordination among CENIC, the Library and the network service provider. Any one time (Non-recurring or NRC) costs included below are typically invoiced by carriers prior to circuit installation and will be invoiced to Library upon receipt of invoice to CENIC from carrier.

The circuit being provided by the network service provider is a switched "cloud" circuit, with two billed elements, or links.

Note 1: These numbers do not include early termination fees that might be required from current provider(s), nor equipment the library may need to purchase to support these circuits, nor Taxes & Surcharges on the circuits.

Note 2: E-rate and CTF discounts are dependent upon the continued funding of these programs. CENIC/Califa cannot guarantee the E-rate and CTF discounts, and these discounts are subject to change.

Definitions

*NRC - Non-Recurring Charges. These costs could be subject to change should a telecommunications provider determine during circuit engineering prior to circuit installation that additional costs are required. Should this occur, the library may cancel the circuit with NRC, or if all circuits are to be charged additional costs as compared to those in this agreement library may cancel this entire agreement or ask whether another circuit(s) with lower NRC but potentially higher on going monthly costs is (are) available.

**CTF discount - percent discount of amount after E rate discount is applied.

***E-rate discount: percent discount indicated is an estimate based on data available at the time the quote was generated. Actual discount percentage will be identified by the E rate authorities at a later point.

LIBRARIAN'S MONTHLY REPORT

January 31, 2016

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-15.26	2,399	2,415	17,431	20,570
Non-Fiction	-17.54	1,670	1,341	10,424	12,642
Magazines	-22.29	154	178	959	1,234
Audio/Video	-20.76	2,803	2,670	17,771	22,426
ADULT CIRCULATION TOTAL:	-18.09	7,026	6,604	46,585	56,872
Juvenile Circulation Transactions:					
Fiction	-26.32	1,477	1,730	13,977	18,970
Non-Fiction	-31.08	332	218	2,084	3,024
Magazines	12.71	20	13	204	181
Audio/Video	-24.81	391	380	2,933	3,901
JUVENILE CIRCULATION TOTAL:	-26.38	2,220	2,341	19,198	26,076
CIRCULATION TOTAL:	-20.69	9,246	8,945	65,783	82,948
Reserve Requests:	27.40	838	832	5,793	4,547
Patron Visit Count					
HML Building	-8.66	5,288	5,200	39,014	42,715
Park Branch Building	-16.47	1,620	1,653	12,128	14,519
Local History	-50.70	34	36	283	574
Youth Services Dept.	-15.94	1,594	1,617	11,893	14,149
PATRON VISIT TOTAL:	-10.64	6,908	6,853	51,142	57,234
PATRON REGISTRATION:					
Patron Data Base Purge 08/15					
Carmel by-the-Sea Residents	-5.79	22	17	114	121
Monterey City Residents	-30.70	17	19	79	114
Unincorp. Monterey Cty Residents	-23.21	61	27	225	293
Visitor Cards	16.67	4	6	35	30
Other Borrowers	-18.52	9	12	66	81
REGISTRATION TOTAL:	-18.78	113	81	519	639

LIBRARIAN'S MONTHLY REPORT

January 31, 2016

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea		-15.93	2,235	2,616	18,435	21,929
Outreach		-69.48	37	31	246	806
RESIDENTS TOTAL:		-17.83	2,272	2,647	18,681	22,735
Non-Residents:						
Other Monterey County Cities		-19.66	1,314	980	8,277	10,302
Unincorporated Monterey County		-21.75	5,362	5,032	36,481	46,624
Other Zip Codes		-25.19	253	251	2,103	2,811
NON-RESIDENTS TOTAL:		-21.55	6,929	6,263	46,861	59,737
OUTREACH SERVICES:						
Visits		-15.15	4	4	28	33
Circulation		-69.48	37	31	246	806
LOCAL HISTORY:						
Visitors		-52.03	34	36	283	590
Digital Items Added		#DIV/0!		0	0	0
Physical Items Added		#DIV/0!		0	0	0
Programs Attendance		-100.00		0	0	100
TELEPHONE CALLS:						
Reference Desk		-8.94	263	241	1,956	2,148
Youth Services Desk		-56.89	49	58	444	1,030
Local History Desk		-63.79	23	22	151	417
Circulation Desk		-12.43	1,132	1,063	7,236	8,263
TOTAL TELEPHONE CALLS:		-17.47	1,467	1,384	9,787	11,858

