



# CITY OF CARMEL-BY-THE-SEA

## HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

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

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

### REGULAR MEETING 3/22/2017 9:00 a.m.

#### CALL TO ORDER AND ROLL CALL

#### PLEDGE OF ALLEGIANCE

**PUBLIC APPEARANCES** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Trustees. Matters not appearing on Trustees' agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names in order 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 2/22/2017 meeting. (pp. 1-3)
2. Receive report on the Other Professional Services budget line item. (p. 4)

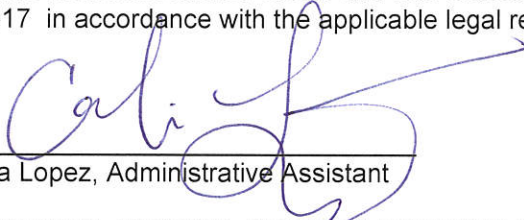
**ORDERS OF BUSINESS** Orders of Business are agenda items that require Board discussion, debate, direction to staff, and/or action.

3. Receive report from Board Treasurer regarding Fiscal Year 2014/15 audit and provide direction. (p. 6)
4. Receive and discuss oral report on the Group 4 Architects presentation to the City Council.
5. Provide clarification on requested historical statistical trends report (pp. 5 – 13)
6. Librarians Report
  - a. Statistics
  - b. Sunday Hours recruitment update
  - c. Park Branch carpet/paint update
7. Receive the Treasurer's Report and accept the 2/28/2017 check register and financial statements.

#### 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 .16/2017 in accordance with the applicable legal requirements.



Carolina Lopez, Administrative Assistant

### SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

### SPECIAL NOTICES TO PUBLIC

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

**CHALLENGING DECISIONS OF CITY ENTITIES** The time limit within which to commence any lawsuit or legal challenge to any quasi-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**

**February 22, 2017**

**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 TWOMEY called the meeting to order.

**II. ROLL CALL:**

<b><u>PRESENT:</u></b>	BLOMGREN, FLOWER, REIMERS, TWOMEY
<b><u>ABSENT:</u></b>	GODWIN
<b><u>STAFF PRESENT:</u></b>	Janet Bombard, Library Director Carolina Lopez, Library Office Assistant

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

No announcements.

**IV. APPEARANCES:**

No appearances.

**V. APPROVAL OF MINUTES:**

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

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

**VI. ORDERS OF BUSINESS:**

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

Executive Director Alexandra Fallon gave the board information about upcoming programs and events in the next couple of months, including Chef John Pisto at the Women's Club, the History of Wine on March 29, the Foodie Edition May 17 at the Sunset Center, and the Sterling Circle Reception June 27.

**B. Receive and discuss Year 2016/17 mid-year budget review.**

Library Director Janet Bombard reviewed the mid-year budget with the Board and answered questions. Bombard was asked to report back to clarify what is included in the "Other Professional Services" line item, and why it was over budget.

**C. Provide clarification for requested historical statistical trends report.**

To allow Board Member Godwin to be present for the discussion, Board Member FLOWER moved to, **continue item number four on the agenda to the next meeting**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**D. Receive and discuss Fiscal Year 2014/15 Library audit, provide direction as necessary.**

The Board voted to receive the Fiscal Year 2014/15 Library audit, but directed Board Treasurer Blomgren to talk with the Carmel Public Library Foundation and report back to the Board at the next meeting.

Board Member FLOWER moved to, **receive the Fiscal year 2014/15 Library audit**, seconded by Board Member REIMERS and carried by the following roll call vote:

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

**E. Accept second quarter distribution from the Carmel Public Library Foundation in the amount of \$72,775.**

Board Member REIMERS moved to, **accept second quarter distribution from the Carmel Public Library Foundation**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

**F. Accept a private donation to the library in the amount of \$1,000.**

Board Member BLOMGREN moved to, **accept a private donation to the library in the amount of \$1,000**, seconded by Board Member REIMERS and carried by the following roll call vote:

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

**G. Approve request from the Carmel Public Library Foundation to hold the annual Sterling Circle event in the Park Branch library on June 11<sup>th</sup>, 2017.**

Board Member REIMERS moved to, **Approve request from the Carmel Public Library Foundation to hold the annual Sterling Circle event in the Park Branch library on June 11, 2017**, seconded by Board Member BLOMGREN and carried by the following roll call vote:



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

**VII. LIBRARIAN'S REPORT:**

Library Director Bombard reviewed the monthly statistics with the Board and answered questions. Bombard also discussed the closure of the Park Branch library. Dates are tentative but it is estimated that the last week of April will be the closure date. Bombard will keep the board informed of any new developments.

**VIII. TREASURERS REPORT:**

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

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

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

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

**X. ADJOURNMENT:**

There being no further business to come before the Board, President Twomey declared the meeting adjourned at 10:03 am. The next regular meeting is scheduled for March 22, 2017.

---

Respectfully submitted,  
Carolina Lopez, Administrative Assistant

Approved by:

---

Tara Twomey, President, Library Board of Trustees



# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

March 22, 2017  
Consent Agenda

**TO:** Harrison Memorial Library Board of Trustees  
**FROM:** Janet Bombard, Library Director  
**SUBJECT:** Receive report on the "Other Professional Services" budget line item

### BACKGROUND / SUMMARY

During the February 22, 2017 mid-year budget review, President Twomey asked for clarification regarding Account Number 61050, specifically:

- What constitutes "other professional services"
- Why the line item is over budget

The "Other Professional Services" budget line item is reserved for repair of office machines that are out of warranty, including printers, typewriters and some of the microfilm readers.

All the invoices (\$412.90 total) that had been charged to Account Number 61050 were actually incorrectly coded and should have been charged to Account Number 61100, "Equipment Maintenance/Contracts". This has been corrected and there are no debits to Account Number 61050.

### ATTACHMENTS

1. Profit & Loss Budget vs. Actual July 2016 through January 2017, p. 2

## Harrison Memorial Library Profit & Loss Budget vs. Actual July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
60080 · Postage	509.71	1,050.00	-540.29	48.5%
60130 · Bookkeeping Services	2,050.00	4,333.00	-2,283.00	47.3%
60150 · Building Alarm & Fees	621.00	1,100.00	-479.00	56.5%
60160 · Copy Services	0.00	1,500.00	-1,500.00	0.0%
60170 · Overdue Materials Collection	0.00	800.00	-800.00	0.0%
60180 · Advertising	0.00	900.00	-900.00	0.0%
60185 · P.G. Self Storage	1,400.00	2,400.00	-1,000.00	58.3%
60190 · Courier Services	700.00	1,800.00	-1,100.00	38.9%
60205 · MOBAC/PLP Membership	8,641.00	11,641.00	-3,000.00	74.2%
60210 · Staff Training	2,109.56	2,500.00	-390.44	84.4%
60220 · Mileage	174.84	500.00	-325.16	35.0%
60230 · Professional Memberships	260.00	1,700.00	-1,440.00	15.3%
<b>Total 60000 · ADMINISTRATION</b>	<b>24,017.43</b>	<b>53,599.00</b>	<b>-29,581.57</b>	<b>44.8%</b>
<b>61000 · EQUIPMENT</b>				
61050 · Other Professional Services	412.90	300.00	112.90	137.6%
61100 · Equipment Maintenance/Contracts	11,043.93	13,000.00	-1,956.07	85.0%
61200 · Equipment-New	1,192.57	17,459.00	-16,266.43	6.8%
<b>Total 61000 · EQUIPMENT</b>	<b>12,649.40</b>	<b>30,759.00</b>	<b>-18,109.60</b>	<b>41.1%</b>
<b>62000 · DOCUMENTS</b>				
62105 · MAIN-Audio Visual	8,873.69	22,000.00	-13,126.31	40.3%
62110 · MAIN-Book rental	31,625.40	32,000.00	-374.60	98.8%
62115 · MAIN-McNaughton Buyback	0.00	12,000.00	-12,000.00	0.0%
62120 · MAIN-Large Print	0.00	2,000.00	-2,000.00	0.0%
62130 · MAIN-Fiction	2,401.97	5,300.00	-2,898.03	45.3%
62140 · MAIN-NF-Travel Cont.	2,109.64	5,000.00	-2,890.36	42.2%
62150 · MAIN-Non Fiction	11,538.65	23,000.00	-11,461.35	50.2%
62155 · MAIN - OVERDRIVE Subscription	2,100.00	2,100.00	0.00	100.0%
62160 · MAIN-EBooks/Additional Titles	4,719.68	5,500.00	-780.32	85.8%
62180 · MAIN-Special Category	0.00	50.00	-50.00	0.0%
62190 · MAIN-Teen Fiction	811.98	1,200.00	-388.02	67.7%
62200 · MAIN-Amazon Prime Membership	107.54	120.00	-12.46	89.6%
62205 · MAIN_Adult Graphic Novel	563.40	1,000.00	-436.60	56.3%
62210 · MAIN_Teen Notification	489.97	800.00	-310.03	61.2%
62215 · MAIN_Teen DVD	73.33	200.00	-126.67	36.7%
62220 · MAIN_Teen Audio	168.74	200.00	-31.26	84.4%
62310 · REF-Database	14,620.00	28,500.00	-13,880.00	51.3%
62320 · REF-Continuation	6,657.64	11,000.00	-4,342.36	60.5%
62330 · REF-General	1,198.75	3,500.00	-2,301.25	34.3%
62340 · HML Designated Gift-Materials	0.00	0.00	0.00	0.0%
62400 · YS-Collection	8,982.76	13,000.00	-4,017.24	69.1%
62410 · YS-Databases	2,160.00	2,294.00	-134.00	94.2%
62420 · YS-Audio/Video	2,202.79	4,500.00	-2,297.21	49.0%
62510 · LH-Conservation Supplies	141.69	2,500.00	-2,358.31	5.7%
62520 · LH-Documents/ Digital Preserv.	1,030.66	2,500.00	-1,469.34	41.2%

