



CITY OF CARMEL-BY-THE-SEA

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

President Tara Twomey,
Timothy Blomgren, William Godwin,
Phillip Pardue and Niels Reimers

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

REGULAR MEETING 10/25/2017 9:00 a.m.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENTS

- A. Announcements from President and Trustees
- B. Announcements from staff

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

1. Approval of the amended minutes for the 8/23/2017 meeting. (pp. 1-3)
2. Approval of the minutes for the 9/27/2017 meeting. (pp. 4-7)

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

3. Receive a report from the Carmel Public Library Foundation regarding recent activities.
4. Receive and discuss report from Head of Reference Jean Chapin on the annual Public Library Survey. (pp. 8-22)
5. Authorize closure of both library buildings on Saturday, December 23, 2017 to bring the library in line with the City's scheduled holiday closures. (p. 23)
6. Receive the Librarian's Report and review the monthly statistics. (pp. 24-29)

7. Receive the Treasurer's Report and accept the 9/30/2017 check register and financial statements. (pp. 30-43)

FUTURE AGENDA ITEMS

1. Election of Board Officers

ADJOURNMENT

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7th Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 10/20/2017 in accordance with the applicable legal requirements.

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

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

August 23, 2017

CALL TO ORDER AND ROLL CALL

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

PRESENT:	BLOMGREN, GODWIN, REIMERS, TWOMEY
ABSENT:	NONE
STAFF PRESENT:	Katie O'Connell, Joint Interim Library & Community Activities Director Carolina Lopez, Administrative Assistant

PLEDGE OF ALLEGIANCE

Members of the community joined the Board in the Pledge of Allegiance.

PUBLIC APPEARANCES

No public appearances.

ANNOUNCEMENTS

With great sadness, Board Member Twomey announced the passing of Board Member Flower. Interim Director O'Connell announced that Administrative Assistant Carolina Lopez was resigning and this was her final meeting.

CONSENT AGENDA

1. Approval of the minutes for the 7/26/2017 meeting.

Board Member REIMERS moved to, **approve the Minutes of the July 26, 2017 Regular Meeting**, seconded by Board Member BLOMGREN and carried by the following roll call vote:

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

ORDERS OF BUSINESS

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

CPLF Board President Ben Heinrich spoke of the fond memories that he had of Board Member Flower. Board President Heinrich spoke very highly of CPLF executive director Alex Fallon and the great job she is doing with CPLF. He also spoke of the upcoming programs and talks for this season.

3. Receive report from Circulation Manager Amy Rector and Youth Services Librarian Grace Melady on the Summer Reading Program

Circulation Manager Rector spoke to the Board about the summer reading program and the activities in which people participated. The theme was Reading by Design. The adult program was four weeks long and the main library had 72 adults and 14 teenagers sign up this year. Youth Services Librarian Melady announced that 183 kids signed up for summer reading and 5 programs were held. Pizza My Heart and Carmel Bakery donated 150 free pizza slices and 150 ice creams as prizes for the program. The Design a Bookmark contest, which is sponsored by The Friends of the Library, had 9 winners.

4. Receive a report from Head of Reference Jean Chapin on the new Bilingual Books Collection

Head Reference Librarian Chapin informed the Board about the new collection of bilingual books for children, for grades Pre-K thru 6th grade. The grant was received from the California Immigrant Alliance Project and their goal was to promote family reading. The Youth Services staff has already gotten great reviews from the parents about the new bilingual books.

5. Receive the Librarian's Report

Interim Library Director Katie O'Connell discussed and answered questions from the Board in regards to the July library stats. Interim Director O'Connell also gave the Board an update on the library's open recruitments.

6. Receive the Treasurer's report and accept the 6/30/2017 and 7/31/2017 check registers and financial statements

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

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

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

FUTURE AGENDA ITEMS

No items discussed.

ADJOURNMENT

There being no further business to come before the Board, President Twomey declared the meeting adjourned at 9:50 am. The next regular meeting is scheduled for September 27, 2017. The next library board meeting will be held at City Hall chambers.

Respectfully submitted,
Jean Chapin, Interim Library and Community Activities Director

Approved by:

Tara Twomey, President, Library Board of Trustees



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

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

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East Side of Monte Verde Street
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REGULAR MEETING

9/27/2017

9:00 a.m.

CALL TO ORDER AND ROLL CALL

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

PRESENT:	TWOMEY, BLOMGREN, REIMERS
ABSENT:	GODWIN
STAFF PRESENT:	Katie O'Connell, Joint Interim Library & Community Activities Director Amy Rector, Circulation Supervisor

PLEDGE OF ALLEGIANCE

Members of the community joined the Board in the Pledge of Allegiance.

PUBLIC APPEARANCES

No public appearances.

ANNOUNCEMENTS

A. Announcements from President and Trustees

President TWOMEY spoke about attending the CPLF retreat.

B. Announcements from staff

The Board received the official announcement that the new Library Director will be Ashlee Wright. She will begin her role as Director in January 2018.

CONSENT AGENDA

- 1. Approval of the minutes for the 8/23/2017 meeting (pp. 1-2).

Board member REIMERS mentioned that the resignation of Administrative Assistant Carolina Lopez should be added to the minutes for 8/23/17.

Board member BLOMGREN moved to **approve the Amended Minutes of the August 23, 2017 Regular Meeting**, seconded by Board member REIMERS and carried the following roll call vote:

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

ORDERS OF BUSINESS

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

Carmel Public Library Foundation President Alexandra Fallon talked about the CPLF annual retreat. She also spoke about upcoming CPLF programs.

- 3. Consider and approve request to close the Main Library early the day before Thanksgiving (p. 3).

Interim Director Katie O'Connell suggested to close the Main Library at 6:00 pm on Wednesday 11/22/17 because of the Thanksgiving holiday.

Board member BLOMGREN moved to, **approve that the Main Library close at 6:00 pm on Wednesday 11/27/17**, seconded by Board member REIMERS and carried the following roll call vote:

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

- 4. Discuss November 2017 and December 2017 Library Board meeting schedules and provide direction (p. 4).

Because of the November and December holidays and conflicting vacation schedules, the Board discussed changing upcoming meeting dates.

Board member BLOMGREN moved to **cancel the 11/20/17 Library Board meeting and to change the date of the December Board meeting to 12/6/17**, seconded by Board member REIMERS and carried the following roll call vote:

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

- 5. Accept first quarter Fiscal Year 2017/18 distribution from the Carmel Public Library Foundation in the amount of \$72,755 (p. 5).

Interim Director Katie O'Connell noted that the dollar amount of the CPLF check is incorrect. The corrected amount is \$72,775. Board member BLOMGREN moved to **accept the CORRECTED CPLF first quarter distribution check**, seconded by Board member REIMERS and carried the following roll call vote:

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

- 6. Receive the Librarian's Report and review the monthly statistics (pp. 6-11).