LIBRARIAN'S MONTHLY REPORT

January 31, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-29.14	574	508	3079	4345
Youth Services Desk	-54.95	235	175	1578	3503
Local History Desk	-41.35	136	120	956	1630
Circulation Desk	-5.11	898	922	5776	6087
TOTAL REFERENCE QUESTIONS:	-26.83	1843	1725	11389	15565
Information Questions Answered:					
Reference Desk	-29.03	263	137	1225	1726
Youth Services Desk	-76.42	147	132	931	3948
Local History Desk	-42.93	34	35	230	403
Circulation Desk	-17.47	764	799	5272	6388
TOTAL INFORMATION QUESTIONS:	-38.56	1208	1103	7658	12465
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	-31.58	34	24	169	247
MOBAC ILL from Other Libraries	16.67	13	12	105	90

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LIBRARIAN'S MONTHLY REPORT

January 31, 2016

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	-24.44	760	693	4618	6112
Electronic Search/Visits Total:	-25.68	3,632	2,955	22,735	30,591
Public WiFi Use	-15.92	379	360	2,302	2,738
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-19.25	202	182	1,405	1,740
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 Min		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	0.00	4	5	22	22
Summer Reading/Special Programs:	0.00	1	1	11	11
TOTAL PROGRAMS:	0.00	5	6	33	33
Attendance At Programs:					
Storytime-Children:	4.22	140	180	593	569
Summer Reading/Special-Children:	0.00	54	35	353	353
TOTAL CHILDREN'S ATTENDANCE:	2.60	194	215	946	922
TOTAL ADULT ATTENDANCE:	11.86	183	184	726	649
TOTAL YS PROGRAM ATTENDANCE :	6.43	377	399	1,672	1,571
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	1	1	6	6
TOTAL ATTENDANCE:	107.50	41	11	92	80
ADULT PROGRAMS:	-40.00	2	1	15	25
TOTAL ATTENDANCE:	7.52	221	4	772	718
TEEN PROGRAMS:	#DIV/0!	0	0	4	0
TOTAL ATTENDANCE:	#DIV/0!	0	0	39	0
CLASS VISITS					
Children's Visits: 2 Teen Visits: X					
TOTAL CHILDREN'S ATTENDANCE	-3.539823009	33	40	109	113
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	-3.539823009	33	40	109	113

LIBRARIAN'S MONTHLY REPORT

January 31, 2016

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult			266	266	980	980
Leased			128	106	996	760
Reference			10	10	79	57
Youth Services			145	145	621	621
Audio			102	102	234	234
Video			73	73	200	200
TOTAL:			724	702	3,110	2,852
HOLDINGS TO DATE						
HML Main Library Building			51,059	65913 titles		
Park Branch Library			20,327	held in both bldgs		
TOTAL ITEMS HELD:			71,386			
TOTAL TITLES HELD:				65,913		
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		4 this month, 21 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		4 this month, 20 YTD				

LIBRARIAN'S MONTHLY REPORT

January 31, 2016

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	187.18	33.00	34.00	224.00	78.0
Local History	-18.55	10.00	9.00	101.00	124.0
Reference	-50.00	2.00	2.00	16.00	32.0
Technical Services	-14.95	12.00	16.00	91.00	107.0
Youth Services	0.00	0.00	0.00	2.00	2.0
TOTALS:	12.83	57.00	61.00	387.00	343.0
OVERDRIVE					
Patron Registrations	-46.45	10	16	83	155
Checkouts	-63.27	133	130	918	2499
OTHER DIGITAL RESOURCES					
Checkouts	292.62	593	531	3565	908
Total electronic checkouts	242.56	593	531	4097	1196
BRAINFUSE:	-45.00	0	6	44	80
Scienceflix:	#DIV/0!	0	2	59	0
SELF CHECK PATRONS :					
Main Library	-13.21	391	380	2924	3369
Youth Services	-50.55	70	75	537	1086
TOTAL:	-22.31	461	455	3461	4455