5

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the City of Carmel-by-the-Sea (the City) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting.

A. Description of Reporting Entity

The City of Carmel-by-the-Sea, California was incorporated on October 31, 1916, under the laws and regulations of the State of California (State). The City operates under a City Council/Manager form of government and provides the following services: public works, planning and building, general administrative services, public safety, and fire suppression and prevention services.

The City operates as a self-governing local government unit within the State. It has limited authority to levy taxes and has the authority to determine user fees for the services that it provides. The City's main funding sources include sales taxes, other intergovernmental revenue from state and federal sources, user fees, and federal and state financial assistance. All property taxes are paid to Monterey County (County) as part of the revenue neutrality payment obligation. The financial statements do not reflect the amounts received on behalf of the City and retained by the County.

The financial reporting entity consists of (a) the primary government, the City, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the primary government is not accountable, but for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and either (a) the City has the ability to impose its will on the organization, or (b) there is a potential for the organization to provide a financial benefit to or impose a financial burden on the City.

As required by GAAP, these financial statements present the government and its component units, entities for which the government is considered to be financially accountable. These component units are reported on a blended basis. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The financial statements of the individual component units, if applicable as indicated below, may be obtained by writing to the City of Carmel-by-the-Sea, Finance Department, Post Office Box CC, Carmel-by-the-Sea, CA 93921.

The City's reporting entity includes the following blended component units:

- Carmel Public Improvement Authority
- Harrison Memorial Library

The above component units are included in the City's basic financial statements using the blended method. There are no component units of the City that meet the criteria for discrete presentation.



**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Harrison Memorial Library**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Budgeted Amounts</u>			<b>Variance with</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<b>Final Budget</b>
				<b>Positive</b>
				<b>(Negative)</b>
Revenues				
Use of money and property	\$ 1,000	\$ 1,000	\$ 1,988	\$ 988
Charges for current services	18,100	18,100	17,603	(497)
Contributions	300,200	300,200	686,025	385,825
Total Revenues	319,300	319,300	705,616	386,316
Expenditures				
Current:				
Culture and recreation	1,292,376	1,292,376	1,231,357	61,019
Total Expenditures	1,292,376	1,292,376	1,231,357	61,019
Excess (Deficit) of Revenues over Expenditures	(973,076)	(973,076)	(525,741)	447,335
Other Financing Sources (Uses)				
Transfers in	973,076	973,076	948,596	(24,480)
Total Other Financing Sources (Uses)	973,076	973,076	948,596	(24,480)
Net Change in Fund Balance			422,855	422,855
Fund Balance, July 1, 2014	662,369	662,369	662,369	
Fund Balance, June 30, 2015	\$ 662,369	\$ 662,369	\$ 1,085,224	\$ 422,855



# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

March 22, 2017  
Orders

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

**FROM:** Janet Bombard, Library Director

**SUBJECT:** Receive report from Board Treasurer regarding Fiscal Year 2014/15 audit and provide direction

### BACKGROUND / SUMMARY

At the February 22, 2017 meeting, the Board reviewed the Fiscal Year 2014/15 audit and directed the Board Treasurer to return with a report and recommendations regarding both the above referenced audit and the audit process going forward.



# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

March 22, 2017  
Orders

**TO:** Harrison Memorial Library Board of Trustees  
**FROM:** Janet Bombard, Library Director  
**SUBJECT:** Provide clarification on requested historical statistical trends report.

### BACKGROUND / SUMMARY

At the February 22, 2017 meeting the Board voted to continue this item so that Board Member Godwin could take part in the discussion.

The February 22 staff report and attachments are attached.



# CITY OF CARMEL-BY-THE-SEA

## Harrison Memorial Library Board of Trustees Staff Report

February 22, 2017  
Orders

**TO:** Harrison Memorial Library Board of Trustees  
**FROM:** Janet Bombard, Library and Community Activities Director  
**SUBJECT:** Provide clarification for requested historical statistical trends report.

### BACKGROUND / SUMMARY

At the January 25, 2017 meeting, during a discussion of statistics, some of the Trustees expressed interest in a 20-year statistical flow chart.

Staff recommends that before undertaking this exercise the Trustees identify the scope of the project.

Questions the Board might consider include:

- What is the purpose of the project?
- What does the Board hope to get/understand from the project?
- How does the Board see this project aiding them in the execution of their powers (see Attachment)?
- Which statistics from the Librarian's Reports would be included in the project?
- Is twenty years the optimum time frame?

The library does have statistical reports going back that far; however, staff does not have the capacity to undertake the project, nor is it within the scope of staff's role as the City's liaison to the Board. Staff will be happy to provide access to the desired Librarian's Reports to whomever on the Board might be interested in undertaking the project.

### ATTACHMENTS

1. Harrison memorial Library Board of Trustees section of the City of Carmel by the Sea Commissioner and Board Member Handbook



**HARRISON MEMORIAL LIBRARY  
BOARD OF TRUSTEES**

The Harrison Memorial Library Board of Trustees is a five-member body. The Board meets in the City Hall Council Chambers the fourth Wednesday of each month at 9:00 a.m. The staff liaison is Library & Community Events Director Janet Bombard.

**DUTIES AND RESPONSIBILITIES OF THE BOARD**

1. To manage, control and administer any library building or library property which is now owned or may hereafter be acquired by the City; to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library under its management and all property belonging thereto.
2. To administer any trust hereafter declared or created for such library and receive any gift, devise or bequest and hold in trust, or otherwise, property situated in this State or elsewhere and, when not otherwise provided, dispose of the same for the benefit of such library.
3. To purchase necessary books, journals, publications and other personal property.
4. To purchase such property and erect and equip such building or buildings, room or rooms, as may be necessary when in their judgment a suitable building or portion thereof has not been provided by the legislative body of the municipality for such library.
5. To require the Secretary of State and other State officials to furnish such library copies of any and all reports, laws and other publications of the State, not otherwise disposed of by law.
6. To borrow books from, lend books to, and exchange the same with other libraries, and to allow nonresidents to borrow books, upon such conditions as they may prescribe.
7. To do and perform any and all other acts and things necessary or proper to carry out the provisions of Chapter 2.72 of the Municipal Code.
8. The Board of Library Trustees, shall, on or before the thirty-first day of August of each year, make a report to the City Council of the City, giving the condition of the library on the thirtieth day of June preceding, together with a statement of its proceedings for the year then ended, and forward a copy thereof to the State Library at Sacramento.
9. To raise money for special or library purposes through direct organization and operation of fund-raising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising.

