



# CITY OF CARMEL-BY-THE-SEA

## HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

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

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

### REGULAR MEETING 10/26/2016 9:00 a.m.

#### CALL TO ORDER AND ROLL CALL

#### PLEDGE OF ALLEGIANCE

#### EXTRAORDINARY BUSINESS

- A. Introduction of new Library Board Trustee Bill Godwin.

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

#### ANNOUNCEMENTS

- A. Announcements from President and Trustees.

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

1. Approval of the minutes for the 9/28/2016 meeting.

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

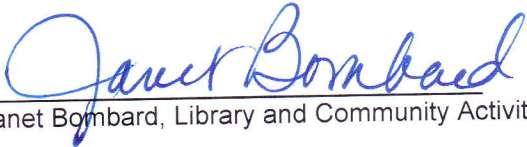
2. Accept a restricted donation in the amount of \$1,000 from the Carmel Presbyterian Church for children's services. (pp. 4-5)
3. Receive and discuss report on end of Fiscal Year 2015/16 financial statements from Lupe Ceballos of Golden Gate Bookkeeping. (pp. 6-12)
4. Receive a report from the Carmel Public Library Foundation regarding recent activities.

5. Receive and discuss annual Public Library Survey report. (pp. 13-26)
6. Accept first quarter Fiscal Year 2016/17 distribution from the Carmel Public Library Foundation in the amount of \$72,775. (p. 27)
7. Accept annual proceeds of the Friends of the Library book sale in the amount of \$25,000. (p. 28)
8. Discuss November 2016 and December 2016 Library Board meeting schedules and provide direction. (p. 29)
9. Receive Librarians report and provide direction as necessary.
  - a. Statistics
  - b. Cenic Broadband Initiative
10. Receive the Treasurer's Report and accept the 9/30/2016 check register.

## FUTURE AGENDA ITEMS

## ADJOURNMENT

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



Janet Bombard, Library and Community Activities Director

## SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

## SPECIAL NOTICES TO PUBLIC

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

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

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

**September 28, 2016**

**I. CALL TO ORDER**

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

**II. ROLL CALL:**

**PRESENT:**

BLOMGREN, FLOWER, TWOMEY

**ABSENT:**

COLLINS, REIMERS

**STAFF PRESENT:**

Janet Bombard, Library Director

Carolina Lopez, Library Office Assistant

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

Board member Twomey announced that there is a new Librarian of Congress, Carla Hayden.

**IV. APPEARANCES:**

No appearances.

**V. APPROVAL OF MINUTES:**

Board Member TWOMEY moved to, **Approve the Minutes of the August 24, 2016 Regular Meeting**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

AYES: BLOMGREN, FLOWER, TWOMEY

NOES: NONE

ABSENT: COLLINS, REIMERS,

ABSTAIN: NONE

**VI. ORDERS OF BUSINESS:**

**A. Receive a report from the Carmel Public Library Foundation regarding recent activities**

Executive Director Amy Donohue reported to the board that CPLF recently gave Library Director Janet Bombard the first annual distribution. Donohue passed around flyers for the upcoming workshops and programs lined up this fall season. CPLF Board President Heather Brebaugh announced the launch of the annual campaign.

**B. Receive and discuss report on City Council action with regard to library raising fees.**

Library Director Janet Bombard discussed and answered questions from the Board.

**C. Consider and approve revisions/ additions to the library's Disruptive Patron Policy.**

Library Director Bombard discussed the proposed revisions and additions to the policy and answered questions from the Board.

Board Member TWOMEY moved to, Accept the recommended changes to the Library Disruptive Patron Policy with word changes, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**D. Consider and approve a request to close the Main Library early the day before Thanksgiving**

Board Member TWOMEY moved to, Approve the early closure of the Main Library the day before Thanksgiving, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**E. Receive report from the ad hoc costume committee regarding the status of the Library Board costumes the Centennial Parade, discuss costumes and participation in the Centennial Parade, and provide direction as necessary.**

Board member BLOMGREN discussed with the Board. He also displayed and distributed the hats that will be worn by in the parade.

**VII. LIBRARIAN'S REPORT:**

The Library Director reviewed the monthly statistics with the Board and answered questions.

**VIII. TREASURERS REPORT:**

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

Board Member COLLINS moved to, accept the July 31, 2016 Financial Statement and the August 31, 2016 Financial Statement and Check Register, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**X. ADJOURNMENT:**

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:18 am. The next regular meeting is scheduled for October 26, 2016.

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Respectfully submitted,  
Carolina Lopez, Administrative Assistant

Approved by:

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Richard Flower, President, Library Board of Trustees



# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees

### Staff Report

October 26, 2016

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

**FROM:** Janet Bombard, Library Director

**SUBJECT:** Accept a restricted donation in the amount of \$1,000 from the Carmel Presbyterian Church for children's services and provide direction as to allocation of funds

### BACKGROUND / SUMMARY

As part of the City's Centennial celebrations the Carmel Presbyterian Church held a fiesta on Saturday, October 15th which featured authentic Oaxacan cuisine. The church funded the cost of all the food and entertainment as a gift to the City, and asked for donations of \$5.00 per person for the food. The church designated the children's library as the recipient of the donations.

The Carmel Presbyterian Church collected \$840.00 for the library. The church's board of elders voted unanimously to contribute church funds to the money they collected in order to present the library with a check for \$1,000.00.

The funds are restricted to children's services. The Board can consider whether there is anything in particular it wishes to do with the funds at this time. Alternatively, the funds can be deposited into a restricted account in the reserves and the Board can consider how to allocate them at a later date.

In addition to accepting this thoughtful and generous donation, the Board may wish to formally follow up with a letter of thanks to the Carmel Presbyterian Church.

### ATTACHMENTS

1. Oaxacan buffet fiesta flyer



# FIESTA!

To benefit  
Harrison Memorial Children's Library  
Carmel-by-the-Sea, California

**When:** Saturday, October 15, 2016,  
from 11:30 am to 2:00 pm.

**Where:** The patio of Carmel Presbyterian  
Church, corner of Ocean and Junipero,  
Carmel-by-the-Sea, California.

**What:** Opportunity to sample an  
authentic *Oaxacan buffet*, catered by  
Executive Chef Tim Ramirez of the Carmel  
Supper Club, for a donation of \$5.00.  
Music will be provided by a traditional  
*Oaxacan band*.

**100% of all donations  
to benefit the library**

When the food is gone  
the party is over...



## Oaxacan Buffet

Donation: \$5.00 for a sampling of any three  
of the following:

1. Tostaditos con Chorizo, Oaxacan queso fresco, guacamole and cilantro
2. Oaxacan Mole Negro con Puerco (pork) Pasilla Salsa and chips
3. Red Chile Cordero (lamb) Barbacoa Memelas with smokey anejo cheese
4. Creamy Roasted Pollo (chicken) Cazuela with potatoes, nopales, onions, poblanos, queso Oaxaca and agnacate crema

October 15, 2016,  
from 11:30 am to 2:00 pm.