Interim Director Katie O'Connell discussed and answered questions from the Board in regards to the August library statistics. Interim Director O'Connell also gave the Board updates on the status of library recruitments. She mentioned that a part time reference librarian has been hired and that 3 part time library assistants are moving forward in the hiring process. President TWOMEY praised staff for working through staff shortages and doing a great job.

- 7. Receive the Treasurer's Report and accept the 8/31/2017 check register and financial statements (pp. 12-25).

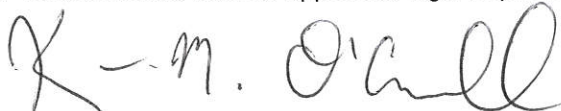
Treasurer BLOMGREN reviewed the financial statements and check register with the Board. The quarterly payment for CALIFA was discussed. No further items needed special attention from the Board.

Board member REIMERS moved to **accept the August Financial Statement and Check Register**, seconded by President TWOMEY and carried the following roll call vote:

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

ADJOURNMENT

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Respectfully submitted,
 Katie O'Connell, Joint Interim Library and Community Activities Director

Tara Twomey, President, Library Board of Trustees

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**CITY OF CARMEL-BY-THE-SEA
HARRISON MEMORIAL LIBRARY BOARD
Staff Report**

October 25, 2017
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Katie O'Connell, Interim Library and Community Activities Director

SUBJECT: Receive and discuss the Fiscal Year 2016/17 Public Library Survey report.

RECOMMENDATION:

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 (https://ca.countingopinions.com/index.php?page_id=3).

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.

Once the Library Board of Trustees has received the Public Library Survey report, it will be submitted to the City Administrator.

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

Attachments:

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	Ashlee
7	Director Middle Name	
8	Director Last Name	Wright
9	Director Title	Library and Community Activities 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	awright@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? Copy fee. ONLY if answer to #26 is No; otherwise, leave blank.	Yes
27		
28	Name of person completing this survey	Jean Chapin
29	Phone # of person completing this survey	(831) 624-7323
30	Email address of person completing this survey	jchapin@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 Servic
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	2016-17
45	Institute Code	Public

Population and Outlets #201-212

201	Population of The Legal Service Area	3,842	3,833
202	Population of Children Ages Under 5	84	84
203	Population of Children Ages 5-14	226	226
204	Registered Users as of June 30	9,233	12,207
205	Children Borrowers	635	1,240
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	22.00	21.00
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	0.30	1.00

255	FTE Library Technical Assistants	6.28	5.58
256	FTE Other	0.00	0.00
257	All Support Staff FTE	6.58	6.58
258	Staff FTE	11.58	11.58
259	FTE Volunteers (Average FTE per week - not hours)	0.95	0.36

Income - for Operational Expenses #301-307

301	Local Government (all sources)	\$1,022,596	\$1,034,274
302	State Funds (e.g. CLSA)	\$2,863	\$0
303	Federal Funds (e.g. LSTA or other)	\$0	\$0
304	All Other Operating Income	\$345,825	\$316,950
305	Total Operating Income	\$1,371,284	\$1,351,224

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307	CA Literacy Services		
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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	\$771,915	\$678,889
402	Employee Benefits Expenditures	\$250,681	\$185,385
403	Total Staff Expenditures	\$1,022,596	\$864,274
404	Print Materials Expenditures (except Serials)	\$115,676	\$123,561
405	Print Serial Subscription Expenditures	\$8,758	\$12,450
406	Total Print Materials Expenditures	\$124,434	\$136,011
407	Electronic Materials Expenditures	\$29,410	\$32,880
408	Other Materials Expenditures	\$24,309	\$26,900
409	Total Collection Expenditures	\$178,153	\$195,791
410	All Other Operating Expenditures	\$109,024	\$121,159
411	Total Operating Expenditures	\$1,309,773	\$1,181,224

Capital Expenditures #500

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

501	Preservation	\$4,940	\$5,000
502	Expenditures on Childrens Materials	\$14,786	\$19,750
503	Adult Literacy Program	\$0	\$0

Collections #601-619

601	Childrens Books Added	1,010	1,108
602	Books Children Held as of June 30	7,561	13,050

603	Books Young Adult Held as of June 30	1,655	1,994
604	# of Cataloged Books Added	5,557	4,967
605	# of Book Titles Added Cataloged in Collection	5,283	4,568
606	Total Books Held as of June 30	67,396	62,489
607	# of Government Documents in Separate Collections	0	0
608	Total Print Materials Held	67,396	62,489
609	# of Electronic Books in Collection	75,348	122,322
610	# of Physical Audio Materials in Collection	3,641	3,502
611	# of Downloadable Audio Materials in Collection	5,491	38,707
612	# of Physical Video Materials in Collection	5,470	5,287
613	# of Downloadable Video Materials in Collection	1,026	11,845
614.a.	# of Electronic Collections through Local and Other Funding in Collection	30	35
614.b.	# of Electronic Collections through State Funding in Collection	0	0
614.c.	# of Electronic Collections	30	35
615	# of Current Print Serial Subscriptions	108	110
616	Number of records in library catalog as of June 30	62,313	68,944
617	# of Childrens Audio Materials in Collection	495	515
618	# of Childrens Video Materials in Collection	617	1,045
619	Equipment collection	0	0

Library Services, Annual #801-827

800	Hours Open, All Outlets	4,056	4,056
801	Library Visits	84,626	87,209

802	Reference Questions	19,252	20,233
802a.	Technology assistance	1,239	1,440
803	Physical Item Circulation	106,796	114,137
804	Circulation of Childrens Materials	27,758	32,953
805	Circulation of Non English Materials	0	0
806	Circulation of Non Book Materials		36,427
806a.	Equipment Circulation		0
807	Circulation of Electronic Materials	12,775	7,635
808	Successful Retrieval of Electronic Information	6,697	2,179
809	Electronic Content Use	19,472	9,814
810	Total Circulation	119,571	121,772
811	Total Collection Use	126,268	123,951
812	ILL loans to others	285	326
813	ILL loans received	155	176
814	# of Pre School Programs	27	39
815	Pre-School Program Attendance	1,168	1,064
816	# of School Aged Programs	33	23
817	School Aged Program Attendance	564	778
818	# of Young Adult Programs	12	15
819	Young Adult Program Attendance	107	400
820	# of Adult Programs	34	33
821	Adult Program Attendance	1,335	1,811
822	Offsite Programs - Number	22	12

823	Offsite Programs - Attendance	1,473	1,180
824	# of Children's Programs	60	62
825	Childrens Program Attendance	1,732	1,842
826	Total # of Programs	106	110
827	Total Program Attendance	3,174	4,053