ATTACHMENT 1

## Chapter 2.72 PUBLIC LIBRARY BOARD\*

### Sections:

- 2.72.010 Establishment and Compliance With State Statute.
- 2.72.020 Membership and Criteria for Appointment.
- 2.72.030 Appointment Process.
- 2.72.035 Termination of Members.
- 2.72.040 Board of Trustees – Meetings.
- 2.72.050 Board of Trustees – Powers.
- 2.72.060 Library Fund.
- 2.72.070 Free to Residents and Nonresident Taxpayers.
- 2.72.080 Contract to Outside Corporations.
- 2.72.090 Title for Property.
- 2.72.100 Existence and Maintenance Not Affected by Repeal.

\* For statutory provisions on municipal libraries, see Education Code § 18900 et seq.

### **2.72.010 Establishment and Compliance With State Statute.**

A public library is established in and for the City. It shall be established, conducted, managed, controlled and maintained pursuant to the provisions of California Statutes, 1976, Chapter 1010, Section 2, operative April 30, 1977, and codified in California Education Code Section 18900 et seq. (Ord. 91-19 § 5, 1991; Ord. 79-21 § 2, 1979; Ord. 53 § 1, 1923; Code 1975 §§ 265, 265.1).

### **2.72.020 Membership and Criteria for Appointment.**

A. The Harrison Memorial Library Board of Trustees shall consist of five members, each of whom shall be appointed to serve a three-year term as designated by statute.

B. At least three members of the Harrison Memorial Library Board of Trustees shall be residents of the City, and no more than two members shall be residents from the City's adopted sphere of influence.

C. All members of the Harrison Memorial Library Board of Trustees shall possess a valid Harrison Memorial Library patron card. (Ord. 91-19 § 5, 1991; Ord. 89-3 § 5, 1989; Ord. 84 § 1, 1927; Ord. 53 § 3, 1923; Code 1975 § 265.2).

### **2.72.030 Appointment Process.**

A. Members of the Harrison Memorial Library Board of Trustees shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the board. Terms of office for new members shall begin the date of the regular meeting in October of the appropriate year. Terms of office of outgoing members shall end simultaneously. The newly appointed members shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, the City Council, with the consent of

the incumbent, may extend the incumbent's term for up to 90 days. (Ord. 93-8 § 1, 1993; Ord. 91-19 § 5, 1991; Ord. 89-3 § 5, 1989; Code 1975 § 265 et seq.).

#### **2.72.035 Termination of Members.**

A member of the Harrison Memorial Library Board of Trustees shall be terminated only for good cause. (Ord. 93-8 § 1, 1993).

#### **2.72.040 Board of Trustees – Meetings.**

A. The Board of Library Trustees shall meet at least once a month at such times and places as it may fix by resolution. Special meetings may be called at any time by three trustees or by written notice served upon each member at least three hours before the time specified for the proposed meeting. A majority of the board shall constitute a quorum for the transaction of business.

B. Such board shall appoint one of their number President, who shall serve for one year until a successor is appointed, and in the President's absence shall elect a President Pro Tempore.

C. Such board shall cause a proper record to be kept. (Ord. 91-19 § 5, 1991; Ord. 53 § 4, 1923; Code 1975 § 265.3).

#### **2.72.050 Board of Trustees – Powers.**

The Board of Library Trustees shall have power as follows:

A. To manage, control and administer any library building or library property which is now owned or may hereafter be acquired by the City; to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library under its management and all property belonging thereto;

B. To administer any trust hereafter declared or created for such library and receive any gift, devise or bequest and hold in trust, or otherwise, property situated in this State or elsewhere, and, when not otherwise provided, dispose of the same for the benefit of such library;

C. To purchase necessary books, journals, publications and other personal property;

D. To purchase such property and erect and equip such building or buildings, room or rooms, as may be necessary when in their judgment a suitable building or portion thereof has not been provided by the legislative body of the municipality for such library;

E. To require the Secretary of State and other State officials to furnish such library with copies of any and all reports, laws and other publications of the State, not otherwise disposed of by law;

F. To borrow books from, lend books to, and exchange the same with other libraries, and to allow nonresidents to borrow books, upon such conditions as they may prescribe;

G. To do and perform any and all other acts and things necessary or proper to carry out the provisions of this chapter;

H. The Board of Library Trustees shall each year make a report to the City, giving the condition of the library on the thirtieth day of June preceding, and forward a copy thereof to the State Library at

Sacramento;

I. To raise money for special or library purposes through direct organization and operation of fund-raising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising. (Ord. 2012-06 (Exh. A), 2012; Ord. 91-19 § 5, 1991; Ord. 84-15 § 1, 1984; Ord. 83-16 § 1, 1983; Ord. 79-21 § 3, 1979; Ord. 53 § 5, 1923; Code 1975 § 265.4).

#### **2.72.060 Library Fund.**

A. All money acquired by gift, devise, bequest or otherwise for the purpose of the library shall be apportioned to a fund to be designated as the library fund, and be applied to the purpose authorized in this chapter. If such payment into the treasury should be inconsistent with the conditions or terms of any such gift, devise or bequest, the Board of Library Trustees shall provide for the safety and preservation of the same and the application thereof to the use of the library, in accordance with the terms and conditions of such gift, devise or bequest; provided, however, that the provisions of this section shall not apply to the construction and initial equipment of the Ralph Chandler Harrison Memorial Library building, the property to be used for which the purpose has heretofore been devised and bequeathed to the City Council by the Last Will and Testament of Ella Reid Harrison, deceased.

B. Payments from the library fund shall be made upon warrants issued after due audit by, and order from, the Library Trustees, which warrant shall be signed by the President and Secretary of the Board of Library Trustees. The Treasurer of the municipality shall pay such warrants without any further order or warrant from any other authority. (Ord. 91-19, 1991; Ord. 53 § 7, 1923; Code 1975 § 265.6).

#### **2.72.070 Free to Residents and Nonresident Taxpayers.**

The library established under this chapter and an act of the Legislature of the State of California shall be forever free to the inhabitants and nonresident taxpayers of the municipality, subject always to such rules, regulations and bylaws as may be made by the Board of Library Trustees; and provided, that for violations of the same a person may be fined or excluded from the privileges of the library. (Ord. 91-19 § 5, 1991; Ord. 53 § 8, 1923; Code 1975 § 265.7).

#### **2.72.080 Contract to Outside Corporations.**

The Board of Library Trustees and the legislative bodies of neighboring municipalities or Boards of Supervisors of the Counties in which public libraries are situated may contract for lending books of such library to residents of such Counties or neighboring municipalities upon a reasonable compensation to be paid by such Counties or neighboring municipalities. (Ord. 91-19 § 5, 1991; Ord. 53 § 9, 1923; Code 1975 § 265.8).

#### **2.72.090 Title for Property.**

The title to all property acquired for the purposes of the library, when not inconsistent with its terms of acquisition, or otherwise designated, shall vest in the City of Carmel-by-the-Sea, and in the name of said municipal corporation may be sued for, or defended by action at law, or otherwise. (Ord. 91-19 § 5, 1991; Ord. 53 § 10, 1923; Code 1975 § 265.9).

#### **2.72.100 Existence and Maintenance Not Affected by Repeal.**

The repeal of the ordinance codified in this chapter shall in no wise affect the existence and maintenance



of the Ralph Chandler Harrison Memorial Library, the continued existence and maintenance of which, in the event of the repeal hereof, shall be provided for by ordinance of the municipality, save and except that such ordinance shall not be formulated or passed pursuant to the provisions of an act of the Legislature of the State of California entitled: "Act to Provide for the Establishment and Maintenance of Public Libraries Within Municipalities," approved March 23, 1901, or to the amendments of the Act. (Ord. 91-19 § 5, 1991; Ord. 53 § 11, 1923; Code 1975 § 266).

**The Carmel-by-the-Sea Municipal Code is current through Ordinance 2015-05, passed August 6, 2015.**

Disclaimer: The City Clerk's Office has the official version of the Carmel-by-the-Sea Municipal Code. Users should contact the City Clerk's Office for ordinances passed subsequent to the ordinance cited above.