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



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

<b>CURRENT ASSETS</b>	
Wells Fargo Checking	198,502.03
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	370,711.48
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	226,000.00
<b>Total Current Assets</b>	<u>1,117,547.81</u>
 <b>TOTAL ASSETS</b>	 <u><u>1,117,547.81</u></u>

**LIABILITIES AND NET ASSETS**

<b>NET ASSETS</b>	
LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	740,183.49
Net Income / Loss	52,005.45
<b>Total Net Assets</b>	<u>1,117,547.81</u>
 <b>TOTAL LIABILITIES AND NET ASSETS</b>	 <u><u>1,117,547.81</u></u>

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

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

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

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

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

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

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

	June 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	102.21	200.00	(97.79)
62310 · REF-Database	1,081.88	26,552.16	23,030.00	3,522.16
62320 · REF-Continuation	1,311.63	9,841.72	16,000.00	(6,158.28)
62330 · REF-General	141.20	2,429.66	4,000.00	(1,570.34)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	40.05	11,884.80	13,000.00	(1,115.20)
62410 · YS-DataBases	-	2,294.00	2,250.00	44.00
62420 · YS-Audio/Video	-	4,280.00	4,500.00	(220.00)
62510 · LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)
62520 · LH-Documents/ Digital Preserv.	674.33	1,008.17	2,500.00	(1,491.83)
62600 · Serials Subscriptions	1,076.67	8,135.41	12,450.00	(4,314.59)
62700 · Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
<b>Total 62000 · DOCUMENTS</b>	<b>8,493.02</b>	<b>158,594.30</b>	<b>179,661.00</b>	<b>(21,066.70)</b>
<b>66000 · PROGRAMS AND CATALOGING</b>				
66100 · Adult/LH Programming	486.45	1,054.16	1,500.00	(445.84)
66300 · YS-Summer Reading Program	2,033.90	4,012.04	5,000.00	(987.96)
66400 · YS-Reading Programs	56.85	5,983.57	6,000.00	(16.43)
66600 · Teen Programs	93.36	361.21	400.00	(38.79)
66700 · OCLC Cataloging	591.91	8,460.89	9,000.00	(539.11)
66750 · Library Cards	-	789.02	800.00	(10.98)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 · Programs/Cataloging Contingency	-	-	-	-
<b>Total 66000 · PROGRAMS/SUPPLIES</b>	<b>3,262.47</b>	<b>20,660.89</b>	<b>22,750.00</b>	<b>(2,089.11)</b>
<b>67000 · INFORMATION SYSTEMS</b>				
67100 · IS-Equipment	41.40	27,110.66	29,000.00	(1,889.34)

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

	June 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 · IS-Hosting and Maintenance	-	8,300.00	8,750.00	(450.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.66	1,697.42	2,415.00	(717.58)
67500 · IS-Software	-	482.44	500.00	(17.56)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-I.L.S Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	657.19	1,000.00	(342.81)
<b>Total 67000 · INFORMATION SYSTEMS</b>	<u>182.06</u>	<u>38,797.71</u>	<u>43,865.00</u>	<u>(5,067.29)</u>
<b>68000 - RESERVE EXPENDITURES</b>				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
<b>Total 68000- RESERVE EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Expense</b>	<u>16,211.62</u>	<u>284,257.62</u>	<u>341,002.00</u>	<u>(56,672.56)</u>
<b>Net Income</b>	<u>(14,497.23)</u>	<u>52,005.45</u>	<u>(24,052.00)</u>	<u>75,985.63</u>

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# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees

### Staff Report

October 26, 2016

**TO:** Harrison Memorial Library Board of Trustees  
**FROM:** Janet Bombard, Library Director  
**SUBJECT:** Receive and discuss annual Public Library Survey report

### BACKGROUND / SUMMARY

Each year, California public libraries gather and report their annual statistics to the state library via the Public Library Survey. The California State Library in turn compiles these statistics into various statistical reports that are available on the California State Library Public Library Statistics Portal webpage.

The City of Carmel-by-the-Sea Municipal Code Section 2.72.050 (H) states that the Library Board of Trustees will make an annual report to the City regarding the condition of the library. Since 1982, the Library's Public Library Survey report has served as the de facto annual report to the City.

After the Public Library Survey has been received by the Library Board of Trustees, it will be submitted to the City Administrator.

### ATTACHMENTS

1. Fiscal Year 2015/16 Public Library Survey

# ATTACHMENT 1

## California Public Library Survey

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

### Directory Update #1-45

1	Library ID	M617
2	FSCS ID	CA0021
3	Short Name	Carmel
4	Library Name	HARRISON MEMORIAL LIBRARY

Director (If position is not filled, enter "VACANT" in 6 and leave 7 & 8 blank)

5	Courtesy Title	Ms.
6	Director First Name	Janet
7	Director Middle Name	
8	Director Last Name	Bombard
9	Director Title	Director
10	Street Address	OCEAN & LINCOLN AVE.
11	City	CARMEL
12	Zip	93921
13	Zip +4	0800
14	Mailing Address	PO BOX 800
15	Mailing City	CARMEL
16	Mailing Zip	93921
17	Mailing Zip +4	0800
18	Public Phone Number - Administration	(831) 624-1366
19	Reference Phone Number	(831) 624-7323
20	Fax	(831) 624-0407



21	TDD for Deaf	-1
22	Library Director's Email address	jbombard@ci.carmel.ca.us
23	Library's Public Email address	hml.reference@gmail.com
24	Library's Web Address	http://hm-lib.org
25	ILL Period # of weeks	4
26	ILL Photocopy free up to 10 pages?	Yes
27	Copy fee. ONLY if answer to #26 is No; otherwise, leave blank.	
28	Name of person completing this survey	Janet Bombard
29	Phone # of person completing this survey	(831) 624-1366
30	Email address of person completing this survey	jbombard@ci.carmel.ca.us

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

31	Size Square Mile	1.00
32	Interlibrary Relationship code	Member of a Federation or Cooperative
33	Legal Basis Code	Municipal Government (city, town or village)
34	Administrative Structure Code	Administrative Entity with Multiple Direct Service
35	FSCS Public Library Definition	Yes
36	Geographic Code	Municipal Government (city, town or village) (ex
37	Legal Service Area Boundary Change	No
38	Library Type	Municipal Library
39	Metropolitan Service Area Name	Monterey
40	County	Monterey
41	CLSA System Library	Pacific Library Partnership
42	Population Group Number	7

43	State	California
44	Fiscal Year	2015-16
45	Institute Code	Public

### Population and Outlets #201-212

201	Population of The Legal Service Area	3,747	3,747
202	Population of Children Ages Under 5	84	84
203	Population of Children Ages 5-14	226	297
204	Registered Users as of June 30	12,207	12,212
205	Children Borrowers	1,240	1,791
206	# of Central Libraries	1	1
207	# of Branch Libraries	1	1
208	# of Stations	0	0
209	# of Branches and Stations	1	1
210	# of Bookmobiles	0	0
211	Total # of Outlets	2	2
212	Total Square Footage	15,282	15,282

### Library Staff #251-259

251	Total count of persons employed - full and part time	21.00	22.00
252	ALA Librarians (FTE) who have accredited ALA Masters	5.00	5.00
253	FTE Total Librarians (ALA or other)	5.00	5.00
254	FTE Special Professionals	1.00	1.00

255	FTE Library Technical Assistants	5.58	5.00
256	FTE Other	0.00	0.00
257	All Support Staff FTE	6.58	6.00
258	Staff FTE	11.58	11.00
259	FTE Volunteers (Average FTE per week - not hours)	0.36	0.00

**Income - for Operational Expenses #301-307**

301	Local Government (all sources)	\$1,034,274	\$973,076
302	State Funds (e.g. CLSA)	\$0	\$3,380
303	Federal Funds (e.g. LSTA or other)	\$0	\$0
304	All Other Operating Income	\$316,950	\$315,700
305	Total Operating Income	\$1,351,224	\$1,292,156

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

307	CA Literacy Services		
-----	----------------------	--	--

**Income - for Capital Outlay #309-313**

309	Local Government (taxes and allocations)	\$0	\$0
310	State Funds	\$0	\$0
311	Federal Funds	\$0	\$0
312	Other Income	\$0	\$0
313	Total Capital Outlay Income	\$0	\$0