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

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

CURRENT ASSETS	
Wells Fargo Checking	109,012.97
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	368,803.93
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	<u>226,000.00</u>
Total Current Assets	<u>1,026,151.20</u>
TOTAL ASSETS	<u><u>1,026,151.20</u></u>

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	740,214.49
Net Income / Loss	<u>(39,422.16)</u>
Total Net Assets	<u>1,026,151.20</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>1,026,151.20</u></u>

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

	October 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	-	72,775.00	280,000.00	(207,225.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700- CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	-	72,775.00	280,000.00	(207,225.00)
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	-	500.00	(500.00)
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	-	-	500.00	(500.00)
45000 · Interest Income				
45100 · Interest-Bradney	68.44	176.15	1,000.00	(823.85)
45000 · Interest Income - Other	615.91	1,584.89	-	1,584.89
Total 45000 · Interest Income	684.35	1,761.04	1,000.00	761.04
46000 · Friends of HML				
48000 · Library Operations	-	-	21,000.00	(21,000.00)
48005 - Books 4 U Grant	1,333.34	6,636.15	14,450.00	(7,813.85)
Total Income	2,017.69	81,172.19	316,950.00	(235,777.81)
Expense				

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

	October 2015 Actual	YTD Actual	Annual Budget	Budget Balance
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(4.96)	(10.96)	-	(10.96)
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	-	75.00	(75.00)
60030 · Telephone	671.93	2,655.16	9,400.00	(6,744.84)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	-	1,000.00	(1,000.00)
60060 · Bank Charges/Returned Checks	3.00	110.00	125.00	(15.00)
60070 · Supplies	1,249.22	2,442.52	11,700.00	(9,257.48)
60080 · Postage	315.66	495.93	1,500.00	(1,004.07)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	1,300.00	4,225.00	(2,925.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	231.00	426.00	1,650.00	(1,224.00)
60160 · Copy Services	-	203.67	14,000.00	(13,796.33)
60170 · Overdue Materials Collection	800.00	800.00	700.00	100.00
60180 · Advertising	-	-	1,550.00	(1,550.00)
60185 · P.G. Self Storage	200.00	800.00	2,400.00	(1,600.00)
60190 · Courier Services	100.00	400.00	1,800.00	(1,400.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,641.00	-
60210 · Staff Training	1,107.00	1,321.93	3,500.00	(2,178.07)
60220 · Mileage	79.30	218.00	1,000.00	(782.00)
60230 · Professional Memberships	-	-	1,700.00	(1,700.00)
60240 · Administration- Contingency	-	-	-	-

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

	October 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Total 60000 · ADMINISTRATION	5,077.15	19,803.25	65,466.00	(45,662.75)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	600.00	(600.00)
61100 · Equipment Maintenance/Contracts	222.60	8,171.32	14,700.00	(6,528.68)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	401.16	1,968.84	13,960.00	(11,991.16)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	623.76	10,140.16	29,260.00	(19,119.84)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	1,978.97	4,396.80	22,000.00	(17,603.20)
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	-	98.02	2,500.00	(2,401.98)
62130 · MAIN-Fiction	346.39	1,085.47	5,300.00	(4,214.53)
62140 · MAIN-NF-Travel Cont.	405.96	2,467.67	5,000.00	(2,532.33)
62150 · MAIN-Non Fiction	1,952.89	5,398.93	23,000.00	(17,601.07)
62155 - MAIN-Online Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	-	-	5,500.00	(5,500.00)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	98.89	301.30	1,200.00	(898.70)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	-	-	1,000.00	(1,000.00)
62210- MAIN-Teen Nonfiction	165.93	233.69	800.00	(566.31)
62215-MAIN-Teen DVD	-	-	200.00	(200.00)