Salary Survey #901-918

901	Beginning Salary for Director	\$9,994	\$8,915
902	Final Salary for Director	\$12,147	\$9,917
903	Beginning Salary for Assistant Director		
904	Final Salary for Assistant Director		
905	Beginning Salary for Chief Library Division	\$4,761	\$4,489
906	Final Salary for Chief Library Division	\$5,787	\$6,465
907	Beginning Salary for Branch Librarian		
908	Final Salary for Branch Librarian		
909	Beginning Salary for Entry Level Librarian	\$4,308	\$4,062
910	Final Salary for Entry Level Librarian	\$5,237	\$4,937
911	Beginning Salary for Journeyman Librarian		
912	Final Salary for Journeyman Librarian		
913	Beginning Salary for Library Tech Assistant	\$3,709	\$4,270
914	Final Salary for Library Tech Assistant	\$4,510	\$5,192
915	Beginning Salary for Clerk	\$3,479	\$3,497
916	Final Salary for Clerk	\$4,230	\$4,585

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	8,516	_____	8,493
860	Virtual Visits to the library website	38,846	_____	39,819
861	Wireless Sessions Per Year	5,444	_____	4,312
862	Does your library use RFID	No	_____	No
863	# of Internet Terminals	16	_____	16

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	_____

877 Referenda Notes

of Electronic Books in Collection

Last year we used the number of ebooks hoopla had available. This year we used the number actually downloaded.--2017-10-10

of Downloadable Audio Materials in Collection

Last year we used the number of audiobooks hoopla had available. This year we used the number actually downloaded.--2017-10-10

of Downloadable Video Materials in Collection

Last year we used the number of videos hoopla had available. This year we used the number actually downloaded.--2017-10-10

Young Adult Program Attendance

We had fewer programs, and smaller attendance at all of them. Our teens are saying how busy they are, and would love to attend, but don't have time.--2017-10-06

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	46,022	49,132
26	Circulation	79,218	81,184
27	Total Outlet Operating Expenditures	\$330,996	\$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	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	2
39	Number of Internet Terminals - General Public	12	12
40	What is your library's highest connection speed to the Internet?	40.1 Mbps - 1.0 Gbps (gigabips/second)	1.5Mbps
41	Is Wireless available at this location?	True	True
42	Metropolitan Status Code	Central City	Central City
43	FSCS Submission Year	2016-17	2015-16
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 MEM	
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

23	Hours Open, Annually	1,872	1,872
24	Weeks Open, Annually	52	52
25	Volumes Held	17,892	19,812
26	Circulation	27,758	32,953
27	Total Outlet Operating Expenditures		
28	Year Built	1970	1970
29	Date Library Opened (mm/yyyy)	02/1990	02/1990
30	Year Library Remodeled	1990	1990
31	Is this Outlet LEED certified?	No	No
32	Size in Square Feet of outlet	8,982	8,982
33	Number of Reader Seats	42	42
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	3	3
39	Number of Internet Terminals - General Public	4	4
40	What is your library's highest connection speed to the Internet?	40.1 Mbps - 1.0 Gbps (gigabips/second)	1.5Mbps
41	Is Wireless available at this location?	True	True
42	Metropolitan Status Code	Central City	Central City
43	FSCS Submission Year	2016-17	2015-16
44	Outlet Type Sort Code		



**CITY OF CARMEL-BY-THE-SEA
HARRISON MEMORIAL LIBRARY BOARD
Staff Report**

October 25, 2017
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Katie O'Connell, Interim Library and Community Activities Director

SUBJECT: Authorize closure of both library buildings on Saturday, December 23, 2017 to bring the library in line with the City's scheduled holiday closures.

RECOMMENDATION:

Authorize closure of both library buildings on Saturday, December 23, 2017 to bring the library in line with the City's scheduled holiday closures.

BACKGROUND/SUMMARY:

Staff is requesting authorization to close both library buildings on Saturday, December 23, 2017 to bring the library schedule in line with the City's scheduled holiday closures.

This year, Christmas Eve, December 24, falls on a Sunday and Christmas Day, December 25, on a Monday. The City has scheduled closures for Friday, December 22 and Monday, December 25. Since the library is the only City department with regular Saturday hours, the library will be the only City department open on Saturday December 23, 2017.

Closing both library buildings on Saturday December 23, 2017 will adjust the library's schedule to match the rest of the City, and will permit staff to have an uninterrupted holiday with their families.

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

Attachments:

LIBRARIAN'S MONTHLY REPORT

September 30, 2017

CIRCULATION		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:						
Fiction		-5.59	2,146	2,357	6,927	7,337
Non-Fiction		-7.29	1,274	1,421	4,070	4,390
Magazines		-28.87	92	123	308	433
Audio/Video		-10.67	2,203	2,505	7,131	7,983
ADULT CIRCULATION TOTAL:						
Juvenile Circulation Transactions:						
Fiction		-17.26	1,399	1,391	4,939	5,969
Non-Fiction		-20.02	203	206	691	864
Magazines		-13.33	7	17	52	60
Audio/Video		-17.55	209	310	930	1,128
JUVENILE CIRCULATION TOTAL:						
CIRCULATION TOTAL:						
OVERDRIVE						
Patron Registrations		-16.13	8	9	26	31
Checkouts		93.67	574	135	856	442
OTHER DIGITAL RESOURCES						
Checkouts		5.87	564	547	1714	1619
Total electronic checkouts		34.48	1138	694	2570	1911
Reserve Requests:						
Patron Visit Count						
HML Building		9.73	5,701	5,988	17,622	16,059
Park Branch Building		-9.70	1,308	1,519	4,870	5,393
Local History		-19.80	23	41	81	101
Youth Services Dept.		-9.50	1,285	1,478	4,789	5,292
PATRON VISIT TOTAL:						
21,452						

LIBRARIAN'S MONTHLY REPORT

September 30, 2017

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea		-8.87	1,921	2,134	6,281	6,892
Outreach		-14.86	9	29	63	74
RESIDENTS TOTAL:		-8.93	1,930	2,163	6,344	6,966
Non-Residents:						
Other Monterey County Cities		-24.64	1,063	1,062	3,294	4,371
Unincorporated Monterey County		-8.57	4,340	4,628	14,053	15,370
Other Zip Codes		0.16	168	435	1,252	1,250
NON-RESIDENTS TOTAL:		-11.40	5,571	6,125	18,599	20,991
OUTREACH SERVICES:						
Visits		-50.00	2	2	6	12
Circulation		-14.86	9	29	63	74
LOCAL HISTORY:						
Visitors		-18.18	23	41	81	99
Programs Attendance		#DIV/0!	0	0	0	0
TELEPHONE CALLS:						
Reference Desk		20.18	236	289	780	649
Youth Services Desk		31.76	60	73	195	148
Local History Desk		-91.67	4	6	11	132
Circulation Desk		-16.91	675	781	2,255	2,714
TOTAL TELEPHONE CALLS:		-11.03	975	1,149	3,241	3,643