**Standard Operating Expenditures #401-411**

401	Salary & Wages Expenditures	\$678,889	\$703,694
402	Employee Benefits Expenditures	\$185,385	\$179,663
403	Total Staff Expenditures	\$864,274	\$883,357
404	Print Materials Expenditures (except Serials)	\$123,561	\$108,500
405	Print Serial Subscription Expenditures	\$12,450	\$12,100
406	Total Print Materials Expenditures	\$136,011	\$120,600
407	Electronic Materials Expenditures	\$32,880	\$30,630
408	Other Materials Expenditures	\$26,900	\$26,500
409	Total Collection Expenditures	\$195,791	\$177,730
410	All Other Operating Expenditures	\$121,159	\$137,970
411	Total Operating Expenditures	\$1,181,224	\$1,199,057

**Capital Expenditures #500**

500	Total Capital Expenditures	\$0	\$0
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**Specific Expenditures #501-503**

501	Preservation	\$5,000	\$2,500
502	Expenditures on Childrens Materials	\$19,750	\$19,000
503	Adult Literacy Program	\$0	\$0

**Collections #601-619**

601	Childrens Books Added	1,108	1,105
602	Books Children Held as of June 30	13,050	12,645

603	Books Young Adult Held as of June 30	1,994	1,886
604	# of Cataloged Books Added	4,967	4,676
605	# of Book Titles Added Cataloged in Collection	4,568	4,328
606	Total Books Held as of June 30	62,489	70,532
607	# of Government Documents in Separate Collections	0	0
608	Total Print Materials Held	62,489	70,532
609	# of Electronic Books in Collection	122,322	49,880
610	# of Physical Audio Materials in Collection	3,502	3,357
611	# of Downloadable Audio Materials in Collection	38,707	4,040
612	# of Physical Video Materials in Collection	5,287	5,366
613	# of Downloadable Video Materials in Collection	11,845	549
614.a.	# of Electronic Collections through Local and Other Funding in Collection	35	32
614.b.	# of Electronic Collections through State Funding in Collection	0	0
614.c.	# of Electronic Collections	35	32
615	# of Current Print Serial Subscriptions	110	90
616	Number of records in library catalog as of June 30	68,944	80,718
617	# of Childrens Audio Materials in Collection	515	550
618	# of Childrens Video Materials in Collection	1,045	1,020
619	Equipment collection	0	0

### Library Services, Annual #801-827

800	Hours Open, All Outlets	4,056	4,056
801	Library Visits	87,209	96,441

802	Reference Questions	20,233	24,318
802a.	Technology assistance	1,440	1,619
803	Physical Item Circulation	114,137	
804	Circulation of Childrens Materials	32,953	45,304
805	Circulation of Non English Materials	0	-1
806	Circulation of Non Book Materials	36,427	45,439
806a.	Equipment Circulation	0	0
807	Circulation of Electronic Materials	7,635	6,598
808	Successful Retrieval of Electronic Information	2,179	
809	Electronic Content Use	9,814	
810	Total Circulation	121,948	140,848
811	Total Collection Use	123,951	
812	ILL loans to others	326	423
813	ILL loans received	176	154
814	# of Pre School Programs	39	43
815	Pre-School Program Attendance	1,064	1,064
816	# of School Aged Programs	23	35
817	School Aged Program Attendance	778	909
818	# of Young Adult Programs	15	3
819	Young Adult Program Attendance	400	100
820	# of Adult Programs	33	39
821	Adult Program Attendance	1,811	1,567
822	Offsite Programs - Number	12	18

823	Offsite Programs - Attendance	1,180	1,300
824	# of Children's Programs	62	78
825	Childrens Program Attendance	1,842	1,973
826	Total # of Programs	110	120
827	Total Program Attendance	4,053	3,640

### Salary Survey #901-918

901	Beginning Salary for Director	\$8,915.00	\$7,334.00
902	Final Salary for Director	\$9,917.00	\$8,915.00
903	Beginning Salary for Assistant Director		
904	Final Salary for Assistant Director		
905	Beginning Salary for Chief Library Division	\$4,489.00	\$4,489.00
906	Final Salary for Chief Library Division	\$6,465.00	\$6,465.00
907	Beginning Salary for Branch Librarian		
908	Final Salary for Branch Librarian		
909	Beginning Salary for Entry Level Librarian	\$4,062.00	\$4,062.00
910	Final Salary for Entry Level Librarian	\$4,937.00	\$4,937.00
911	Beginning Salary for Journeyman Librarian		
912	Final Salary for Journeyman Librarian		
913	Beginning Salary for Library Tech Assistant	\$4,270.00	\$4,270.00
914	Final Salary for Library Tech Assistant	\$5,192.00	\$5,192.00
915	Beginning Salary for Clerk	\$3,497.00	\$3,497.00
916	Final Salary for Clerk	\$4,585.00	\$4,585.00

917	Beginning Salary for Manager of Special Library Service (non-MLS)	_____
918	Final Salary for Manager of Special Library Service (non-MLS)	_____

**Electronic Services #856-863**

856	Library Utilizes CA Teleconnect Fund	No	No
857	Library Utilizes the E-Rate Program	No	No
858	CIPA Compliant	No	No

**Electronic Resources Usage**

859	Annual Uses (sessions) of Public Internet Computers	8,493	10,229
860	Virtual Visits to the library website	39,819	48,457
861	Wireless Sessions Per Year	4,312	4,247
862	Does your library use RFID	No	No
863	# of Internet Terminals	16	14

**Referenda #870-877**

Please leave blank if no referenda occurred during the report year. Do not report referenda from prior years.

870	Referenda Election Date	_____
871	Referenda Local Agency	_____
872	Referenda Funding Purpose	_____
873	Referenda Type of Tax	_____
874	Referenda Percentage of Yes Votes	_____
875	Referenda Vote Require	_____
876	Referenda Vote Outcome	_____



# of Young Adult Programs

An error was made on the previous period value figure. It should have been 11 instead of 3.--2016-10-05

Young Adult Program Attendance

The number provided is correct. We had three programs in collaboration with the local High School last year that had large attendance.--2016-10-05

DRAFT

## Library Outlet #1-44

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	FSCSKey	CA0021.002	
2	State assigned identification number	M617	
3	Library Code	M617.001	
4	Short Name	Carmel	
5	Legal Name	HARRISON MEMORIAL LIBRARY	
6	Physical Street Address	OCEAN AVE. & LINCOLN BLVD.	
7	City	CARMEL	
8	Zip Code	93921	
9	Zip+4 Code	0800	
10	Mailing Street Address	PO Box 800	
11	Mailing City	Carmel	
12	Mailing Zip Code	93921	
13	Mailing Zip +4	0800	
14	County	Monterey	
15	Fax	(831) 625-3206	
16	Phone	(831) 624-4629	
17	Outlet Type Code	Central	
18	Facility Owned By	City	
19	Facility Update Needs	Remodel	
20	Population Served	3,722	3,722
21	Total Outlet Staff FTE	6.00	6.00
22	Hours Open, Weekly	42.00	42.00

23	Hours Open, Annually	2,184	2,184
24	Weeks Open, Annually	52	52
25	Volumes Held	49,132	50,383
26	Circulation	81,184	95,544
27	Total Outlet Operating Expenditures	\$316,902	
28	Year Built	1927	1927
29	Date Library Opened (mm/yyyy)	04/1928	04/1928
30	Year Library Remodeled	1948	1948
31	Is this Outlet LEED certified?	No	
32	Size in Square Feet of outlet	6,300	6,300
33	Number of Reader Seats	60	60
34	Days Per Week Library is Open to the Public	6	6
35	Staffed when open to public by at least 1 paid librarian & 1 paid	Yes	Yes
36	Housed in Seperate Quarters?	Yes	Yes
37	Established Scheduled Hours for Public Service?	Yes	Yes
38	Degree of Adequacy of this Facility	2	3
39	Number of Internet Terminals - General Public	12	11
40	What is your library's highest connection speed to the Internet?	1.5Mbps	1.5Mbps
41	Is Wireless available at this location?	True	True
42	Metropolitan Status Code	Central City	Metropolitan Area, but No
43	FSCS Submission Year	2015-16	2014-15
44	Outlet Type Sort Code	1	1