# LIBRARIAN'S MONTHLY REPORT

February 28, 2017

CIRCULATION		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Adult Circulation Transactions:</b>						
Fiction		-5.10	2,126	2,265	18,605	19,605
Non-Fiction		-1.36	1,542	1,694	11,775	11,937
Magazines		-4.84	109	127	1,023	1,075
Audio/Video		6.00	2,474	2,948	21,451	20,237
<b>ADULT CIRCULATION TOTAL:</b>		<b>0.00</b>	<b>6,251</b>	<b>7,034</b>	<b>52,854</b>	<b>52,854</b>
<b>Juvenile Circulation Transactions:</b>						
Fiction		10.58	1,308	1,523	16,936	15,316
Non-Fiction		-6.21	231	266	2,294	2,446
Magazines		-38.46	13	18	136	221
Audio/Video		-12.18	268	368	2,883	3,283
<b>JUVENILE CIRCULATION TOTAL:</b>		<b>4.62</b>	<b>1,820</b>	<b>2,175</b>	<b>22,249</b>	<b>21,266</b>
<b>CIRCULATION TOTAL:</b>		<b>1.33</b>	<b>8,071</b>	<b>9,209</b>	<b>75,103</b>	<b>74,120</b>
<b>OVERDRIVE</b>						
Patron Registrations		1.06	13	14	95	94
Checkouts		15.61	149	151	1200	1038
<b>OTHER DIGITAL RESOURCES</b>						
Checkouts		4.70	535	355	4277	4085
Total electronic checkouts		-1.04	535	355	4569	4617
<b>Reserve Requests:</b>		<b>0.86</b>	<b>802</b>	<b>831</b>	<b>6,703</b>	<b>6,646</b>
<b>Patron Visit Count</b>						
HML Building		0.45	5,802	5,799	44,581	44,380
Park Branch Building		-2.37	1,453	1,741	13,317	13,640
Local History		-6.77	23	32	303	325
Youth Services Dept.		-2.54	1,430	1,709	13,024	13,363
<b>PATRON VISIT TOTAL:</b>		<b>-0.21</b>	<b>7,255</b>	<b>7,540</b>	<b>57,898</b>	<b>58,020</b>

# LIBRARIAN'S MONTHLY REPORT

February 28, 2017

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	-10.94	2,105	2,240	18,126	20,352
Outreach	-33.33	38	13	196	294
<b>RESIDENTS TOTAL:</b>	<b>-11.26</b>	<b>2,143</b>	<b>2,253</b>	<b>18,322</b>	<b>20,646</b>
<b>Non-Residents:</b>					
Other Monterey County Cities	15.06	1,055	1,387	10,979	9,542
Unincorporated Monterey County	-11.85	4,427	5,230	36,378	41,266
Other Zip Codes	14.67	392	280	2,712	2,365
<b>NON-RESIDENTS TOTAL:</b>	<b>-5.84</b>	<b>5,874</b>	<b>6,897</b>	<b>50,069</b>	<b>53,173</b>
<b>OUTREACH SERVICES:</b>					
Visits	-12.50	3	3	28	32
Circulation	-33.33	38	13	196	294
<b>LOCAL HISTORY:</b>					
Visitors	-16.92	23	32	270	325
Programs Attendance	#DIV/0!	146	0	346	0
<b>TELEPHONE CALLS:</b>					
Reference Desk	-13.20	245	305	1,947	2,243
Youth Services Desk	-22.09	44	72	381	489
Local History Desk	18.54	3	10	211	178
Circulation Desk	-18.94	788	778	6,756	8,335
<b>TOTAL TELEPHONE CALLS:</b>	<b>-17.34</b>	<b>1,080</b>	<b>1,165</b>	<b>9,295</b>	<b>11,245</b>

# LIBRARIAN'S MONTHLY REPORT

February 28, 2017

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Reference Questions Answered:</b>					
Reference Desk	-48.14	490	633	4521	3603
Youth Services Desk	-0.11	215	241	1809	1811
Local History Desk	9.51	60	141	1209	1104
Circulation Desk	-14.04	739	726	5663	6588
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>0.73</b>	<b>1504</b>	<b>1741</b>	<b>13202</b>	<b>13106</b>
<b>Information Questions Answered:</b>					
Reference Desk	12.01	110	135	1604	1432
Youth Services Desk	6.11	132	137	1112	1048
Local History Desk	-32.33	22	20	180	266
Circulation Desk	-16.76	701	705	4970	5971
<b>TOTAL INFORMATION QUESTIONS:</b>	<b>-9.76</b>	<b>965</b>	<b>997</b>	<b>7866</b>	<b>8717</b>
<b>TECHNOLOGY ASSISTANCE</b>	<b>#DIV/0!</b>	<b>76</b>	<b>122</b>	<b>864</b>	
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	6.74	26	29	206	193
ILL from Other Libraries	-5.04	7	7	-113	119
<b>PATRON REGISTRATION:</b>	Patron Data Base Purge 08/16				
Carmel by-the-Sea Residents	-25.00	16	16	96	128
Monterey County Cities Residents	27.55	15	15	125	98
Unincorp. Monterey Cty Residents	13.04	28	39	286	253
Visitor Cards	-10.00	6	3	36	40
Other Borrowers	20.55	14	7	88	73
<b>REGISTRATION TOTAL:</b>	<b>6.59</b>	<b>79</b>	<b>80</b>	<b>631</b>	<b>592</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>-24.82</b>			<b>8,841</b>	<b>11,759</b>



# LIBRARIAN'S MONTHLY REPORT

February 28, 2017

YOUTH SERVICES PROGRAMS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:	-3.85	4	4	4	26
Summer Reading/Special Programs:	50.00	3	3	3	18
<b>TOTAL PROGRAMS:</b>	<b>13.16</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>43</b>
<b>Attendance At Programs:</b>					
Storytime-Children:	18.55	200	180	850	717
Summer Reading/Special-Children:	-14.25	33	78	313	365
<b>TOTAL CHILDREN'S ATTENDANCE:</b>	<b>-13.40</b>	<b>127</b>	<b>138</b>	<b>937</b>	<b>1,082</b>
<b>TOTAL ADULT ATTENDANCE:</b>	<b>-7.61</b>	<b>106</b>	<b>120</b>	<b>789</b>	<b>854</b>
<b>TOTAL YS PROGRAM ATTENDANCE :</b>	<b>49.23</b>	<b>233</b>	<b>258</b>	<b>2,889</b>	<b>1,936</b>
<b>OFFSITE PROGRAMS</b>	<b>#DIV/0!</b>	<b>2</b>	<b>1</b>	<b>12</b>	
<b>TOTAL OFFSITE PROGRAM ATTENDANCE</b>	<b>#DIV/0!</b>	<b>280</b>	<b>102</b>	<b>1,124</b>	
<b>PRESCHOOL PROGRAMS</b>	<b>#DIV/0!</b>	<b>4</b>	<b>4</b>	<b>22</b>	
<b>TOTAL PRESCHOOL PROGRAM ATTENDANCE</b>	<b>#DIV/0!</b>	<b>180</b>	<b>180</b>	<b>946</b>	
<b>PROGRAMS FOR 9 - 12 YEAR OLDS:</b>	<b>14.29</b>	<b>1</b>	<b>1</b>	<b>8</b>	<b>7</b>
<b>TOTAL ATTENDANCE:</b>	<b>-13.40</b>	<b>7</b>	<b>2</b>	<b>84</b>	<b>97</b>
<b>SCHOOL AGE PROGRAMS</b>	<b>#DIV/0!</b>	<b>3</b>	<b>4</b>	<b>21</b>	
<b>TOTAL SCHOOL AGE PROGRAM ATTENDANCE</b>	<b>#DIV/0!</b>	<b>33</b>	<b>80</b>	<b>428</b>	
<b>ADULT PROGRAMS:</b>	<b>31.58</b>	<b>5</b>	<b>3</b>	<b>25</b>	<b>19</b>
<b>TOTAL ATTENDANCE:</b>	<b>-15.26</b>	<b>299</b>	<b>107</b>	<b>1,144</b>	<b>1,350</b>
<b>TEEN PROGRAMS:</b>	<b>80.00</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>5</b>
<b>TOTAL ATTENDANCE:</b>	<b>-28.06</b>	<b>3</b>	<b>3</b>	<b>100</b>	<b>139</b>
<b>CLASS VISITS</b>					
Children's Visits: 2 Teen Visits: X					
<b>TOTAL CHILDREN'S ATTENDANCE</b>	<b>-62.4</b>	<b>47</b>	<b>0</b>	<b>47</b>	<b>125</b>
<b>TOTAL TEEN ATTENDANCE</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ATTENDANCE</b>		<b>47</b>	<b>0</b>	<b>47</b>	<b>125</b>