LIBRARIAN'S MONTHLY REPORT

September 30, 2017

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-17.50	325	608	1466	1777
Youth Services Desk	-0.39	214	274	774	777
Local History Desk	-62.22	39	99	204	540
Circulation Desk	-10.68	591	677	1957	2191
TOTAL REFERENCE QUESTIONS:	-16.73	1169	1658	4401	5285
Information Questions Answered:					
Reference Desk	-45.33	218	152	544	995
Youth Services Desk	-4.43	129	108	431	451
Local History Desk	-31.82	15	24	45	66
Circulation Desk	-9.55	599	689	1989	2199
TOTAL INFORMATION QUESTIONS:	-18.92	961	973	3009	3711
TECHNOLOGY ASSISTANCE					
	-3.52	144	114	356	369
INTERLIBRARY LOAN:					
ILL to Other Libraries	-5.68	31	29	83	88
ILL from Other Libraries	-58.49	10	4	22	53
PATRON REGISTRATION:					
	Patron Data Base Purge 08/17				
Carmel by-the-Sea Residents	-9.43	13	12	48	53
Monterey County Cities Residents	-13.46	16	12	45	52
Unincorp. Monterey Cty Residents	6.96	37	46	123	115
Visitor Cards	-27.78	2	1	13	18
Other Borrowers	20.69	10	9	35	29
REGISTRATION TOTAL:	-1.12	78	80	264	267
TOTAL # OF CARDHOLDERS:	-3.72	8,627	8,549	8,627	8,960

LIBRARIAN'S MONTHLY REPORT

September 30, 2017

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:	100.00	2	4	10	5
TOTAL PROGRAMS:	55.56	6	4	14	9
Attendance At Programs:					
Storytime-Children:	43.64	158	0	158	110
Summer Reading/Special-Children:	101.12	17	162	179	89
TOTAL CHILDREN'S ATTENDANCE:	26.63	90	162	252	199
TOTAL ADULT ATTENDANCE:	18.56	85	113	198	167
TOTAL YS PROGRAM ATTENDANCE :	22.95	175	275	450	366
OFFSITE PROGRAMS					
	-100.00	0	0	0	3
TOTAL OFFSITE PROGRAM ATTENDANCE	0.00	0	0	0	330
PRESCHOOL PROGRAMS					
	-100.00	0	0	0	5
TOTAL PRESCHOOL PROGRAM ATTENDANCE	-100.00	0	0	0	178
PROGRAMS FOR 9 - 12 YEAR OLDS:					
	-33.33	1	1	2	3
TOTAL ATTENDANCE:	-27.66	9	25	34	47
SCHOOL AGE PROGRAMS					
	-100.00	0	0	0	6
TOTAL SCHOOL AGE PROGRAM ATTENDANCE	-100.00	0	0	0	139
ADULT PROGRAMS:					
	25.00	3	3	10	8
TOTAL ATTENDANCE:	-5.98	252	21	330	351
TEEN PROGRAMS:					
	-50.00	1	0	1	2
TOTAL ATTENDANCE:	-90.00	5	0	5	50
CLASS VISITS					
Children's Visits: X Teen Visits: X		0	0	0	0
TOTAL CHILDREN'S ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE		0	0	0	0

LIBRARIAN'S MONTHLY REPORT

September 30, 2017

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult			226	226	388	388
Leased			140	113	394	330
Reference			10	9	24	23
Youth Services			139	139	326	326
Audio			31	31	61	61
Video			63	63	132	132
TOTAL:			609	581	1,325	1,260
HOLDINGS TO DATE						
HML Main Library Building			49,349	63,354 titles		
Park Branch Library			19,227	held in both buildings		
TOTAL ITEMS HELD:			68,576			
TOTAL TITLES HELD:				63,354		
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		5 this month, 46 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		3 this month, 12 YTD				

LIBRARIAN'S MONTHLY REPORT

September 30, 2017

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-13.48	24.00	29.00	77.00	89.00
Local History	-42.59	11.25	9.00	31.00	54.00
Reference	-25.00	4.00	4.00	12.00	16.00
Technical Services	1.96	18.00	21.00	52.00	51.00
Youth Services	150.00	0.00	0.00	5.00	2.00
TOTALS:	-16.51	57.25	63.00	177.00	212.00
BRAINFUUSE:	-90.91	2	0	2	22
SCIENCEFLIX	-25.00	4	6	12	15
SELF CHECK PATRONS :					
Main Library	7.40	351	377	1088	1013
Youth Services	7.61	72	61	212	197
TOTAL:	7.44	423	438	1300	1210

ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	-3.05	798	788	2383	2458
Electronic Search/Visits Total:	-16.40	2,966	2,999	8,966	10,725
Public WiFi Use	24.47	638	537	1,638	1,316
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-18.61	166	168	503	618
Number of Pages Viewed Per Visit:		2	2	2	2
Length of Visit		1.5 MIN	1.5 MIN	1.5 MIN	1.5 MIN

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended September 30, 2017

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
September 30, 2017

CURRENT ASSETS

Wells Fargo Checking	63,855.52
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	658,354.68
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	<u>123,000.00</u>

Total Current Assets 1,167,544.50

TOTAL ASSETS 1,167,544.50

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	877,527.59
Net Income / Loss	<u>(35,341.96)</u>

Total Net Assets 1,167,544.50

TOTAL LIABILITIES AND NET ASSETS 1,167,544.50

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

Attachment 1

	September 2017 Actual	YTD Actual	Annual Budget	Budget Balance
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-
43300 - CPLF-Endowment	72,775.00	72,775.00	291,000.00	(291,000.00)
43400 · CPLF-Library Materials/Support	-	-	-	-
43600 · CPLF-Senior Outreach	-	-	-	-
43700 - CPLF - Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	<u>72,775.00</u>	<u>72,775.00</u>	<u>291,000.00</u>	<u>(291,000.00)</u>
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	-	1,000.00	(1,000.00)
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	<u>-</u>	<u>-</u>	<u>1,000.00</u>	<u>(1,000.00)</u>
45000 · Interest Income				
45100 · Interest-Bradney	-	233.72	-	233.72
45000 · Interest Income - Other	-	2,103.44	2,500.00	(396.56)
Total 45000 · Interest Income	<u>-</u>	<u>2,337.16</u>	<u>2,500.00</u>	<u>(162.84)</u>
46000 · Friends of HML				
48000 · Library Operations	1,069.90	5,226.25	20,500.00	(20,500.00)
48005 - Books 4 U Grant	-	-	16,000.00	(10,773.75)
Total Income	<u>73,844.90</u>	<u>80,338.41</u>	<u>331,000.00</u>	<u>(323,436.59)</u>

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

Attachment 1

	September 2017	YTD	Annual	<u>Budget Balance</u>
	Actual	Actual	Budget	
Expense				
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(2.17)	(28.19)	-	-
60015 · Over-Ring Cash	-	10.00	-	-
60020 · Documents-Refunds/Lost	-	34.50	50.00	(15.50)
60030 · Telephone	590.30	1,787.20	7,000.00	(5,212.80)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement	-	-	300.00	(300.00)
60055 - Signs	-	32.20	1,260.00	(1,227.80)
60060 · Bank Charges/Returned Checks	213.00	258.00	100.00	158.00
60070 · Supplies	547.94	1,102.27	10,000.00	(8,897.73)
60080 · Postage	207.60	355.97	1,500.00	(1,144.03)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	1,050.00	4,100.00	(3,050.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	363.45	363.45	1,500.00	(1,136.55)
60160 · Copy Services	78.30	78.30	1,500.00	(1,421.70)
60170 · Overdue Materials Collection	-	-	800.00	(800.00)
60180 · Advertising	-	500.00	1,400.00	(900.00)
60185 · P.G. Self Storage	200.00	600.00	2,400.00	(1,800.00)
60190 · Courier Services	100.00	300.00	1,500.00	(1,200.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	11,641.00	(3,000.00)
60210 · Staff Training	769.91	1,057.91	2,500.00	(1,442.09)