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

	October 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	-	200.00	(200.00)
62310 · REF-Database	650.00	15,372.87	23,030.00	(7,657.13)
62320 · REF-Continuation	828.99	2,591.96	16,000.00	(13,408.04)
62330 · REF-General	28.81	389.45	4,000.00	(3,610.55)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	1,272.56	4,574.29	13,000.00	(8,425.71)
62410 · YS-DataBases	-	2,294.00	2,250.00	44.00
62420 · YS-Audio/Video	130.79	724.47	4,500.00	(3,775.53)
62510 · LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)
62520 · LH-Documents/ Digital Preserv.	102.00	290.84	2,500.00	(2,209.16)
62600 · Serials Subscriptions	448.54	1,264.70	12,450.00	(11,185.30)
62700 · Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	8,410.72	73,253.00	179,661.00	(106,408.00)
66000 · PROGRAMS AND CATALOGING	-	-	-	-
66100 · Adult/LH Programming	-	325.59	1,500.00	(1,174.41)
66300 · YS-Summer Reading Program	-	961.54	5,000.00	(4,038.46)
66400 · YS-Reading Programs	699.85	1,317.54	6,000.00	(4,682.46)
66600 · Teen Programs	-	51.28	400.00	(348.72)
66700 · OCLC Cataloging	591.91	3,725.61	9,000.00	(5,274.39)
66750 · Library Cards	-	-	800.00	(800.00)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	1,291.76	6,381.56	22,750.00	(16,368.44)
67000 · INFORMATION SYSTEMS	-	-	-	-
67100 · IS-Equipment	8,705.51	9,543.00	18,000.00	(8,457.00)

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

	October 2015 Actual	YTD Actual	Annual Budget	Budget Balance
67200 · IS-Hosting and Maintenance	-	-	8,750.00	(8,750.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.66	567.39	2,415.00	(1,847.61)
67500 · IS-Software	-	165.99	500.00	(334.01)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	190.00	190.00	1,000.00	(810.00)
Total 67000 · INFORMATION SYSTEMS	<u>9,036.17</u>	<u>11,016.38</u>	<u>32,865.00</u>	<u>(21,848.62)</u>
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expense	<u>24,439.56</u>	<u>120,594.35</u>	<u>330,002.00</u>	<u>(209,407.65)</u>
Net Income	<u>(22,421.87)</u>	<u>(39,422.16)</u>	<u>(13,052.00)</u>	<u>(26,370.16)</u>

Harrison Memorial Library
Check Detail
January 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		01/28/2016	AMAZON		10000 · Wells Fargo...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		01/28/2016	AMAZON		10000 · Wells Fargo...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		01/28/2016	AMAZON		10000 · Wells Fargo...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		01/28/2016	AMAZON		10000 · Wells Fargo...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3356	01/07/2016	AMAZON		10000 · Wells Fargo...		-24.97
Bill	111-8...	01/07/2016			62420 · YS-AudioV...	-24.97	24.97
TOTAL						-24.97	24.97
Bill Pmt -Check	3357	01/07/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-881.59
Bill	4011...	01/07/2016			62150 · MAIN-Non ...	-198.86	198.86
					62130 · MAIN-Fiction	-45.24	45.24
					62190 · MAIN-Teen...	-16.68	16.68
					62210 · MAIN_Tee...	-24.85	24.85
					62400 · YS-Collection	-32.28	32.28
					62320 · REF-Contin...	-292.20	292.20
Bill	5013...	01/07/2016			62420 · YS-AudioV...	-72.43	72.43
Bill	4011...	01/07/2016			62320 · YS-AudioV...	-31.75	31.75
Bill	5013...	01/07/2016			62320 · REF-Contin...	-148.31	148.31
Bill	5013...	01/07/2016			62140 · MAIN-NF-T...	-18.99	18.99
TOTAL						-881.59	881.59
Bill Pmt -Check	3358	01/07/2016	COPIES BY THE S...		10000 · Wells Fargo...		-103.19
Bill	1114	01/07/2016			60160 · Copy Servi...	-103.19	103.19
TOTAL						-103.19	103.19