# LIBRARIAN'S MONTHLY REPORT

February 28, 2017

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
<b>BOOKS CATALOGED:</b>						
Adult			205	205	1289	1289
Leased			99	86	777	645
Reference			14	6	89	58
Youth Services			53	53	857	857
Audio			53	53	257	251
Video			60	60	373	373
<b>TOTAL:</b>			<b>484</b>	<b>463</b>	<b>3,642</b>	<b>3,473</b>
<b>HOLDINGS TO DATE</b>						
HML Main Library Building			49,082	63814 titles		
Park Branch Library			20,067	held in both buildings		
<b>TOTAL ITEMS HELD:</b>			<b>39,149</b>			
<b>TOTAL TITLES HELD:</b>				<b>63,814</b>		
<b>DATA BASE MAINTENANCE:</b>						
Corrections Made to Bibliographic & Item Databases		6 this month, 71 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		5 this month, 46 YTD				

# LIBRARIAN'S MONTHLY REPORT

February 28, 2017

<b>VOLUNTEER HOURS:</b>	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-44.79	35.00	38.00	143.00	259.00
Local History	-26.13	25.00	21.00	82.00	111.00
Reference	-62.35	4.00	2.00	8.00	21.25
Technical Services	-42.73	16.00	14.00	63.00	110.00
Youth Services	-100.00	0.00	0.00	0.00	2.00
<b>TOTALS:</b>	<b>-35.12</b>	<b>80.00</b>	<b>75.00</b>	<b>296.00</b>	<b>456.25</b>
<b>BRAINFUSE:</b>	<b>-61.36</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>44</b>
<b>SCIENCEFLIX</b>	<b>-353.85</b>	<b>0</b>	<b>2</b>	<b>13</b>	<b>59</b>
<b>SELF CHECK PATRONS :</b>					
Main Library	-55.65	370	376	1463	3299
Youth Services	-31.79	44	11	397	582
<b>TOTAL:</b>	<b>-52.07</b>	<b>414</b>	<b>387</b>	<b>1860</b>	<b>3881</b>

<b>ELECTRONIC SEARCH ACTIVITY</b>					
Public in-Library Computer Use:	8.37	667	770	5777	5331
Electronic Search/Visits Total:	1.72	3,090	3,094	26,388	25,941
Public WiFi Use	34.98	465	547	3,627	2,687
<b>Use of HML Web Page Averages:</b>					
Number of Pages Viewed Per Day:	-4.81	179	180	1,523	1,600
Number of Pages Viewed Per Visit:		2	2	2	2
Length of Visit		1.5 MIN	1.5 MIN		

Harrison Memorial Library  
Check Detail  
February 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3868	02/01/2017	AT&T CALNET 3		10000 · Wells Farg...	-577.60	-577.60
Bill	9186641	02/01/2017			60030 · Telephone	-557.96	557.96
Bill	9186763	02/01/2017			60030 · Telephone	-19.64	19.64
TOTAL						-577.60	577.60
Bill Pmt -Check	3869	02/01/2017	BAKER & TAYLOR		10000 · Wells Farg...	-34.29	-34.29
Bill	50144...	02/01/2017			62140 · MAIN-NF-T...	-34.29	34.29
TOTAL						-34.29	34.29
Bill Pmt -Check	3870	02/01/2017	ORIENTAL TRADING		10000 · Wells Farg...	-72.97	-72.97
Bill	68192...	02/01/2017			66400 · YS-Reading...	-72.97	72.97
TOTAL						-72.97	72.97
Bill Pmt -Check	3871	02/07/2017	BAKER & TAYLOR		10000 · Wells Farg...	-367.96	-367.96
Bill	40118...	02/07/2017			62130 · MAIN-Fiction	-77.14	77.14
Bill	50144...	02/07/2017			62150 · MAIN-Non F...	-84.11	84.11
Bill	40118...	02/07/2017			62400 · YS-Collection	-80.10	80.10
TOTAL					62140 · MAIN-NF-T...	-54.69	54.69
					62420 · YS-Audio/V...	-71.92	71.92
						-367.96	367.96
Bill Pmt -Check	3872	02/07/2017	BYWATER SOLUTI...		10000 · Wells Farg...	-8,300.00	-8,300.00
Bill	3257	02/07/2017			67200 · IS-Hosting a...	-6,500.00	6,500.00
TOTAL					67200 · IS-Hosting a...	-1,800.00	1,800.00
						-8,300.00	8,300.00
Bill Pmt -Check	3873	02/07/2017	GAYLORD		10000 · Wells Farg...	-405.74	-405.74
Bill	2465308	02/07/2017			62520 · LH-Docume...	-405.74	405.74
TOTAL						-405.74	405.74
Bill Pmt -Check	3874	02/08/2017	BOOK PAGE		10000 · Wells Farg...	-528.00	-528.00



Harrison Memorial Library  
Check Detail  
February 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	S29137	02/08/2017			62600 · Serials Sub...	-528.00	528.00
TOTAL						-528.00	528.00
Bill Pmt -Check	3875	02/08/2017	COPIES BY THE SEA		10000 · Wells Farg...	-124.38	-124.38
Bill	1030	02/08/2017			60160 · Copy Servic...	-117.32	117.32
Bill	1013	02/08/2017			60160 · Copy Servic...	-7.06	7.06
TOTAL						-124.38	124.38
Bill Pmt -Check	3876	02/08/2017	DATAFLOW		10000 · Wells Farg...	-34.00	-34.00
Bill	201171	02/08/2017			61100 · Equipment ...	-34.00	34.00
TOTAL						-34.00	34.00
Bill Pmt -Check	3877	02/08/2017	EBSCO		10000 · Wells Farg...	-470.00	-470.00
Bill	10000...	02/08/2017			62320 · REF-Contin...	-470.00	470.00
TOTAL						-470.00	470.00
Bill Pmt -Check	3878	02/08/2017	GOLDEN GATE BO...		10000 · Wells Farg...	-325.00	-325.00
Bill	7360	02/08/2017			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3879	02/08/2017	HOOPLA		10000 · Wells Farg...	-519.48	-519.48
Bill	94732...	02/08/2017			62310 · REF-Databa...	-519.48	519.48
TOTAL						-519.48	519.48
Bill Pmt -Check	3880	02/08/2017	KAL-WEST		10000 · Wells Farg...	-100.00	-100.00
Bill	00601	02/08/2017			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3881	02/08/2017	PEAK ENTERPRISES		10000 · Wells Farg...	-229.05	-229.05

Harrison Memorial Library  
Check Detail  
February 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	P-HA...	02/08/2017			62600 · Serials Sub...	-229.05	229.05
TOTAL						-229.05	229.05
Bill Pmt -Check	3882	02/08/2017	REDSHIFT		10000 · Wells Farg...	-14.95	-14.95
Bill	1767177	02/08/2017			67400 · IS-Telecom ...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3883	02/08/2017	XEROX		10000 · Wells Farg...	-40.90	-40.90
Bill	08795...	02/08/2017			61100 · Equipment ...	-40.90	40.90
TOTAL						-40.90	40.90
Bill Pmt -Check	3884	02/08/2017	CFRA		10000 · Wells Farg...	-408.00	-408.00
Bill	INV10...	02/08/2017			62320 · REF-Contin...	-408.00	408.00
TOTAL						-408.00	408.00
Bill Pmt -Check	3885	02/08/2017	DATAFLOW		10000 · Wells Farg...	-33.97	-33.97
Bill	203839	02/08/2017			61100 · Equipment ...	-33.97	33.97
TOTAL						-33.97	33.97
Bill Pmt -Check	3886	02/14/2017	BAKER & TAYLOR		10000 · Wells Farg...	-1,174.20	-1,174.20
Bill	50144...	02/14/2017			62330 · REF-General	-38.62	38.62
Bill	50144...	02/14/2017			62140 · MAIN-NF-Tr...	-46.98	46.98
Bill	40118...	02/14/2017			62400 · YS-Collection	-43.68	43.68
					62130 · MAIN-Fiction	-234.46	234.46
					62150 · MAIN-Non F...	-510.56	510.56
					62105 · MAIN-Audio...	-20.60	20.60
					62330 · REF-General	-200.97	200.97
					62190 · MAIN-Teen ...	-52.18	52.18
					62210 · MAIN_Teen...	-26.15	26.15
TOTAL						-1,174.20	1,174.20
Bill Pmt -Check	3887	02/14/2017	COMCAST		10000 · Wells Farg...	-125.68	-125.68