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

Attachment 1

	September 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60220 · Mileage	10.35	29.73	400.00	(370.27)
60230 · Professional Memberships	-	-	1,700.00	(1,700.00)
60240 · Administration- Contingency	-	-	-	-
Total 60000 · ADMINISTRATION	3,403.68	16,172.34	50,151.00	(33,960.47)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	300.00	(300.00)
61100 · Equipment Maintenance/Contracts	954.88	8,400.84	14,750.00	(6,349.16)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	2,403.46	2,933.98	8,835.00	(5,901.02)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	3,358.34	11,334.82	23,885.00	(12,550.18)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio	774.12	1,546.19	12,000.00	(10,453.81)
62110 · MAIN-Book rental	-	32,456.65	32,560.00	(103.35)
62115 - MAIN-Baker & Taylor Buyback	-	-	1,000.00	(1,000.00)
62120 · MAIN-Large Print	-	36.97	2,000.00	(1,963.03)
62125 - MAIN-DVD	871.58	1,653.72	10,000.00	(8,346.28)
62130 · MAIN-Fiction	425.90	835.33	5,300.00	(4,464.67)
62140 · MAIN-NF-Travel Cont.	259.40	821.99	5,000.00	(4,178.01)
62150 · MAIN-Non Fiction	2,152.83	4,122.10	23,000.00	(18,877.90)
62155 - MAIN-Overdrive Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	-	3,346.88	6,500.00	(3,153.12)
62180 · MAIN-Special Category	42.00	42.00	50.00	(8.00)
62190 · MAIN-Teen Fiction	99.19	209.44	1,300.00	(1,090.56)

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

Attachment 1

	September 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62200- MAIN-Amazon Prime Membership	107.66	107.66	110.00	(2.34)
62205- MAIN-Adult Graphic Novel	-	-	1,000.00	(1,000.00)
62210- MAIN-Teen Nonfiction	110.91	186.90	800.00	(613.10)
62215- MAIN-Teen DVD	21.71	45.66	300.00	(254.34)
62220- MAIN- Teen Audio	-	-	-	-
62310 · REF-Database	2,019.24	19,354.10	29,500.00	(10,145.90)
62320 · REF-Continuation	1,149.41	3,422.89	11,000.00	(7,577.11)
62330 · REF-General	-	810.00	3,000.00	(2,190.00)
62340- HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	2,049.73	3,060.21	13,000.00	(9,939.79)
62405- YS-Bilingual Books Fund	-	992.81	-	-
62410 · YS-DataBases	-	2,193.00	2,400.00	(207.00)
62415 - YS-DVD	273.01	348.41	2,500.00	(2,151.59)
62420 · YS-Audio	284.57	318.05	3,000.00	(2,681.95)
62510 · LH-Conservation Supplies	-	396.55	2,500.00	(2,103.45)
62520 · LH-Documents/ Digital Preserv.	679.10	1,389.77	2,500.00	(1,110.23)
62600 · Serials Subscriptions	-	444.78	9,200.00	(8,755.22)
62700 · Professional Collection	-	-	200.00	(200.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	11,320.36	78,142.06	181,820.00	(104,670.75)
66000 · PROGRAMS AND CATALOGING				
66100 · Adult Summer Programs	-	496.82	1,500.00	(1,003.18)
66200- Oral History Programs	9.41	-	2,500.00	(2,500.00)
66300 · YS-Summer Reading Program	-	1,525.48	5,000.00	(3,474.52)
66400 · YS-Reading Programs	514.78	544.50	6,000.00	(5,455.50)
66600 · Teen Programs	-	-	400.00	(400.00)
66700 · OCLC Cataloging	627.98	3,520.07	9,050.00	(5,529.93)

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

	September 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
66750 · Library Cards	-	-	1,000.00	(1,000.00)
66760- IFM for ILL	-	-	-	-
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	1,152.17	6,086.87	25,450.00	(19,363.13)
67000 · INFORMATION SYSTEMS				
67100 · IS-Equipment	-	-	25,000.00	(25,000.00)
67200 · IS-Hosting and Maintenance	-	-	8,500.00	(8,500.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	14.95	2,431.84	10,940.00	(8,508.16)
67500 · IS-Software	-	-	1,300.00	(1,300.00)
67600- IS-Website Development	229.00	724.00	1,550.00	(826.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	-	450.00	(450.00)
67890 - Mobile Print Subscription	-	788.44	800.00	(11.56)
Total 67000 · INFORMATION SYSTEMS	243.95	3,944.28	48,540.00	(44,595.72)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	19,478.50	115,680.37	329,846.00	(215,140.25)
Net Income	54,366.40	(35,341.96)	1,154.00	(108,296.34)

Harrison Memorial Library
Reconciliation Summary

Attachment 1

10000 · Wells Fargo Checking, Period Ending 09/30/2017

	<u>Sep 30, 17</u>
Beginning Balance	12,606.62
Cleared Transactions	
Checks and Payments - 31 items	(18,223.39)
Deposits and Credits - 5 items	<u>73,488.23</u>
Total Cleared Transactions	<u>55,264.84</u>
Cleared Balance	<u><u>67,871.46</u></u>
Uncleared Transactions	
Checks and Payments - 12 items	(4,162.09)
Deposits and Credits - 1 item	<u>146.15</u>
Total Uncleared Transactions	<u>(4,015.94)</u>
Register Balance as of 09/30/2017	<u><u>63,855.52</u></u>
New Transactions	
Checks and Payments - 5 items	<u>(1,224.75)</u>
Total New Transactions	<u>(1,224.75)</u>
Ending Balance	<u><u>62,630.77</u></u>