Harrison Memorial Library
 Check Detail
 January 2016

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3359	01/07/2016	HOOPLA		10000 · Wells Farg...		-281.12
Bill	9356...	01/07/2016			62310 · REF-Datab...	-281.12	281.12
TOTAL						-281.12	281.12
Bill Pmt -Check	3360	01/07/2016	JEFF ROTHAL		10000 · Wells Farg...		-284.51
Bill	1000...	01/07/2016			62150 · MAIN-Non ...	-107.54	107.54
					62330 · REF-General	-107.54	107.54
					62330 · REF-General	-69.43	69.43
TOTAL						-284.51	284.51
Bill Pmt -Check	3361	01/07/2016	ORIENTAL TRADI...		10000 · Wells Farg...		-57.96
Bill	6754...	01/07/2016			66400 · YS-Readin...	-57.96	57.96
TOTAL						-57.96	57.96
Bill Pmt -Check	3362	01/07/2016	OVERDRIVE		10000 · Wells Farg...		-2,401.69
Bill	0910...	01/07/2016			62160 · MAIN-EBoo...	-377.49	377.49
					62160 · MAIN-EBoo...	-403.35	403.35
					62160 · MAIN-EBoo...	-441.82	441.82
					62160 · MAIN-EBoo...	-436.73	436.73
					62160 · MAIN-EBoo...	-742.30	742.30
TOTAL						-2,401.69	2,401.69
Bill Pmt -Check	3363	01/07/2016	REDSHIFT		10000 · Wells Farg...		-14.95
Bill	1715...	01/07/2016			67400 · IS-Telecom...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3364	01/07/2016	AT&T CALNET 3		10000 · Wells Farg...		-2,283.20
Bill	7467...	01/07/2016			60030 · Telephone	-93.52	93.52
Bill	7466...	01/07/2016			60030 · Telephone	-2,189.68	2,189.68
TOTAL						-2,283.20	2,283.20

Harrison Memorial Library
 Check Detail
 January 2016

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3365	01/12/2016	BAKER & TAYLOR		10000 · Wells Farg...		-136.75
Bill	4011...	01/12/2016			62105 · MAIN-Audi...	-136.75	136.75
TOTAL						-136.75	136.75
Bill Pmt -Check	3366	01/12/2016	KAL-WEST		10000 · Wells Farg...		-100.00
Bill	00601	01/12/2016			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3367	01/12/2016	TEI Landmark Audio		10000 · Wells Farg...		-70.25
Bill	1183...	01/12/2016			60070 · Supplies	-70.25	70.25
TOTAL						-70.25	70.25
Bill Pmt -Check	3368	01/12/2016	XEROX		10000 · Wells Farg...		-98.66
Bill	0828...	01/12/2016			61100 · Equipment ...	-98.66	98.66
TOTAL						-98.66	98.66
Bill Pmt -Check	3369	01/12/2016	COMCAST		10000 · Wells Farg...		-130.46
Bill	1/01/16	01/12/2016			67400 · IS-Telecom...	-130.46	130.46
TOTAL						-130.46	130.46
Bill Pmt -Check	3370	01/12/2016	THE SALINAS CAL...		10000 · Wells Farg...		-32.28
Bill	SC30...	01/12/2016			62600 · Serials Sub...	-32.28	32.28
TOTAL						-32.28	32.28
Bill Pmt -Check	3371	01/13/2016	CALIFORNIA LIBR...		10000 · Wells Farg...		-600.00
Bill	3000...	01/13/2016			60230 · Professiona...	-600.00	600.00
TOTAL						-600.00	600.00
Bill Pmt -Check	3372	01/13/2016	KINDER JAM		10000 · Wells Farg...		-150.00
Bill	0065	01/13/2016			66400 · YS-Readin...	-150.00	150.00
TOTAL						-150.00	150.00