# Library Outlet #1-44

THE FIELDS (IN GREEN) BELOW ARE FOR CSL USE ONLY

1	FSCSKey	CA0021.003	
2	State assigned identification number	M617	
3	Library Code	M617.002	
4	Short Name	Carmel	
5	Legal Name	PARK BRANCH LIBRARY - HARRISON MEN	
6	Physical Street Address	MISSION & SIXTH ST.	
7	City	CARMEL	
8	Zip Code	93921	
9	Zip+4 Code	0800	
10	Mailing Street Address	PO Box 800	
11	Mailing City	CARMEL	
12	Mailing Zip Code	93921	
13	Mailing Zip +4	0800	
14	County	Monterey	
15	Fax	(831) 624-0407	
16	Phone	(831) 624-4664	
17	Outlet Type Code	Branch	
18	Facility Owned By	City	
19	Facility Update Needs	Remodel and Expansion	
20	Population Served	3,722	3,722
21	Total Outlet Staff FTE	5.00	5.00
22	Hours Open, Weekly	36.00	36.00

GREEN MICROLINE/IRIS/RAIN AND GREEN DIAMOND DISAPPEAR WHEN COPIED. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.



**CARMEL PUBLIC LIBRARY FOUNDATION**

P.O. BOX 2042  
CARMEL BY THE SEA, CA 93921-2042  
(831) 624-2811



9/20/16

CARMEL PUBLIC  
LIBRARY FOUNDATION

\$ \*\*72,775.00

PAY TO THE ORDER OF Harrison Memorial Library

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

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

**VOID**  
*Heather J. Zurbach*  
AUTHORIZED SIGNATURE

MEMO  
1st Qtr Distribution to Library

Security features. Details on back.

**VOID**

FRIENDS OF THE HARRISON MEMORIAL  
LIBRARY  
P O BOX 7119  
CARMEL, CA 93921

1138

DATE 10-11-2016

PAY  
TO THE  
ORDER OF

Harrison Memorial Library \$ 25,000<sup>00</sup>  
Twenty Five Thousand and 00/100 DOLLARS



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# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

October 26, 2016

**TO:** Harrison Memorial Library Board of Trustees  
**FROM:** Janet Bombard, Library Director  
**SUBJECT:** Discuss November 2016 and December 2016 Library Board meeting schedules and provide direction

### BACKGROUND / SUMMARY

Because the regularly scheduled Library Board meetings fall on the fourth Wednesday of the month, scheduling meetings around the Thanksgiving and Christmas holidays can be problematic. The Board will therefore want to ensure there will be a quorum for the meetings. If there is no quorum the meeting can either be rescheduled or cancelled.

The November Board meeting will fall on Wednesday, November 23<sup>rd</sup>, and the December meeting will fall on Wednesday, December 28<sup>th</sup>.

### ATTACHMENTS

1. [Click here to enter text.](#)

# LIBRARIAN'S MONTHLY REPORT

September 30, 2016

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Adult Circulation Transactions:</b>					
Fiction	-9.42	2,347	2,394	7,337	8,100
Non-Fiction	-3.64	1,395	1,458	4,390	4,556
Magazines	14.85	97	164	433	377
Audio/Video	2.58	2,641	2,574	7,983	7,782
<b>ADULT CIRCULATION TOTAL:</b>	<b>-3.23</b>	<b>6,480</b>	<b>6,590</b>	<b>20,143</b>	<b>20,815</b>
<b>Juvenile Circulation Transactions:</b>					
Fiction	-20.26	1,674	2,049	5,969	7,486
Non-Fiction	-10.74	239	321	864	968
Magazines	-50.82	10	28	60	122
Audio/Video	-21.23	292	369	1,128	1,432
<b>JUVENILE CIRCULATION TOTAL:</b>	<b>-19.85</b>	<b>2,215</b>	<b>2,767</b>	<b>8,021</b>	<b>10,008</b>
<b>CIRCULATION TOTAL:</b>	<b>-8.63</b>	<b>8,695</b>	<b>9,357</b>	<b>28,164</b>	<b>30,823</b>
<b>OVERDRIVE</b>					
Patron Registrations	-8.82	5	13	31	34
Checkouts	9.14	144	148	442	405
<b>OTHER DIGITAL RESOURCES</b>					
Checkouts	24.44	443	550	1619	1301
Total electronic checkouts	12.02	587	698	1911	1706
<b>Reserve Requests:</b>	<b>2.28</b>	<b>846</b>	<b>946</b>	<b>2,693</b>	<b>2,633</b>
<b>Patron Visit Count</b>					
HML Building	-9.36	5,388	5,300	16,059	17,717
Park Branch Building	-3.26	1,633	1,631	5,393	5,575
Local History	-21.71	28	34	101	129
Youth Services Dept.	-2.83	1,605	1,597	5,292	5,446
<b>PATRON VISIT TOTAL:</b>	<b>-7.90</b>	<b>7,021</b>	<b>6,931</b>	<b>21,452</b>	<b>23,292</b>



# LIBRARIAN'S MONTHLY REPORT

September 30, 2016

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>PLACE OF RESIDENCE</b>						
<b>Residents:</b>						
Carmel-by-the-Sea	-22.83	2,299	2,110	6,892	8,931	
Outreach	-39.34	18	29	74	122	
<b>RESIDENTS TOTAL:</b>	<b>-23.05</b>	<b>2,317</b>	<b>2,139</b>	<b>6,966</b>	<b>9,053</b>	
<b>Non-Residents:</b>						
Other Monterey County Cities	7.74	1,439	1,576	4,371	4,057	
Unincorporated Monterey County	-6.14	4,590	5,196	15,370	16,376	
Other Zip Codes	2.21	254	381	1,250	1,223	
<b>NON-RESIDENTS TOTAL:</b>	<b>-3.07</b>	<b>6,283</b>	<b>7,153</b>	<b>20,991</b>	<b>21,656</b>	
<b>OUTREACH SERVICES:</b>						
Visits	0.00	4	4	12	12	
Circulation	-39.34	18	29	74	122	
<b>LOCAL HISTORY:</b>						
Visitors	-23.26	28	34	99	129	
Programs Attendance	#DIV/0!	0	0	0	0	
<b>TELEPHONE CALLS:</b>						
Reference Desk	-31.32	288	305	649	945	
Youth Services Desk	-30.84	64	72	148	214	
Local History Desk	149.06	34	27	132	53	
Circulation Desk	-11.65	826	944	2,714	3,072	
<b>TOTAL TELEPHONE CALLS:</b>	<b>-14.96</b>	<b>1,212</b>	<b>1,348</b>	<b>3,643</b>	<b>4,284</b>	