Harrison Memorial Library
Reconciliation Detail

Attachment 1

10000 - Wells Fargo Checking, Period Ending 09/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						12,606.62
Cleared Transactions						
Checks and Payments - 31 items						
Bill Pmt -Check	08/30/2017	4147	CALIFA GROUP	X	(2,356.14)	(2,356.14)
Bill Pmt -Check	08/30/2017	4146	BAKER & TAYLOR	X	(556.47)	(2,912.61)
Bill Pmt -Check	08/30/2017	4148	GALE	X	(50.00)	(2,962.61)
Bill Pmt -Check	08/30/2017	4149	ORIENTAL TRADING	X	(29.72)	(2,992.33)
Bill Pmt -Check	09/07/2017	4151	BAKER & TAYLOR	X	(2,710.41)	(5,702.74)
Bill Pmt -Check	09/07/2017	4154	HOOPLA	X	(824.24)	(6,526.98)
Bill Pmt -Check	09/07/2017	4150	AT&T CALNET 3	X	(590.30)	(7,117.28)
Bill Pmt -Check	09/07/2017	4153	GOLDEN GATE BOOKKEE...	X	(325.00)	(7,442.28)
Bill Pmt -Check	09/07/2017	4157	ORIENTAL TRADING	X	(146.41)	(7,588.69)
Bill Pmt -Check	09/07/2017	4155	KAL-WEST	X	(100.00)	(7,688.69)
Bill Pmt -Check	09/07/2017	4156	OFFICE DEPOT	X	(87.61)	(7,776.30)
Bill Pmt -Check	09/07/2017	4152	COPIES BY THE SEA	X	(78.30)	(7,854.60)
Bill Pmt -Check	09/07/2017	4158	REDSHIFT	X	(14.95)	(7,869.55)
Bill Pmt -Check	09/14/2017	4162	GAYLORD	X	(3,024.10)	(10,893.65)
Bill Pmt -Check	09/14/2017	4159	BAKER & TAYLOR	X	(1,546.64)	(12,440.29)
Bill Pmt -Check	09/14/2017	4163	OCLC	X	(627.98)	(13,068.27)
Bill Pmt -Check	09/14/2017	4166	VALUE LINE	X	(375.00)	(13,443.27)
Bill Pmt -Check	09/14/2017	4167	WELLS FARGO BANK	X	(286.47)	(13,729.74)
Bill Pmt -Check	09/14/2017	4168	WELLS FARGO BANK	X	(112.92)	(13,842.66)
Bill Pmt -Check	09/14/2017	4160	BRODART	X	(80.90)	(13,923.56)
Bill Pmt -Check	09/14/2017	4164	OFFICE DEPOT	X	(80.51)	(14,004.07)
Bill Pmt -Check	09/14/2017	4169	XEROX	X	(44.99)	(14,049.06)
Bill Pmt -Check	09/14/2017	4161	DATAFLOW	X	(34.01)	(14,083.07)
Bill Pmt -Check	09/21/2017	4170	BAKER & TAYLOR	X	(1,931.13)	(16,014.20)
Bill Pmt -Check	09/21/2017	4177	AMAZON	X	(1,153.53)	(17,167.73)
Bill Pmt -Check	09/21/2017	4174	PACIFIC GROVE SELF ST...	X	(200.00)	(17,367.73)
Bill Pmt -Check	09/21/2017	4175	SENTRY	X	(195.00)	(17,562.73)
Bill Pmt -Check	09/21/2017	4178	AMAZON	X	(183.07)	(17,745.80)
Bill Pmt -Check	09/21/2017	4171	BRODART	X	(136.16)	(17,881.96)
Bill Pmt -Check	09/21/2017	4176	SMILE BUSINESS PRODU...	X	(128.43)	(18,010.39)
Check	09/30/2017	OD	WELLS FARGO	X	(213.00)	(18,223.39)
Total Checks and Payments					(18,223.39)	(18,223.39)
Deposits and Credits - 5 items						
Deposit	09/01/2017			X	172.71	172.71
Deposit	09/08/2017			X	140.70	313.41
Deposit	09/15/2017			X	227.52	540.93
Deposit	09/25/2017			X	172.30	713.23
Deposit	09/25/2017			X	72,775.00	73,488.23
Total Deposits and Credits					73,488.23	73,488.23
Total Cleared Transactions					55,264.84	55,264.84
Cleared Balance					55,264.84	67,871.46

Harrison Memorial Library
Reconciliation Detail

Attachment 1

10000 · Wells Fargo Checking, Period Ending 09/30/2017

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 12 items						
Bill Pmt -Check	12/14/2016	3814	COMCAST		(125.17)	(125.17)
Bill Pmt -Check	09/14/2017	4165	PUBLIC SECTOR PUBLICA...		(136.95)	(262.12)
Bill Pmt -Check	09/21/2017	4173	MARQUIS		(1,195.00)	(1,457.12)
Bill Pmt -Check	09/21/2017	4172	ENGAGED PATRONS		(229.00)	(1,686.12)
Bill Pmt -Check	09/28/2017	4182	OTIS ELEVATOR		(747.45)	(2,433.57)
Bill Pmt -Check	09/28/2017	4181	INFORMATION TODAY		(578.00)	(3,011.57)
Bill Pmt -Check	09/28/2017	4179	BAKER & TAYLOR		(451.18)	(3,462.75)
Bill Pmt -Check	09/28/2017	4184	RONDO, DANTE		(200.00)	(3,662.75)
Bill Pmt -Check	09/28/2017	4185	SENTRY		(168.45)	(3,831.20)
Bill Pmt -Check	09/28/2017	4186	SUNSERI, MARYLEE		(150.00)	(3,981.20)
Bill Pmt -Check	09/28/2017	4180	BRODART		(136.07)	(4,117.27)
Bill Pmt -Check	09/28/2017	4183	RECORDED BOOKS		(44.82)	(4,162.09)
Total Checks and Payments					(4,162.09)	(4,162.09)
Deposits and Credits - 1 item						
Deposit	09/29/2017				146.15	146.15
Total Deposits and Credits					146.15	146.15
Total Uncleared Transactions					(4,015.94)	(4,015.94)
Register Balance as of 09/30/2017					51,248.90	63,855.52
New Transactions						
Checks and Payments - 5 items						
Bill Pmt -Check	10/02/2017	4188	BAKER & TAYLOR		(709.80)	(709.80)
Bill Pmt -Check	10/02/2017	4190	PACIFIC GROVE SELF ST...		(200.00)	(909.80)
Bill Pmt -Check	10/02/2017	4187	AMYAH GUNN		(200.00)	(1,109.80)
Bill Pmt -Check	10/02/2017	4189	KAL-WEST		(100.00)	(1,209.80)
Bill Pmt -Check	10/02/2017	4191	REDSHIFT		(14.95)	(1,224.75)
Total Checks and Payments					(1,224.75)	(1,224.75)
Total New Transactions					(1,224.75)	(1,224.75)
Ending Balance					50,024.15	62,630.77

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Harrison Memorial Library
Check Detail
 September 2017