Harrison Memorial Library  
Check Detail  
February 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	2/43/0...	02/14/2017			67400 · IS-Telecom ...	-125.68	125.68
TOTAL						-125.68	125.68
Bill Pmt -Check	3888	02/14/2017	OCLC		10000 · Wells Farg...	-609.69	-609.69
Bill	513350	02/14/2017			66700 · OCLC Catal...	-609.69	609.69
TOTAL						-609.69	609.69
Bill Pmt -Check	3889	02/14/2017	OFFICE DEPOT		10000 · Wells Farg...	-14.82	-14.82
Bill	89773...	02/14/2017			60070 · Supplies	-11.69	11.69
Bill	89779...	02/14/2017			66600 · Teen Progra...	-3.13	3.13
TOTAL						-14.82	14.82
Bill Pmt -Check	3890	02/14/2017	WELLS FARGO BA...		10000 · Wells Farg...	-22.44	-22.44
Bill	02/02/...	02/14/2017			66400 · YS-Reading...	-22.44	22.44
TOTAL						-22.44	22.44
Bill Pmt -Check	3891	02/14/2017	AMYAH GUNN		10000 · Wells Farg...	-200.00	-200.00
Bill	2102017	02/14/2017			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3892	02/15/2017	BAKER & TAYLOR		10000 · Wells Farg...	-589.52	-589.52
Bill	40118...	02/15/2017			62150 · MAIN-Non F...	-29.31	29.31
Bill	50144...	02/15/2017			62210 · MAIN_Teen...	-16.87	16.87
Bill					62400 · YS-Collection	-387.07	387.07
Bill					62140 · MAIN-NF-Tr...	-84.29	84.29
Bill					62320 · REF-Contn...	-71.98	71.98
TOTAL						-589.52	589.52
Bill Pmt -Check	3893	02/15/2017	SUNSERI, MARYLEE		10000 · Wells Farg...	-150.00	-150.00
Bill	2/15/2...	02/15/2017			66400 · YS-Reading...	-150.00	150.00
TOTAL						-150.00	150.00

Harrison Memorial Library  
Check Detail  
February 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3894	02/16/2017	BAKER & TAYLOR		10000 · Wells Farg...		-1,107.84
Bill	40118...	02/16/2017			62130 · MAIN-Fiction	-121.82	121.82
					62150 · MAIN-Non F...	-433.53	433.53
					62190 · MAIN-Teen ...	-13.70	13.70
					62400 · YS-Collection	-16.49	16.49
					62150 · MAIN-Non F...	-512.57	512.57
					62400 · YS-Collection	-9.73	9.73
TOTAL						-1,107.84	1,107.84
Bill Pmt -Check	3895	02/23/2017	AMAZON		10000 · Wells Farg...		-273.84
Bill	22683...	02/23/2017			62105 · MAIN-Audio...	-38.98	38.98
Bill	13374...	02/23/2017			62105 · MAIN-Audio...	-14.08	14.08
Bill	12228...	02/23/2017			62420 · YS-Audio/Vi...	-13.54	13.54
Bill	12228...	02/23/2017			62420 · YS-Audio/Vi...	-8.66	8.66
Bill	11306...	02/23/2017			62150 · MAIN-Non F...	-12.99	12.99
Bill	11306...	02/23/2017			62130 · MAIN-Fiction	-17.00	17.00
Bill	11306...	02/23/2017			62190 · MAIN-Teen ...	-12.39	12.39
Bill	11306...	02/23/2017			62130 · MAIN-Non F...	-22.66	22.66
Bill	17560...	02/23/2017			62130 · MAIN-Fiction	-10.83	10.83
Bill	17560...	02/23/2017			62420 · YS-Audio/Vi...	-122.71	122.71
TOTAL						-273.84	273.84
Bill Pmt -Check	3896	02/23/2017	AT&T		10000 · Wells Farg...		-1.86
Bill	2/16/2...	02/23/2017			60030 · Telephone	-1.86	1.86
TOTAL						-1.86	1.86
Bill Pmt -Check	3897	02/23/2017	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	31318	02/23/2017			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3898	02/23/2017	CONSTANT CONTA...		10000 · Wells Farg...		-612.00
Bill	S65S6...	02/23/2017			60180 · Advertising	-612.00	612.00
TOTAL						-612.00	612.00

Harrison Memorial Library  
Check Detail  
February 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3899	02/28/2017	BAKER & TAYLOR		10000 · Wells Farg...	-1,933.19	-1,933.19
Bill	40118...	02/28/2017			62105 · MAIN-Audio...	-326.03	326.03
Bill	40118...	02/28/2017			62105 · MAIN-Audio...	-202.25	202.25
Bill	50144...	02/28/2017			62140 · MAIN-NF-Tr...	-49.80	49.80
Bill	50144...	02/28/2017			62140 · MAIN-NF-Tr...	-64.41	64.41
Bill	40118...	02/28/2017			62130 · MAIN-Fiction	-224.96	224.96
Bill	40118...	02/28/2017			62150 · MAIN-Non F...	-813.72	813.72
Bill	50144...	02/28/2017			62400 · YS-Collection	-13.09	13.09
Bill	40118...	02/28/2017			62140 · MAIN-NF-Tr...	-48.17	48.17
Bill	40118...	02/28/2017			62150 · MAIN-Non F...	-133.67	133.67
Bill	40118...	02/28/2017			62130 · MAIN-Fiction	-18.46	18.46
Bill	40118...	02/28/2017			62205 · MAIN_Adult...	-17.85	17.85
Bill	40118...	02/28/2017			62400 · YS-Collection	-20.78	20.78
TOTAL						-1,933.19	1,933.19
Bill Pmt -Check	3900	02/28/2017	FRANKLIN TECHN...		10000 · Wells Farg...	-1,088.53	-1,088.53
Bill	Q63	02/28/2017			67100 · IS-Equipment	-1,088.53	1,088.53
TOTAL						-1,088.53	1,088.53
Bill Pmt -Check	3901	02/28/2017	MERCURY NEWS		10000 · Wells Farg...	-169.00	-169.00
Bill	511463	02/28/2017			62600 · Serials Sub...	-169.00	169.00
TOTAL						-169.00	169.00
Bill Pmt -Check	3902	02/28/2017	MOST-RONDO, DA...		10000 · Wells Farg...	-200.00	-200.00
Bill	02242...	02/28/2017			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3903	02/28/2017	RECORDED BOOKS		10000 · Wells Farg...	-44.67	-44.67
Bill	75476...	02/28/2017			62105 · MAIN-Audio...	-44.67	44.67
TOTAL						-44.67	44.67
Bill Pmt -Check	3904	02/28/2017	BMI IMAGING SYS...		10000 · Wells Farg...	-1,500.00	-1,500.00
Bill	20397	02/28/2017			61100 · Equipment...	-1,500.00	1,500.00



12:49 PM  
03/09/17

Harrison Memorial Library  
Check Detail  
February 2017

---

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-1,500.00	1,500.00

**FINANCIAL STATEMENTS**

**of**

**HARRISON MEMORIAL LIBRARY**

**For the Period Ended February 28, 2017**

**HARRISON MEMORIAL LIBRARY**  
**STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS**  
**February 28, 2017**

**CURRENT ASSETS**

Wells Fargo Checking	113,421.16
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	463,357.10
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>	<b>1,125,112.56</b>
-----------------------------	---------------------

<b>TOTAL ASSETS</b>	<b>1,125,112.56</b>
---------------------	---------------------