# LIBRARIAN'S MONTHLY REPORT

September 30, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Reference Questions Answered:</b>					
Reference Desk	43.89	578	636	1777	1235
Youth Services Desk	4.30	218	258	777	745
Local History Desk	24.42	234	189	540	434
Circulation Desk	-0.45	699	749	2191	2201
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>14.52</b>	<b>1729</b>	<b>1832</b>	<b>5285</b>	<b>4615</b>
<b>Information Questions Answered:</b>					
Reference Desk	93.96	181	146	995	513
Youth Services Desk	2.73	135	136	451	439
Local History Desk	-21.43	29	21	66	84
Circulation Desk	2.81	702	751	2199	2139
<b>TOTAL INFORMATION QUESTIONS:</b>	<b>16.88</b>	<b>1047</b>	<b>1054</b>	<b>3711</b>	<b>3175</b>
<b>TECHNOLOGY ASSISTANCE</b>	<b>#DIV/0!</b>	<b>130</b>	<b>5</b>	<b>369</b>	<b>0</b>
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	29.41	27	29	88	68
ILL from Other Libraries	-15.87	22	14	53	63
<b>PATRON REGISTRATION:</b>	Patron Data Base Purge 08/16				
Carmel by-the-Sea Residents	-23.19	19	18	53	69
Monterey County Cities Residents	18.18	15	16	52	44
Unincorp. Monterey Cty Residents	-4.17	37	47	115	120
Visitor Cards	-25.00	1	8	18	24
Other Borrowers	-30.95	12	11	29	42
<b>REGISTRATION TOTAL:</b>	<b>-10.70</b>	<b>84</b>	<b>100</b>	<b>267</b>	<b>299</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>-20.91</b>			<b>8,960</b>	<b>11,329</b>

# LIBRARIAN'S MONTHLY REPORT

September 30, 2016

YOUTH SERVICES PROGRAMS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:	0.00	4	0	4	4
Summer Reading/Special Programs:	25.00	3	0	5	4
<b>TOTAL PROGRAMS:</b>	<b>12.50</b>	<b>7</b>	<b>0</b>	<b>9</b>	<b>8</b>
<b>Attendance At Programs:</b>					
Storytime-Children:	12.24	110	0	110	98
Summer Reading/Special-Children:	7.23	18	0	89	83
<b>TOTAL CHILDREN'S ATTENDANCE:</b>	<b>9.94</b>	<b>128</b>	<b>0</b>	<b>199</b>	<b>181</b>
<b>TOTAL ADULT ATTENDANCE:</b>	<b>25.56</b>	<b>115</b>	<b>0</b>	<b>167</b>	<b>133</b>
<b>TOTAL YS PROGRAM ATTENDANCE :</b>	<b>16.56</b>	<b>243</b>	<b>0</b>	<b>366</b>	<b>314</b>
<b>PRESCHOOL PROGRAMS</b>	#DIV/0!	4	0	5	0
<b>TOTAL PRESCHOOL PROGRAM ATTENDANCE</b>	#DIV/0!	216	0	178	0
<b>SCHOOL AGE PROGRAMS</b>	#DIV/0!	3	0	6	0
<b>TOTAL SCHOOL AGE PROGRAM ATTENDANCE</b>	#DIV/0!	42	0	139	0
<b>PROGRAMS FOR 9 - 12 YEAR OLDS:</b>	50.00	1	0	3	2
<b>TOTAL ATTENDANCE:</b>	<b>147.37</b>	<b>11</b>	<b>0</b>	<b>47</b>	<b>19</b>
<b>ADULT PROGRAMS:</b>	14.29	6	0	8	7
<b>TOTAL ATTENDANCE:</b>	<b>122.15</b>	<b>318</b>	<b>0</b>	<b>351</b>	<b>158</b>
<b>TEEN PROGRAMS:</b>	0.00	2	0	2	2
<b>TOTAL ATTENDANCE:</b>	<b>61.29</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>31</b>
<b>OFFSITE PROGRAMS</b>	#DIV/0!	3	0	3	0
<b>TOTAL OFFSITE PROGRAM ATTENDANCE</b>	#DIV/0!	330	0	330	0
<b>CLASS VISITS</b>					
Children's Visits: X Teen Visits: X		0	0	0	0
<b>TOTAL CHILDREN'S ATTENDANCE</b>	#DIV/0!	0	0	0	0
<b>TOTAL TEEN ATTENDANCE</b>	#DIV/0!	0	0	0	0
<b>TOTAL ATTENDANCE</b>		0	0	0	0

# LIBRARIAN'S MONTHLY REPORT

September 30, 2016

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
<b>BOOKS CATALOGED:</b>						
Adult			234	234	473	473
Leased			148	115	324	271
Reference			5	5	21	21
Youth Services			188	188	399	399
Audio			24	24	84	81
Video			31	31	88	88
<b>TOTAL:</b>			<b>630</b>	<b>597</b>	<b>1,389</b>	<b>1,333</b>
<b>HOLDINGS TO DATE</b>						
HML Main Library Building			49,098	63955 titles		
Park Branch Library			20,186	held in both bldgs		
<b>TOTAL ITEMS HELD:</b>			<b>69,284</b>			
<b>TOTAL TITLES HELD:</b>				<b>63,955</b>		
<b>DATA BASE MAINTENANCE:</b>						
Corrections Made to Bibliographic & Item Databases		4 this month, 11 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		3 this month, 11YTD				

# LIBRARIAN'S MONTHLY REPORT

September 30, 2016

<b>VOLUNTEER HOURS:</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
Circulation	<b>4.71</b>	35.00	28.00	89.00	85.00
Local History	<b>0.00</b>	17.00	17.00	54.00	54.00
Reference	<b>100.00</b>	10.00	2.00	16.00	8.00
Technical Services	<b>8.51</b>	18.00	19.00	51.00	47.00
Youth Services	<b>0.00</b>	0.00	0.00	2.00	2.00
<b>TOTALS:</b>	<b>8.16</b>	<b>80.00</b>	<b>66.00</b>	<b>212.00</b>	<b>196.00</b>
<b>BRAINFUSE:</b>	<b>-35.29</b>	<b>5</b>	<b>11</b>	<b>22</b>	<b>34</b>
<b>SCIENCEFLIX</b>	<b>100.00</b>	<b>3</b>	<b>12</b>	<b>15</b>	<b>0</b>
<b>SELF CHECK PATRONS :</b>					
Main Library	<b>-24.35</b>	322	351	1013	1339
Youth Services	<b>-45.43</b>	52	48	197	361
<b>TOTAL:</b>	<b>-28.82</b>	<b>374</b>	<b>399</b>	<b>1210</b>	<b>1700</b>

<b>ELECTRONIC SEARCH ACTIVITY</b>					
Public in-Library Computer Use:	<b>49.79</b>	788	818	2458	1641
Electronic Search/Visits Total:	<b>1.30</b>	3,531	3,722	10,725	10,587
Public WiFi Use	<b>48.37</b>	443	406	1,316	887
<b>Use of HML Web Page Averages:</b>					
Number of Pages Viewed Per Day:	<b>-3.13</b>	218	210	618	638
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 MIN		

Harrison Memorial Library  
Reconciliation Summary  
10000 - Wells Fargo Checking, Period Ending 08/31/2016

	Aug 31, 16
Beginning Balance	181,231.87
Cleared Transactions	
Checks and Payments - 44 items	-60,456.50
Deposits and Credits - 10 items	109,673.16
Total Cleared Transactions	49,216.66
Cleared Balance	<u>230,448.53</u>
Uncleared Transactions	
Checks and Payments - 14 items	-2,862.85
Total Uncleared Transactions	-2,862.85
Register Balance as of 08/31/2016	<u>227,585.68</u>
New Transactions	
Checks and Payments - 31 items	-13,478.99
Total New Transactions	-13,478.99
Ending Balance	<u>214,106.69</u>