Attachment 2

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4150	09/07/2017	AT&T CALNET 3		10000 · Wells Fargo ...		(590.30)
Bill	101426...	09/07/2017			60030 · Telephone	(22.22)	22.22
Bill	101425...	09/07/2017			60030 · Telephone	(568.08)	568.08
TOTAL						(590.30)	590.30
Bill Pmt -Check	4151	09/07/2017	BAKER & TAYLOR		10000 · Wells Fargo ...		(2,710.41)
Bill	401199...	09/07/2017			62400 · YS-Collection	(1,823.01)	1,823.01
					62150 · MAIN-Non Fic...	(105.37)	105.37
					62130 · MAIN-Fiction	(50.26)	50.26
Bill	401199...	09/07/2017			62150 · MAIN-Non Fic...	(457.17)	457.17
					62130 · MAIN-Fiction	(76.91)	76.91
					62190 · MAIN-Teen Fi...	(88.40)	88.40
					62210 · MAIN_Teen N...	(51.02)	51.02
Bill	501467...	09/07/2017			62400 · YS-Collection	(29.41)	29.41
					62140 · MAIN-NF-Tra...	(28.86)	28.86
TOTAL						(2,710.41)	2,710.41
Bill Pmt -Check	4152	09/07/2017	COPIES BY THE SEA		10000 · Wells Fargo ...		(78.30)
Bill	1019	09/07/2017			60160 · Copy Services	(78.30)	78.30
TOTAL						(78.30)	78.30
Bill Pmt -Check	4153	09/07/2017	GOLDEN GATE BOO...		10000 · Wells Fargo ...		(325.00)
Bill	7739	09/07/2017			60130 · Bookkeeping ...	(325.00)	325.00
TOTAL						(325.00)	325.00
Bill Pmt -Check	4154	09/07/2017	HOOPLA		10000 · Wells Fargo ...		(824.24)
Bill	953571...	09/07/2017			62310 · REF-Database	(824.24)	824.24
TOTAL						(824.24)	824.24
Bill Pmt -Check	4155	09/07/2017	KAL-WEST		10000 · Wells Fargo ...		(100.00)
Bill	00601	09/07/2017			60190 · Courier Servic...	(100.00)	100.00
TOTAL						(100.00)	100.00
Bill Pmt -Check	4156	09/07/2017	OFFICE DEPOT		10000 · Wells Fargo ...		(87.61)
Bill	955376...	09/07/2017			60070 · Supplies	(87.61)	87.61
TOTAL						(87.61)	87.61
Bill Pmt -Check	4157	09/07/2017	ORIENTAL TRADING		10000 · Wells Fargo ...		(146.41)
Bill	685291...	09/07/2017			66400 · YS-Reading P...	(146.41)	146.41
TOTAL						(146.41)	146.41
Bill Pmt -Check	4158	09/07/2017	REDSHIFT		10000 · Wells Fargo ...		(14.95)
Bill	1793157	09/07/2017			67400 · IS-Telecom P...	(14.95)	14.95
TOTAL						(14.95)	14.95
Bill Pmt -Check	4159	09/14/2017	BAKER & TAYLOR		10000 · Wells Fargo ...		(1,546.64)
Bill	401200...	09/14/2017			62130 · MAIN-Fiction	(130.09)	130.09
					62150 · MAIN-Non Fic...	(330.63)	330.63
					62400 · YS-Collection	(65.87)	65.87
					62210 · MAIN_Teen N...	(15.30)	15.30
Bill	401200...	09/14/2017			62420 · YS-Audio	(77.00)	77.00
					62105 · MAIN-Audio	(240.22)	240.22

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Harrison Memorial Library
Check Detail
 September 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	501468...	09/14/2017			62140 · MAIN-NF-Tra...	(43.73)	43.73
					62320 · REF-Continua...	(120.20)	120.20
Bill	501468...	09/14/2017			62140 · MAIN-NF-Tra...	(30.30)	30.30
Bill	501468...	09/14/2017			62320 · REF-Continua...	(214.20)	214.20
Bill	401199...	09/14/2017			62420 · YS-Audio	(112.92)	112.92
					62105 · MAIN-Audio	(42.59)	42.59
Bill	401199...	09/14/2017			62105 · MAIN-Audio	(83.92)	83.92
Bill	501467...	09/14/2017			62320 · REF-Continua...	(39.67)	39.67
TOTAL						(1,546.64)	1,546.64
Bill Pmt -Check	4160	09/14/2017	BRODART		10000 · Wells Fargo ...		(80.90)
Bill	479475	09/14/2017			60070 · Supplies	(80.90)	80.90
TOTAL						(80.90)	80.90
Bill Pmt -Check	4161	09/14/2017	DATAFLOW		10000 · Wells Fargo ...		(34.01)
Bill	219656	09/14/2017			61100 · Equipment M...	(34.01)	34.01
TOTAL						(34.01)	34.01
Bill Pmt -Check	4162	09/14/2017	GAYLORD		10000 · Wells Fargo ...		(3,024.10)
Bill	2499799	09/14/2017			61200 · Equipment-New	(2,345.00)	2,345.00
					62520 · LH-Document...	(679.10)	679.10
TOTAL						(3,024.10)	3,024.10
Bill Pmt -Check	4163	09/14/2017	OCLC		10000 · Wells Fargo ...		(627.98)
Bill	554336	09/14/2017			66700 · OCLC Catalo...	(627.98)	627.98
TOTAL						(627.98)	627.98
Bill Pmt -Check	4164	09/14/2017	OFFICE DEPOT		10000 · Wells Fargo ...		(80.51)
Bill	959723...	09/14/2017			60070 · Supplies	(43.80)	43.80
Bill	959722...	09/14/2017			60070 · Supplies	(36.71)	36.71
TOTAL						(80.51)	80.51
Bill Pmt -Check	4165	09/14/2017	PUBLIC SECTOR PU...		10000 · Wells Fargo ...		(136.95)
Bill	1278/2...	09/14/2017			62320 · REF-Continua...	(136.95)	136.95
TOTAL						(136.95)	136.95
Bill Pmt -Check	4166	09/14/2017	VALUE LINE		10000 · Wells Fargo ...		(375.00)
Bill	113597...	09/14/2017			62320 · REF-Continua...	(375.00)	375.00
TOTAL						(375.00)	375.00
Bill Pmt -Check	4167	09/14/2017	WELLS FARGO BANK		10000 · Wells Fargo ...		(286.47)
Bill	485602...	09/14/2017			61200 · Equipment-New	(58.46)	58.46
					60210 · Staff Training	(191.91)	191.91
					60070 · Supplies	(26.69)	26.69
					66100 · ADULT SUM...	(9.41)	9.41
TOTAL						(286.47)	286.47
Bill Pmt -Check	4168	09/14/2017	WELLS FARGO BANK		10000 · Wells Fargo ...		(112.92)
Bill	485620...	09/14/2017			60080 · Postage	(5.26)	5.26
					62200 · MAIN-Amazo...	(107.66)	107.66
TOTAL						(112.92)	112.92