**LIABILITIES AND NET ASSETS**

**NET ASSETS**

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
WF-Designated Gifts	104.80
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	792,842.06
Net Income / Loss	6,911.63

<b>Total Net Assets</b>	<b>1,125,112.56</b>
-------------------------	---------------------

<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>1,125,112.56</b>
---	---------------------

**Harrison Memorial Library**  
**Statement of Revenues and Expenses - Cash Basis**  
For the Period Ended February 2017

	February 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
<b>Income</b>				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	-	145,550.00	291,000.00	(145,450.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700- CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
<b>Total 43000 · CPLF Revenue</b>	<b>-</b>	<b>145,550.00</b>	<b>291,000.00</b>	<b>(145,450.00)</b>
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	1,050.00	7,095.00	500.00	6,595.00
44500-HML Donations-Materials	-	100.00	-	100.00
<b>Total 44000-HML Donations-Unrestricted</b>	<b>1,050.00</b>	<b>7,195.00</b>	<b>500.00</b>	<b>6,695.00</b>
45000 · Interest Income				
45100 · Interest-Bradney	-	264.57	-	264.57
45000 · Interest Income - Other	-	2,381.05	2,000.00	381.05
<b>Total 45000 · Interest Income</b>	<b>-</b>	<b>2,645.62</b>	<b>2,000.00</b>	<b>645.62</b>
46000 · Friends of HML	-	25,000.00	21,500.00	3,500.00
48000 · Library Operations	1,810.90	11,269.40	16,000.00	(4,730.60)
48005 - Books 4 U Grant	-	-	-	-
<b>Total Income</b>	<b>2,860.90</b>	<b>191,660.02</b>	<b>331,000.00</b>	<b>(139,339.98)</b>
<b>Expense</b>				

Harrison Memorial Library  
**Statement of Revenues and Expenses - Cash Basis**  
 For the Period Ended February 2017

	February 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	1.40	(41.92)	-	-
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	-	50.00	(50.00)
60030 · Telephone	579.46	4,686.08	9,700.00	(5,013.92)
60040 · Facility Maintenance	-	-	-	-
60041 · Cleaning Services	-	-	-	-
60043 · Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	275.00	1,300.00	(1,025.00)
60060 · Bank Charges/Returned Checks	-	51.00	125.00	(74.00)
60070 · Supplies	11.69	3,761.50	11,700.00	(7,938.50)
60080 · Postage	60.98	570.69	1,050.00	(479.31)
60100 · Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	2,700.00	4,333.00	(1,633.00)
60140 · Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	621.00	1,100.00	(479.00)
60160 · Copy Services	124.38	124.38	1,500.00	(1,375.62)
60170 · Overdue Materials Collection	-	-	800.00	(800.00)
60180 · Advertising	612.00	612.00	900.00	(288.00)
60185 · P.G. Self Storage	200.00	1,600.00	2,400.00	(800.00)
60190 · Courier Services	100.00	800.00	1,800.00	(1,000.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	11,641.00	(3,000.00)
60210 · Staff Training	-	2,109.56	2,500.00	(390.44)
60220 · Mileage	-	174.84	500.00	(325.16)
60230 · Professional Memberships	-	260.00	1,700.00	(1,440.00)
60240 · Administration-Contingency	-	-	-	-



**Harrison Memorial Library**  
**Statement of Revenues and Expenses - Cash Basis**  
For the Period Ended February 2017

	February 2017 <u>Actual</u>	YTD <u>Actual</u>	Annual <u>Budget</u>	<u>Budget Balance</u>
Total 60000 · ADMINISTRATION	2,014.91	26,945.13	53,599.00	(26,611.95)
<b>61000 · EQUIPMENT</b>				
61050 · Other Professional Services	-	-	300.00	(300.00)
61100 · Equipment Maintenance/Contracts	1,608.87	13,065.70	13,000.00	65.70
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	-	1,192.57	17,459.00	(16,266.43)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	<u>1,608.87</u>	<u>14,258.27</u>	<u>30,759.00</u>	<u>(16,500.73)</u>
<b>62000 · DOCUMENTS</b>				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	646.61	9,520.30	22,000.00	(12,479.70)
62110 · MAIN-Book rental	-	31,625.40	32,000.00	(374.60)
62115- MAIN-McNaughton Buyback	-	-	12,000.00	(12,000.00)
62120 · MAIN-Large Print	-	-	2,000.00	(2,000.00)
62130 · MAIN-Fiction	704.67	3,106.64	5,300.00	(2,193.36)
62140 · MAIN-NF-Travel Cont.	382.63	2,492.27	5,000.00	(2,507.73)
62150 · MAIN-Non Fiction	2,553.12	14,091.77	23,000.00	(8,908.23)
62155 - MAIN-Overdrive Subscription	-	2,100.00	2,100.00	-
62160 · MAIN-Ebooks/Additional Titles	-	4,719.68	5,500.00	(780.32)
62180 · MAIN-Special Category	-	-	50.00	(50.00)
62190 · MAIN-Teen Fiction	78.27	890.25	1,200.00	(309.75)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	17.85	581.25	1,000.00	(418.75)
62210- MAIN-Teen Nonfiction	43.02	532.99	800.00	(267.01)
62215-MAIN-Teen DVD	-	73.33	200.00	(126.67)

Harrison Memorial Library  
**Statement of Revenues and Expenses - Cash Basis**  
 For the Period Ended February 2017

	February 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	168.74	200.00	(31.26)
62310 · REF-Database	519.48	15,139.48	28,500.00	(13,360.52)
62320 · REF-Continuation	949.98	7,607.62	11,000.00	(3,392.38)
62330 · REF-General	239.59	1,438.34	3,500.00	(2,061.66)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	570.94	9,553.70	13,000.00	(3,446.30)
62410 · YS-Databases	-	2,160.00	2,294.00	(134.00)
62420 · YS-Audio/Video	216.83	2,419.62	4,500.00	(2,080.38)
62510 · LH-Conservation Supplies	-	141.69	2,500.00	(2,358.31)
62520 · LH-Documents/ Digital Preserv.	405.74	3,045.53	2,500.00	545.53
62600 · Serials Subscriptions	926.05	7,261.18	12,000.00	(4,738.82)
62700 · Professional Collection	-	-	200.00	(200.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
<b>Total 62000 · DOCUMENTS</b>	<b>8,254.78</b>	<b>118,777.32</b>	<b>192,464.00</b>	<b>(73,686.68)</b>
<b>66000 · PROGRAMS AND CATALOGING</b>				
66100 · Adult/LH Programming	-	50.00	3,000.00	(2,950.00)
66300 · YS-Summer Reading Program	-	1,192.28	5,000.00	(3,807.72)
66400 · YS-Reading Programs	645.41	5,008.97	6,000.00	(991.03)
66600 · Teen Programs	3.13	205.38	250.00	(44.62)
66700 · OCLC Cataloging	609.69	5,869.14	9,050.00	(3,180.86)
66750 · Library Cards	-	-	900.00	(900.00)
66760- IFM for ILL	-	-	-	-
66800 · Programs/Cataloging Contingency	-	-	-	-
<b>Total 66000 · PROGRAMS/SUPPLIES</b>	<b>1,258.23</b>	<b>12,325.77</b>	<b>24,200.00</b>	<b>(11,874.23)</b>
<b>67000 · INFORMATION SYSTEMS</b>				
67100 · IS-Equipment	1,088.53	1,227.57	29,000.00	(27,772.43)

**Harrison Memorial Library**  
**Statement of Revenues and Expenses - Cash Basis**  
For the Period Ended February 2017

	February 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 · IS-Hosting and Maintenance	8,300.00	8,369.97	8,750.00	(380.03)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.63	1,255.36	7,204.00	(5,948.64)
67500 · IS-Software	-	-	500.00	(500.00)
67600- IS-Website Maint. & Enhance	-	1,304.00	1,500.00	(196.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	285.00	400.00	(115.00)
Total 67000 · INFORMATION SYSTEMS	9,529.16	12,441.90	47,354.00	(34,912.10)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	22,665.95	184,748.39	348,376.00	(163,585.69)
Net Income	(19,805.05)	6,911.63	(17,376.00)	24,245.71