Harrison Memorial Library  
Reconciliation Detail  
10000 - Wells Fargo Checking, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						181,231.87
<b>Cleared Transactions</b>						
<b>Checks and Payments - 44 items</b>						
Bill Pmt -Check	06/28/2016	3629	A to Z Databases	X	-515.00	-515.00
Bill Pmt -Check	06/28/2016	3626	MOST-RONDO, DA...	X	-300.00	-815.00
Bill Pmt -Check	07/13/2016	3619	PUPPET ART THE...	X	-400.00	-1,215.00
Bill Pmt -Check	07/19/2016	3634	BAKER & TAYLOR	X	-31,625.40	-32,840.40
Bill Pmt -Check	07/19/2016	3630	EBSCO	X	-5,142.89	-37,983.29
Bill Pmt -Check	07/19/2016	3633	PROQUEST	X	-2,120.00	-40,103.29
Bill Pmt -Check	07/19/2016	3632	MARQUIS	X	-1,195.00	-41,298.29
Bill Pmt -Check	07/19/2016	3628	JOHN VASQUEZ	X	-400.00	-41,698.29
Bill Pmt -Check	07/19/2016	3631	HOOPLA	X	-356.83	-42,055.12
Bill Pmt -Check	07/19/2016	3635	PACIFIC GROVE S...	X	-200.00	-42,255.12
Bill Pmt -Check	07/21/2016	3636	AMAZON	X	-27.03	-42,282.15
Bill Pmt -Check	07/21/2016	3637	BAKER & TAYLOR	X	-18.12	-42,300.27
Bill Pmt -Check	07/26/2016	3639	INFORMATION TO...	X	-292.03	-42,592.30
Bill Pmt -Check	07/26/2016	3638	BAKER & TAYLOR	X	-143.66	-42,735.96
Bill Pmt -Check	08/02/2016	3640	BAKER & TAYLOR	X	-1,723.29	-44,459.25
Bill Pmt -Check	08/02/2016	3643	OVERDRIVE	X	-665.59	-45,124.84
Bill Pmt -Check	08/02/2016	3641	MONTEREY PUBLI...	X	-140.00	-45,264.84
Bill Pmt -Check	08/02/2016	3642	RECORDED BOOKS	X	-74.55	-45,339.39
Bill Pmt -Check	08/03/2016	3645	AT&T CALINET 3	X	-586.84	-45,926.23
Bill Pmt -Check	08/03/2016	3647	HOOPLA	X	-388.31	-46,314.54
Bill Pmt -Check	08/03/2016	3646	BAKER & TAYLOR	X	-275.94	-46,590.48
Bill Pmt -Check	08/03/2016	3644	AT&T	X	-3.19	-46,593.67
Bill Pmt -Check	08/04/2016	3648	GOLDEN GATE BO...	X	-325.00	-46,918.67
Bill Pmt -Check	08/04/2016	3650	PEAK ENTERPRISES	X	-232.20	-47,150.87
Bill Pmt -Check	08/04/2016	3652	TRI-COUNTY BUSI...	X	-125.00	-47,275.87
Bill Pmt -Check	08/04/2016	3649	KAL-WEST	X	-100.00	-47,375.87
Bill Pmt -Check	08/04/2016	3653	XEROX	X	-40.90	-47,416.77
Bill Pmt -Check	08/04/2016	3651	REDSHIFT	X	-14.95	-47,431.72
Bill Pmt -Check	08/09/2016	3654	BAKER & TAYLOR	X	-1,124.13	-48,555.85
Bill Pmt -Check	08/09/2016	3655	COPY KING	X	-142.28	-48,698.13
Bill Pmt -Check	08/10/2016	3656	BAKER & TAYLOR	X	-2,043.42	-50,741.55
Bill Pmt -Check	08/10/2016	3659	OCLC	X	-609.69	-51,351.24
Bill Pmt -Check	08/10/2016	3658	H.W. WILSON	X	-295.70	-51,646.94
Bill Pmt -Check	08/10/2016	3657	COMCAST	X	-125.71	-51,772.65
Bill Pmt -Check	08/18/2016	3661	CALIFA GROUP	X	-1,603.00	-53,375.65
Bill Pmt -Check	08/18/2016	3663	AMAZON	X	-868.43	-54,244.08
Bill Pmt -Check	08/18/2016	3660	BAKER & TAYLOR	X	-557.20	-54,801.28
Bill Pmt -Check	08/18/2016	3662	PACIFIC GROVE S...	X	-200.00	-55,001.28
Bill Pmt -Check	08/23/2016	3665	BAKER & TAYLOR	X	-3,074.38	-58,075.66
Bill Pmt -Check	08/23/2016	3666	BRAINPUSE	X	-1,500.00	-59,575.66
Bill Pmt -Check	08/23/2016	3664	WELLS FARGO BA...	X	-621.83	-60,197.49
Bill Pmt -Check	08/23/2016	3667	OFFICE DEPOT	X	-151.42	-60,348.91
Bill Pmt -Check	08/23/2016	3668	RECORDED BOOKS	X	-89.59	-60,438.50
Check	08/31/2016			X	-18.00	-60,456.50

Harrison Memorial Library  
Reconciliation Detail  
10000 - Wells Fargo Checking, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
<b>Total Checks and Payments</b>						
					-60,456.50	-60,456.50
<b>Deposits and Credits - 10 items</b>						
Deposit	08/03/2016			X	243.85	243.85
Deposit	08/03/2016			X	495.78	495.78
Deposit	08/09/2016			X	825.23	825.23
Deposit	08/23/2016			X	0.01	825.24
Deposit	08/23/2016			X	252.36	1,077.60
Deposit	08/23/2016			X	5,000.00	6,077.60
Deposit	08/30/2016			X	264.24	6,341.84
Deposit	08/31/2016			X	0.00	6,341.84
Deposit	08/31/2016			X	331.32	6,673.16
Deposit	08/31/2016			X	103,000.00	109,673.16
<b>Total Deposits and Credits</b>						
					109,673.16	109,673.16
<b>Total Cleared Transactions</b>						
					49,216.66	49,216.66
<b>Cleared Balance</b>						
					49,216.66	230,448.53
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Bill Pmt -Check	04/23/2013	2167	THE GREAT JONA...		-275.00	-275.00
Bill Pmt -Check	11/19/2014	2836	DISCOUNT SCHOO...		-62.30	-337.30
Bill Pmt -Check	12/30/2014	2879	DISCOUNT SCHOO...		-69.32	-406.62
Bill Pmt -Check	02/26/2015	2969	KINDER JAM		-150.00	-556.62
Bill Pmt -Check	01/20/2016	3383	FARONICS		-96.50	-653.12
Bill Pmt -Check	08/30/2016	3670	OVERDRIVE		-434.97	-1,088.09
Bill Pmt -Check	08/30/2016	3671	TEI Landmark Audio		-297.46	-1,385.55
Bill Pmt -Check	08/30/2016	3669	BAKER & TAYLOR		-293.50	-1,679.05
Bill Pmt -Check	08/31/2016	3675	OFFICE DEPOT		-444.52	-2,123.57
Bill Pmt -Check	08/31/2016	3672	BAKER & TAYLOR		-360.45	-2,484.02
Bill Pmt -Check	08/31/2016	3674	MERCURY NEWS		-162.50	-2,646.52
Bill Pmt -Check	08/31/2016	3676	ORIENTAL TRADING		-121.56	-2,768.08
Bill Pmt -Check	08/31/2016	3673	GALE		-50.00	-2,818.08
Bill Pmt -Check	08/31/2016	3677	RECORDED BOOKS		-44.77	-2,862.85
<b>Total Checks and Payments</b>						
					-2,862.85	-2,862.85
<b>Total Uncleared Transactions</b>						
					-2,862.85	-2,862.85
<b>Register Balance as of 08/31/2016</b>						
					46,353.81	227,585.68
<b>New Transactions</b>						
<b>Checks and Payments - 31 items</b>						
Bill Pmt -Check	09/06/2016	3682	NEWS BANK		-660.00	-660.00
Bill Pmt -Check	09/06/2016	3678	AT&T CALNET 3		-585.50	-1,245.50
Bill Pmt -Check	09/06/2016	3680	HOOPLA		-406.02	-1,651.52
Bill Pmt -Check	09/06/2016	3684	TEI Landmark Audio		-339.95	-1,991.47
Bill Pmt -Check	09/06/2016	3679	BAKER & TAYLOR		-249.66	-2,241.13