**Harrison Memorial Library
Check Detail
September 2017**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4169	09/14/2017	XEROX		10000 · Wells Fargo ...		(44.99)
Bill	904715...	09/14/2017			61100 · Equipment M...	(44.99)	44.99
TOTAL						(44.99)	44.99
Bill Pmt -Check	4170	09/21/2017	BAKER & TAYLOR		10000 · Wells Fargo ...		(1,931.13)
Bill	501469...	09/21/2017			62320 · REF-Continua...	(245.39)	245.39
Bill	401200...	09/21/2017			62105 · MAIN-Audio	(407.39)	407.39
Bill	501469...	09/21/2017			62140 · MAIN-NF-Tra...	(57.31)	57.31
Bill	501469...	09/21/2017			62140 · MAIN-NF-Tra...	(28.86)	28.86
Bill	401200...	09/21/2017			62150 · MAIN-Non Fic...	(1,038.89)	1,038.89
					62130 · MAIN-Fiction	(104.91)	104.91
					62190 · MAIN-Teen Fi...	(10.79)	10.79
					62210 · MAIN_Teen N...	(37.59)	37.59
TOTAL						(1,931.13)	1,931.13
Bill Pmt -Check	4171	09/21/2017	BRODART		10000 · Wells Fargo ...		(136.16)
Bill	479824	09/21/2017			60070 · Supplies	(136.16)	136.16
TOTAL						(136.16)	136.16
Bill Pmt -Check	4172	09/21/2017	ENGAGED PATRONS		10000 · Wells Fargo ...		(229.00)
Bill	7019-1...	09/21/2017			67600 · IS-Website M...	(229.00)	229.00
TOTAL						(229.00)	229.00
Bill Pmt -Check	4173	09/21/2017	MARQUIS		10000 · Wells Fargo ...		(1,195.00)
Bill	406799	09/21/2017			62310 · REF-Database	(1,195.00)	1,195.00
TOTAL						(1,195.00)	1,195.00
Bill Pmt -Check	4174	09/21/2017	PACIFIC GROVE SE...		10000 · Wells Fargo ...		(200.00)
Bill	33674	09/21/2017			60185 · P.G. Self Stor...	(200.00)	200.00
TOTAL						(200.00)	200.00
Bill Pmt -Check	4175	09/21/2017	SENTRY		10000 · Wells Fargo ...		(195.00)
Bill	2055965	09/21/2017			60150 · Building Alar...	(195.00)	195.00
TOTAL						(195.00)	195.00
Bill Pmt -Check	4176	09/21/2017	SMILE BUSINESS P...		10000 · Wells Fargo ...		(128.43)
Bill	527167	09/21/2017			61100 · Equipment M...	(128.43)	128.43
TOTAL						(128.43)	128.43
Bill Pmt -Check	4177	09/21/2017	AMAZON		10000 · Wells Fargo ...		(1,153.53)
Bill	106658...	09/21/2017			62415 · YS-DVD	(145.44)	145.44
Bill	051715...	09/21/2017			62150 · MAIN-Non Fic...	(23.83)	23.83
Bill	213876...	09/21/2017			62415 · YS-DVD	(14.89)	14.89
Bill	268064...	09/21/2017			62415 · YS-DVD	(13.26)	13.26
					62420 · YS-Audio	(64.06)	64.06
Bill	268062...	09/21/2017			62415 · YS-DVD	(4.34)	4.34
Bill	236838...	09/21/2017			62125 · MAIN - DVD	(134.07)	134.07
Bill	210902...	09/21/2017			62400 · YS-Collection	(7.54)	7.54
Bill	192096...	09/21/2017			62420 · YS-Audio	(30.59)	30.59
					62125 · MAIN - DVD	(49.50)	49.50
					62415 · YS-DVD	(95.08)	95.08
					62210 · MAIN_Teen N...	(7.00)	7.00
					62215 · MAIN_Teen D...	(21.71)	21.71
					62130 · MAIN-Fiction	(20.95)	20.95
Bill	225350...	09/21/2017			66400 · YS-Reading P...	(10.80)	10.80
Bill	120007...	09/21/2017			62130 · MAIN-Fiction	(28.70)	28.70

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Harrison Memorial Library
Check Detail
 September 2017

Attachment 2

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	033124...	09/21/2017			62130 · MAIN-Fiction	(14.08)	14.08
Bill	171894...	09/21/2017			62125 · MAIN - DVD	(206.54)	206.54
Bill	171898...	09/21/2017			62125 · MAIN - DVD	(253.58)	253.58
Bill	275808...	09/21/2017			66400 · YS-Reading P...	(7.57)	7.57
TOTAL						(1,153.53)	1,153.53
Bill Pmt -Check	4178	09/21/2017	AMAZON		10000 · Wells Fargo ...		(183.07)
Bill	230942...	09/21/2017			62125 · MAIN - DVD	(183.07)	183.07
TOTAL						(183.07)	183.07
Bill Pmt -Check	4179	09/28/2017	BAKER & TAYLOR		10000 · Wells Fargo ...		(451.18)
Bill	401201...	09/28/2017			62180 · MAIN-Special ...	(42.00)	42.00
					62400 · YS-Collection	(123.90)	123.90
					62150 · MAIN-Non Fic...	(196.94)	196.94
Bill	501469...	09/28/2017			62140 · MAIN-NF-Tra...	(70.34)	70.34
					62320 · REF-Continua...	(18.00)	18.00
TOTAL						(451.18)	451.18
Bill Pmt -Check	4180	09/28/2017	BRODART		10000 · Wells Fargo ...		(136.07)
Bill	480533	09/28/2017			60070 · Supplies	(83.44)	83.44
Bill	480978	09/28/2017			60070 · Supplies	(52.63)	52.63
TOTAL						(136.07)	136.07
Bill Pmt -Check	4181	09/28/2017	INFORMATION TODAY		10000 · Wells Fargo ...		(578.00)
Bill	IL-201...	09/28/2017			60210 · Staff Training	(289.00)	289.00
Bill	IL-201...	09/28/2017			60210 · Staff Training	(289.00)	289.00
TOTAL						(578.00)	578.00
Bill Pmt -Check	4182	09/28/2017	OTIS ELEVATOR		10000 · Wells Fargo ...		(747.45)
Bill	SJM66...	09/28/2017			61100 · Equipment M...	(402.48)	402.48
Bill	SJM66...	09/28/2017			61100 · Equipment M...	(344.97)	344.97
TOTAL						(747.45)	747.45
Bill Pmt -Check	4183	09/28/2017	RECORDED BOOKS		10000 · Wells Fargo ...		(44.82)
Bill	755920...	09/28/2017			62125 · MAIN - DVD	(44.82)	44.82
TOTAL						(44.82)	44.82
Bill Pmt -Check	4184	09/28/2017	RONDO, DANTE		10000 · Wells Fargo ...		(200.00)
Bill	92217	09/28/2017			66400 · YS-Reading P...	(200.00)	200.00
TOTAL						(200.00)	200.00
Bill Pmt -Check	4185	09/28/2017	SENTRY		10000 · Wells Fargo ...		(168.45)
Bill	82269	09/28/2017			60150 · Building Alar...	(168.45)	168.45
TOTAL						(168.45)	168.45
Bill Pmt -Check	4186	09/28/2017	SUNSERI, MARYLEE		10000 · Wells Fargo ...		(150.00)
Bill	46	09/28/2017			66400 · YS-Reading P...	(150.00)	150.00
TOTAL						(150.00)	150.00

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