# Harrison Memorial Library

## Reconciliation Summary

10000 · Wells Fargo Checking, Period Ending 02/28/2017

---

	Feb 28, 17
Beginning Balance	136,610.44
Cleared Transactions	
Checks and Payments - 35 items	-18,381.70
Deposits and Credits - 6 items	2,798.52
Total Cleared Transactions	-15,583.18
Cleared Balance	<u>121,027.26</u>
Uncleared Transactions	
Checks and Payments - 14 items	-7,606.10
Total Uncleared Transactions	-7,606.10
Register Balance as of 02/28/2017	<u>113,421.16</u>
New Transactions	
Checks and Payments - 4 items	-1,825.30
Total New Transactions	-1,825.30
Ending Balance	<u>111,595.86</u>

**Harrison Memorial Library  
Reconciliation Detail**  
10000 · Wells Fargo Checking, Period Ending 02/28/2017

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						136,610.44
<b>Cleared Transactions</b>						
<b>Checks and Payments - 35 items</b>						
Bill Pmt -Check	01/12/2017	3852	COMCAST	X	-130.43	-130.43
Bill Pmt -Check	01/19/2017	3856	AMYAH GUNN	X	-200.00	-330.43
Bill Pmt -Check	01/19/2017	3858	SUNSERI, MARYLEE	X	-150.00	-480.43
Bill Pmt -Check	01/19/2017	3857	OFFICE DEPOT	X	-25.06	-505.49
Bill Pmt -Check	01/24/2017	3861	BUD SMITH	X	-200.00	-705.49
Bill Pmt -Check	01/24/2017	3859	AMAZON	X	-162.62	-868.11
Bill Pmt -Check	01/26/2017	3863	BAKER & TAYLOR	X	-104.90	-973.01
Bill Pmt -Check	01/26/2017	3864	OFFICE DEPOT	X	-97.04	-1,070.05
Bill Pmt -Check	01/31/2017	3865	BAKER & TAYLOR	X	-1,784.34	-2,854.39
Bill Pmt -Check	01/31/2017	3867	RICKI VINCENT	X	-360.00	-3,214.39
Bill Pmt -Check	01/31/2017	3866	RECORDED BOOKS	X	-44.67	-3,259.06
Bill Pmt -Check	02/01/2017	3868	AT&T CALNET 3	X	-577.60	-3,836.66
Bill Pmt -Check	02/01/2017	3870	ORIENTAL TRADING	X	-72.97	-3,909.63
Bill Pmt -Check	02/01/2017	3869	BAKER & TAYLOR	X	-34.29	-3,943.92
Bill Pmt -Check	02/07/2017	3872	BYWATER SOLUTIONS	X	-8,300.00	-12,243.92
Bill Pmt -Check	02/07/2017	3873	GAYLORD	X	-405.74	-12,649.66
Bill Pmt -Check	02/07/2017	3871	BAKER & TAYLOR	X	-367.96	-13,017.62
Bill Pmt -Check	02/08/2017	3874	BOOK PAGE	X	-528.00	-13,545.62
Bill Pmt -Check	02/08/2017	3879	HOOPLA	X	-519.48	-14,065.10
Bill Pmt -Check	02/08/2017	3877	EBSCO	X	-470.00	-14,535.10
Bill Pmt -Check	02/08/2017	3884	CFRA	X	-408.00	-14,943.10
Bill Pmt -Check	02/08/2017	3878	GOLDEN GATE BOOKK...	X	-325.00	-15,268.10
Bill Pmt -Check	02/08/2017	3881	PEAK ENTERPRISES	X	-229.05	-15,497.15
Bill Pmt -Check	02/08/2017	3875	COPIES BY THE SEA	X	-124.38	-15,621.53
Bill Pmt -Check	02/08/2017	3880	KAL-WEST	X	-100.00	-15,721.53
Bill Pmt -Check	02/08/2017	3883	XEROX	X	-40.90	-15,762.43
Bill Pmt -Check	02/08/2017	3876	DATAFLOW	X	-34.00	-15,796.43
Bill Pmt -Check	02/08/2017	3885	DATAFLOW	X	-33.97	-15,830.40
Bill Pmt -Check	02/08/2017	3882	REDSHIFT	X	-14.95	-15,845.35
Bill Pmt -Check	02/14/2017	3886	BAKER & TAYLOR	X	-1,174.20	-17,019.55
Bill Pmt -Check	02/14/2017	3888	OCLC	X	-609.69	-17,629.24
Bill Pmt -Check	02/14/2017	3887	COMCAST	X	-125.68	-17,754.92
Bill Pmt -Check	02/14/2017	3890	WELLS FARGO BANK	X	-22.44	-17,777.36
Bill Pmt -Check	02/14/2017	3889	OFFICE DEPOT	X	-14.82	-17,792.18
Bill Pmt -Check	02/15/2017	3892	BAKER & TAYLOR	X	-589.52	-18,381.70
<b>Total Checks and Payments</b>					<b>-18,381.70</b>	<b>-18,381.70</b>
<b>Deposits and Credits - 6 items</b>						
Deposit	02/07/2017			X	430.17	430.17
Deposit	02/07/2017			X	1,000.00	1,430.17
Deposit	02/14/2017			X	617.35	2,047.52
Deposit	02/23/2017			X	290.70	2,338.22
Deposit	02/28/2017			X	50.00	2,388.22
Deposit	02/28/2017			X	410.30	2,798.52
<b>Total Deposits and Credits</b>					<b>2,798.52</b>	<b>2,798.52</b>
<b>Total Cleared Transactions</b>					<b>-15,583.18</b>	<b>-15,583.18</b>
<b>Cleared Balance</b>					<b>-15,583.18</b>	<b>121,027.26</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Bill Pmt -Check	12/14/2016	3814	COMCAST		-125.17	-125.17
Bill Pmt -Check	02/14/2017	3891	AMYAH GUNN		-200.00	-325.17
Bill Pmt -Check	02/15/2017	3893	SUNSERI, MARYLEE		-150.00	-475.17
Bill Pmt -Check	02/16/2017	3894	BAKER & TAYLOR		-1,107.84	-1,583.01
Bill Pmt -Check	02/23/2017	3898	CONSTANT CONTACT		-612.00	-2,195.01
Bill Pmt -Check	02/23/2017	3895	AMAZON		-273.84	-2,468.85
Bill Pmt -Check	02/23/2017	3897	PACIFIC GROVE SELF ...		-200.00	-2,668.85
Bill Pmt -Check	02/23/2017	3896	AT&T		-1.86	-2,670.71
Bill Pmt -Check	02/28/2017	3899	BAKER & TAYLOR		-1,933.19	-4,603.90
Bill Pmt -Check	02/28/2017	3904	BMI IMAGING SYSTEMS		-1,500.00	-6,103.90
Bill Pmt -Check	02/28/2017	3900	FRANKLIN TECHNOLO...		-1,088.53	-7,192.43
Bill Pmt -Check	02/28/2017	3902	MOST-RONDO, DANTE		-200.00	-7,392.43



**Harrison Memorial Library  
Reconciliation Detail**  
10000 - Wells Fargo Checking, Period Ending 02/28/2017

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	02/28/2017	3901	MERCURY NEWS		-169.00	-7,561.43
Bill Pmt -Check	02/28/2017	3903	RECORDED BOOKS		-44.67	-7,606.10
Total Checks and Payments					-7,606.10	-7,606.10
Total Uncleared Transactions					-7,606.10	-7,606.10
Register Balance as of 02/28/2017					-23,189.28	113,421.16
<b>New Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Bill Pmt -Check	03/02/2017	3905	BAKER & TAYLOR		-694.66	-694.66
Bill Pmt -Check	03/02/2017	3907	CALIFORNIA LIBRARY ...		-600.00	-1,294.66
Bill Pmt -Check	03/02/2017	3906	CALIFA GROUP		-280.64	-1,575.30
Bill Pmt -Check	03/02/2017	3908	CARMEL BAKERY		-250.00	-1,825.30
Total Checks and Payments					-1,825.30	-1,825.30
Total New Transactions					-1,825.30	-1,825.30
<b>Ending Balance</b>					<b>-25,014.58</b>	<b>111,595.86</b>