Harrison Memorial Library  
Reconciliation Detail  
10000 - Wells Fargo Checking, Period Ending 08/31/2016

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	09/06/2016	3681	KAL-WEST		-100.00	-2,341.13
Bill Pmt -Check	09/06/2016	3683	REDSHIFT		-14.95	-2,356.08
Bill Pmt -Check	09/13/2016	3685	BAKER & TAYLOR		-2,722.62	-5,078.70
Bill Pmt -Check	09/13/2016	3686	CALIFA GROUP		-660.00	-5,738.70
Bill Pmt -Check	09/13/2016	3688	GOLDEN GATE BO...		-425.00	-6,163.70
Bill Pmt -Check	09/13/2016	3689	INFORMATION TO...		-334.03	-6,497.73
Bill Pmt -Check	09/13/2016	3690	OFFICE DEPOT		-48.56	-6,546.29
Bill Pmt -Check	09/13/2016	3691	XEROX		-40.90	-6,587.19
Bill Pmt -Check	09/13/2016	3687	COPIES BY THE SEA		-40.65	-6,627.84
Bill Pmt -Check	09/14/2016	3693	OCLC		-609.69	-7,237.53
Bill Pmt -Check	09/14/2016	3692	COMCAST		-125.71	-7,363.24
Bill Pmt -Check	09/14/2016	3694	WELLS FARGO		-107.54	-7,470.78
Bill Pmt -Check	09/15/2016	3697	WELLS FARGO BA...		-630.36	-8,101.14
Bill Pmt -Check	09/15/2016	3696	PACIFIC GROVE S...		-200.00	-8,301.14
Bill Pmt -Check	09/15/2016	3699	SENTRY		-195.00	-8,496.14
Bill Pmt -Check	09/15/2016	3695	BRODART		-147.23	-8,643.37
Bill Pmt -Check	09/15/2016	3698	DATAFLOW		-61.90	-8,705.27
Bill Pmt -Check	09/20/2016	3703	BAKER & TAYLOR		-1,414.11	-10,119.38
Bill Pmt -Check	09/20/2016	3706	OTIS ELEVATOR		-722.49	-10,841.87
Bill Pmt -Check	09/20/2016	3702	AMAZON		-525.64	-11,367.51
Bill Pmt -Check	09/20/2016	3707	THE WALL STREE...		-455.70	-11,823.21
Bill Pmt -Check	09/20/2016	3705	INFORMATION TO...		-379.00	-12,202.21
Bill Pmt -Check	09/20/2016	3704	VALUE LINE		-325.00	-12,527.21
Bill Pmt -Check	09/21/2016	3709	INFORMATION TO...		-658.00	-13,185.21
Bill Pmt -Check	09/21/2016	3708	ENGAGED PATRO...		-229.00	-13,414.21
Bill Pmt -Check	09/21/2016	3710	OFFICE DEPOT		-64.78	-13,478.99
Total Checks and Payments						-13,478.99
Total New Transactions						-13,478.99
<b>Ending Balance</b>						<b>214,106.69</b>

Harrison Memorial Library  
 Check Detail  
 September 2016

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 10/20/16

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3678	09/06/2016	AT&T CALNET 3		10000 · Wells Fargo...		-585.50
Bill	8512748	09/06/2016			60030 · Telephone	-18.72	18.72
Bill	8512626	09/06/2016			60030 · Telephone	-566.78	566.78
TOTAL						-585.50	585.50
Bill Pmt -Check	3679	09/06/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-249.66
Bill	50142...	09/06/2016			62140 · MAIN-NF-Tr...	-80.39	80.39
Bill	50142...	09/06/2016			62320 · REF-Contin...	-20.00	20.00
Bill	50142...	09/06/2016			62140 · MAIN-NF-Tr...	-41.05	41.05
Bill	50142...	09/06/2016			62320 · REF-Contin...	-108.22	108.22
TOTAL						-249.66	249.66
Bill Pmt -Check	3680	09/06/2016	HOOPLA		10000 · Wells Fargo...		-406.02
Bill	94283...	09/06/2016			62310 · REF-Databa...	-406.02	406.02
TOTAL						-406.02	406.02
Bill Pmt -Check	3681	09/06/2016	KAL-WEST		10000 · Wells Fargo...		-100.00
Bill	00601	09/06/2016			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3682	09/06/2016	NEWS BANK		10000 · Wells Fargo...		-660.00
Bill	RN80...	09/06/2016			62310 · REF-Databa...	-660.00	660.00
TOTAL						-660.00	660.00
Bill Pmt -Check	3683	09/06/2016	REDSHIFT		10000 · Wells Fargo...		-14.95
Bill	1747813	09/06/2016			67400 · IS-Telecom ...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3684	09/06/2016	TEI Landmark Audio		10000 · Wells Fargo...		-339.95
Bill	11847...	09/06/2016			62105 · MAIN-Audio...	-339.95	339.95

Harrison Memorial Library  
Check Detail  
September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-339.95	339.95
Bill Pmt -Check	3685	09/13/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-2,722.62
Bill	40116...	09/13/2016			62105 · MAIN-Audio...	-29.79	29.79
					62420 · YS-Audio/Vi...	-77.16	77.16
Bill	40116...	09/13/2016			62400 · YS-Collection	-535.84	535.84
Bill	40116...	09/13/2016			62130 · MAIN-Fiction	-234.22	234.22
					62150 · MAIN-Non F...	-397.72	397.72
					62190 · MAIN-Teen ...	-101.07	101.07
					62400 · YS-Collection	-71.64	71.64
Bill	40116...	09/13/2016			62150 · MAIN-Non F...	-457.61	457.61
					62400 · YS-Collection	-817.57	817.57
TOTAL						-2,722.62	2,722.62
Bill Pmt -Check	3686	09/13/2016	CALIFA GROUP		10000 · Wells Fargo...		-660.00
Bill	8713-A	09/13/2016			62410 · YS-DataBas...	-660.00	660.00
TOTAL						-660.00	660.00
Bill Pmt -Check	3687	09/13/2016	COPIES BY THE SEA		10000 · Wells Fargo...		-40.65
Bill	1185	09/13/2016			66400 · YS-Reading...	-40.65	40.65
TOTAL						-40.65	40.65
Bill Pmt -Check	3688	09/13/2016	GOLDEN GATE BO...		10000 · Wells Fargo...		-425.00
Bill	7107	09/13/2016			60130 · Bookkeepin...	-425.00	425.00
TOTAL						-425.00	425.00
Bill Pmt -Check	3689	09/13/2016	INFORMATION TO...		10000 · Wells Fargo...		-334.03
Bill	16107...	09/13/2016			62320 · REF-Contin...	-334.03	334.03
TOTAL						-334.03	334.03
Bill Pmt -Check	3690	09/13/2016	OFFICE DEPOT		10000 · Wells Fargo...		-48.56
Bill	86058...	09/13/2016			60070 · Supplies	-48.56	48.56