Harrison Memorial Library
 Check Detail
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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3373	01/13/2016	WELLS FARGO B...		10000 · Wells Farg...		-250.00
Bill	1/04/16	01/13/2016			60050 · Donor Ackn...	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	3374	01/14/2016	ACL		10000 · Wells Farg...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3375	01/14/2016	ACL		10000 · Wells Farg...		-15.00
Bill	02/06...	01/14/2016			60210 · Staff Training	-15.00	15.00
TOTAL						-15.00	15.00
Bill Pmt -Check	3376	01/19/2016	BAKER & TAYLOR		10000 · Wells Farg...		-880.42
Bill	5013...	01/19/2016			62140 · MAIN-NF-T...	-133.49	133.49
Bill	4011...	01/19/2016			62130 · MAIN-Fiction	-131.48	131.48
					62150 · MAIN-Non ...	-379.21	379.21
					62190 · MAIN-Teen...	-176.41	176.41
					62400 · YS-Collection	-36.36	36.36
					62205 · MAIN_Adul...	-23.47	23.47
TOTAL						-880.42	880.42
Bill Pmt -Check	3377	01/19/2016	DATAFLOW		10000 · Wells Farg...		-30.91
Bill	173523	01/19/2016			61100 · Equipment ...	-30.91	30.91
TOTAL						-30.91	30.91
Bill Pmt -Check	3378	01/19/2016	DEMCO		10000 · Wells Farg...		-1,968.29
Bill	5757...	01/19/2016			61200 · Equipment-...	-1,968.29	1,968.29
TOTAL						-1,968.29	1,968.29
Bill Pmt -Check	3379	01/19/2016	OCLC		10000 · Wells Farg...		-591.91
Bill	438581	01/19/2016			66700 · OCLC Cata...	-591.91	591.91
TOTAL						-591.91	591.91

Harrison Memorial Library
Check Detail
January 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3380	01/19/2016	PACIFIC GROVE S...		10000 · Wells Fargo...		-200.00
Bill	26953	01/19/2016			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3381	01/19/2016	STANDARD & PO...		10000 · Wells Fargo...		-400.00
Bill	3060...	01/19/2016			62320 · REF-Contin...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	3382	01/20/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-60.51
Bill	5013...	01/20/2016			62140 · MAIN-NF-T...	-33.92	33.92
Bill	5013...	01/20/2016			62320 · REF-Contin...	-26.59	26.59
TOTAL						-60.51	60.51
Bill Pmt -Check	3383	01/20/2016	FARONICS		10000 · Wells Fargo...		-96.50
Bill	2016...	01/20/2016			67500 · IS-Software	-96.50	96.50
TOTAL						-96.50	96.50
Bill Pmt -Check	3384	01/21/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-2,273.71
Bill	4011...	01/21/2016			62105 · MAIN-Audi...	-182.06	182.06
Bill	4011...	01/21/2016			62105 · MAIN-Audi...	-293.20	293.20
Bill	4011...	01/21/2016			62130 · MAIN-Fiction	-192.01	192.01
					62150 · MAIN-Non ...	-142.55	142.55
					62210 · MAIN_Tee...	-81.49	81.49
					62400 · YS-Collection	-147.88	147.88
Bill	4011...	01/21/2016			62150 · MAIN-Non ...	-1,068.04	1,068.04
					62130 · MAIN-Fiction	-34.87	34.87
					62400 · YS-Collection	-131.61	131.61
TOTAL						-2,273.71	2,273.71