Harrison Memorial Library  
Check Detail  
September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-48.56	48.56
Bill Pmt -Check	3691	09/13/2016	XEROX		10000 · Wells Farg...		-40.90
Bill	08605...	09/13/2016			61100 · Equipment ...	-40.90	40.90
TOTAL						-40.90	40.90
Bill Pmt -Check	3692	09/14/2016	COMCAST		10000 · Wells Farg...		-125.71
Bill	0904/...	09/14/2016			67400 · IS-Telecom ...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3693	09/14/2016	OCLC		10000 · Wells Farg...		-609.69
Bill	486021	09/14/2016			66700 · OCLC Catal...	-609.69	609.69
TOTAL						-609.69	609.69
Bill Pmt -Check	3694	09/14/2016	WELLS FARGO		10000 · Wells Farg...		-107.54
Bill	09022...	09/14/2016			62200 · MAIN-Amaz...	-107.54	107.54
TOTAL						-107.54	107.54
Bill Pmt -Check	3695	09/15/2016	BRODART		10000 · Wells Farg...		-147.23
Bill	446374	09/15/2016			60070 · Supplies	-147.23	147.23
TOTAL						-147.23	147.23
Bill Pmt -Check	3696	09/15/2016	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	29624	09/15/2016			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3697	09/15/2016	WELLS FARGO BA...		10000 · Wells Farg...		-630.36
Bill	09022...	09/15/2016			62130 · MAIN-Fiction	-32.59	32.59
					60210 · Staff Training	-126.31	126.31
					61200 · Equipment...	-293.93	293.93
					66400 · YS-Reading...	-41.75	41.75

Harrison Memorial Library  
 Check Detail  
 September 2016

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					61200 · Equipment...	-135.78	135.78
						-630.36	630.36
Bill Pmt -Check	3698	09/15/2016	DATAFLOW		10000 · Wells Fargo...		-61.90
Bill	191767	09/15/2016			61100 · Equipment ...	-61.90	61.90
TOTAL						-61.90	61.90
Bill Pmt -Check	3699	09/15/2016	SENTRY		10000 · Wells Fargo...		-195.00
Bill	2036499	09/15/2016			60150 · Building Ala...	-195.00	195.00
TOTAL						-195.00	195.00
Bill Pmt -Check	3702	09/20/2016	AMAZON		10000 · Wells Fargo...		-525.64
Bill	23157...	09/20/2016			62150 · MAIN-Non F...	-13.25	13.25
Bill	10155...	09/20/2016			62210 · MAIN_Teen...	-20.94	20.94
Bill	11086...	09/20/2016			62420 · YS-Audio/Vi...	-71.69	71.69
Bill	06397...	09/20/2016			62420 · YS-Audio/Vi...	-99.21	99.21
Bill	07655...	09/20/2016			62105 · MAIN-Audio...	-21.71	21.71
Bill	06112...	09/20/2016			62105 · MAIN-Audio...	-24.98	24.98
Bill	15832...	09/20/2016			62105 · MAIN-Audio...	-273.86	273.86
TOTAL						-525.64	525.64
Bill Pmt -Check	3703	09/20/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-1,414.11
Bill	40116...	09/20/2016			62400 · YS-Collection	-100.85	100.85
					62210 · MAIN_Teen...	-97.79	97.79
					62130 · MAIN-Fiction	-133.77	133.77
					62150 · MAIN-Non F...	-585.10	585.10
					62105 · MAIN-Audio...	-109.28	109.28
					62105 · MAIN-Audio...	-286.19	286.19
					62105 · MAIN-Audio...	-89.21	89.21
					62420 · YS-Audio/Vi...	-11.92	11.92
TOTAL						-1,414.11	1,414.11
Bill Pmt -Check	3704	09/20/2016	VALUE LINE		10000 · Wells Fargo...		-325.00
Bill	11255...	09/20/2016			62320 · REF-Contin...	-325.00	325.00

Harrison Memorial Library  
 Check Detail  
 September 2016

11:10 AM  
 10/20/16

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-325.00	325.00
Bill Pmt -Check	3705	09/20/2016	INFORMATION TO...		10000 · Wells Farg...		-379.00
Bill	IL-201...	09/20/2016			60210 · Staff Training	-379.00	379.00
TOTAL						-379.00	379.00
Bill Pmt -Check	3706	09/20/2016	OTIS ELEVATOR		10000 · Wells Farg...		-722.49
Bill	SJM6...	09/20/2016			61100 · Equipment ...	-333.45	333.45
Bill	SJM6...	09/20/2016			61100 · Equipment ...	-389.04	389.04
TOTAL						-722.49	722.49
Bill Pmt -Check	3707	09/20/2016	THE WALL STREE...		10000 · Wells Farg...		-455.70
Bill	11149...	09/20/2016			62600 · Serials Sub...	-455.70	455.70
TOTAL						-455.70	455.70
Bill Pmt -Check	3708	09/21/2016	ENGAGED PATRO...		10000 · Wells Farg...		-229.00
Bill	7019...	09/21/2016			67600 · IS-Website ...	-229.00	229.00
TOTAL						-229.00	229.00
Bill Pmt -Check	3709	09/21/2016	INFORMATION TO...		10000 · Wells Farg...		-658.00
Bill	IL-201...	09/21/2016			60210 · Staff Training	-279.00	279.00
Bill	IL-201...	09/21/2016			60210 · Staff Training	-379.00	379.00
TOTAL						-658.00	658.00
Bill Pmt -Check	3710	09/21/2016	OFFICE DEPOT		10000 · Wells Farg...		-64.78
Bill	86346...	09/21/2016			60070 · Supplies	-57.73	57.73
Bill	86347...	09/21/2016			60070 · Supplies	-7.05	7.05
TOTAL						-64.78	64.78
Bill Pmt -Check	3711	09/27/2016	AMYAH CZERNY		10000 · Wells Farg...		-200.00

Harrison Memorial Library  
Check Detail  
September 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	0000002	09/27/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3712	09/27/2016	BAKER & TAYLOR		10000 · Wells Fargo...		-1,186.61
Bill	50142...	09/27/2016			62320 · REF-Contin...	-33.72	33.72
Bill	50142...	09/27/2016			62320 · REF-Contin...	-68.72	68.72
Bill	50142...	09/27/2016			62320 · REF-Contin...	-104.23	104.23
Bill	50142...	09/27/2016			62320 · REF-Contin...	-29.91	29.91
Bill	50142...	09/27/2016			62320 · REF-Contin...	-60.59	60.59
Bill	50142...	09/27/2016			62320 · REF-Contin...	-84.64	84.64
Bill	300.32	09/27/2016			62400 · YS-Collection	-215.68	215.68
Bill	40117...	09/27/2016			62150 · MAIN-Non F...	-117.25	117.25
Bill					62400 · YS-Collection	-132.67	132.67
Bill					62130 · MAIN-Fiction	-339.20	339.20
Bill					62150 · MAIN-Non F...		
TOTAL						-1,186.61	1,186.61
Bill Pmt -Check	3713	09/27/2016	INFORMATION TO...		10000 · Wells Fargo...		-279.00
Bill	IL-201...	09/27/2016			60210 · Staff Training	-279.00	279.00
TOTAL						-279.00	279.00
Bill Pmt -Check	3714	09/29/2016	BIBLIOTECA LLC		10000 · Wells Fargo...		-7,229.60
Bill	QUO-...	09/29/2016			61100 · Equipment ...	-7,229.60	7,229.60
TOTAL						-7,229.60	7,229.60
Bill Pmt -Check	3715	09/29/2016	SUNSERI, MARYLEE		10000 · Wells Fargo...		-150.00
Bill	16	09/29/2016			66400 · YS-Reading...	-150.00	150.00
TOTAL						-150.00	150.00