Harrison Memorial Library
Check Detail
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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3385	01/28/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-1,057.66
Bill	5013...	01/28/2016			62140 · MAIN-NF-T...	-33.12	33.12
Bill	5013...	01/28/2016			62320 · REF-Contin...	-77.03	77.03
Bill	5013...	01/28/2016			62320 · REF-Contin...	-107.53	107.53
Bill	4011...	01/28/2016			62400 · YS-Collection	-759.56	759.56
					62130 · MAIN-Fiction	-24.78	24.78
					62150 · MAIN-Non ...	-55.64	55.64
TOTAL						-1,057.66	1,057.66
Bill Pmt -Check	3386	01/28/2016	GOLDEN GATE B...		10000 · Wells Fargo...		-650.00
Bill	6691	01/28/2016			60130 · Bookkeepin...	-650.00	650.00
TOTAL						-650.00	650.00
Bill Pmt -Check	3387	01/28/2016	LULA'S CHOCOLA...		10000 · Wells Fargo...		-400.00
Bill	S000...	01/28/2016			66400 · YS-Readin...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	3388	01/28/2016	OFFICE DEPOT		10000 · Wells Fargo...		-352.56
Bill	8185...	01/28/2016			60070 · Supplies	-92.99	92.99
Bill	8179...	01/28/2016			60070 · Supplies	-250.89	250.89
Bill	8179...	01/28/2016			60070 · Supplies	-8.68	8.68
TOTAL						-352.56	352.56
Bill Pmt -Check	3389	01/28/2016	RECORDED BOOKS		10000 · Wells Fargo...		-41.60
Bill	7527...	01/28/2016			62105 · MAIN-Audi...	-41.60	41.60
TOTAL						-41.60	41.60
Bill Pmt -Check	3390	01/28/2016	AMAZON		10000 · Wells Fargo...		-1,509.92
Bill	1683...	01/28/2016			62420 · YS-AudioV...	-15.69	15.69
Bill	0069...	01/28/2016			62130 · MAIN-Fiction	-20.96	20.96
Bill	2035...	01/28/2016			66400 · YS-Readin...	-74.99	74.99
Bill	1035...	01/28/2016			62105 · MAIN-Audi...	-39.87	39.87
Bill	1035...	01/28/2016			62105 · MAIN-Audi...	-56.96	56.96
Bill	1035...	01/28/2016			62105 · MAIN-Audi...	-143.64	143.64
Bill	1035...	01/28/2016			62105 · MAIN-Audi...	-79.01	79.01
Bill	1035...	01/28/2016			62105 · MAIN-Audi...	-10.82	10.82

Harrison Memorial Library
Check Detail
January 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	2559...	01/28/2016			62150 · MAIN-Non ...	-46.18	46.18
Bill	2559...	01/28/2016			62130 · MAIN-Fiction	-37.04	37.04
Bill	1551...	01/28/2016			62420 · YS-Audio/V...	-42.35	42.35
Bill	2941...	01/28/2016			62420 · YS-Audio/V...	-59.61	59.61
Bill	1551...	01/28/2016			62420 · YS-Audio/V...	-69.79	69.79
Bill	2526...	01/28/2016			62420 · YS-Audio/V...	-12.62	12.62
Bill	0075...	01/28/2016			62420 · YS-Audio/V...	-41.47	41.47
Bill	1551...	01/28/2016			62420 · YS-Audio/V...	-46.34	46.34
Bill	2941...	01/28/2016			62420 · YS-Audio/V...	-42.17	42.17
Bill	0075...	01/28/2016			62420 · YS-Audio/V...	-151.54	151.54
Bill	2941...	01/28/2016			62420 · YS-Audio/V...	-4.88	4.88
Bill	2340...	01/28/2016			62105 · MAIN-Audi...	-230.91	230.91
Bill	2987...	01/28/2016			62105 · MAIN-Audi...	-197.55	197.55
Bill	1683...	01/28/2016			62215 · MAIN_Tee...	-47.91	47.91
Bill	2941...	01/28/2016			62420 · YS-Audio/V...	-12.65	12.65
					62420 · YS-Audio/V...	-24.97	24.97
						-1,509.92	1,509.92
					TOTAL		