

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

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

Wednesday
September 23, 2015
9:00 AM

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

I. Roll Call

II. Announcements from Board Members and Director

III. Appearances

Anyone wishing to address the Library Board on items within its jurisdiction may do so now. Please rise, state your name and the matter on which you wish to speak. Matters not appearing on the Library Board agenda will not receive action at this meeting. Presentations will be limited to three minutes, or as established by the Library Board of Trustees

IV. Approval of Minutes of the August 26, 2015 Regular Meeting (pp. 1 – 3)

V. Orders of Business

- A. Receive report from the Carmel Public Library Foundation regarding CPLF activities**
- B. Receive report from Ad Hoc Committee members Flower and Twomey on facilities planning meetings with Library Consultant Susan Kent**
- C. Consider a request to close the Main Library at 6:00 p.m. on Wednesday, November 25, 2015, the day before Thanksgiving (p. 4)**
- D. Consider a request from the Carmel Public Library Foundation to hold two events in the Library: the Annual Donor Salute in the Main Library on Sunday, March 21, 2016 and the Sterling Circle Reception for Planned Giving Donors in the Park Branch on Sunday, June 19, 2016 (p. 5)**

VI. Librarian's Report

- A. Review of Monthly Statistics**
- B. Adult Programming Schedules through June 2016 (pp. 6 -7)**
- C. Transfer of Evans Bequest funds for bookkeeping purposes**

VII. Treasurer's Report:

- A. Receive Treasurer's Report**
- B. Accept August 30, 2015 Check Register and Financial Statements**

VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held October 22, 2014

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

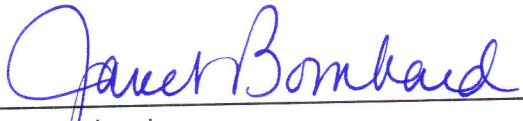
**CITY OF CARMEL-BY-THE-SEA
HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
AMENDED AGENDA**

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

AFFIDAVIT OF POSTING

I, Janet Bombard, Library and Community Activities Director for the City of Carmel-by-the-Sea, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Carmel-by-the-Sea City Hall bulletin board, posted at the Harrison Memorial Library on Ocean and Lincoln Avenues and the Carmel Post Office and distributed to members of the media on September 18, 2015.

Dated this 18th, day of September 2015 at the hour of 11:00 a.m.



Janet Bombard
Library and Community Activities Director

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

August 26, 2015

I. CALL TO ORDER

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

II. ROLL CALL:

PRESENT:

COLLINS, FLOWERS, MOSHER, REIMERS, TWOMEY

ABSENT:

NONE

STAFF PRESENT:

Janet Bombard, Library Director

Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

No announcements.

V. APPEARANCES:

No appearances.

VI. APPROVAL OF MINUTES:

Board Member REIMERS moved to, **Approve the Minutes of the June 24, 2015 Regular Meeting**, seconded by Board Member TWOMEY and carried by the following roll call vote:

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

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

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

VII. ORDERS OF BUSINESS:

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

No one from CPLF was present.

B. Receive report from Youth Services Librarian Grace Melady regarding upcoming Youth Services programs

Youth Services Librarian Grace Melady announced that 320 children participated in the summer reading program. They had good participation in the Design a Bookmark contest also. Melady reviewed the department's program schedule through May with the Board.

C. Receive report on end of Fiscal Year 2014/15 budget and approve fiscal year-end budget adjustments

Board Member TWOMEY moved to, Approve the fiscal year-end budget adjustments as follows: 1. Transfer \$1,989.31 from the Administration Expense Account into the Equipment Expense Account and 2. Transfer \$70.29 from the Administration Expense Account into the Information Systems Expense Account, seconded by Board Member MOSHER and carried by the following roll call vote:

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

D. Accept third quarter fiscal year 2014/15, and first quarter fiscal year 2015/16 quarterly distributions from the Carmel Public Library Foundation

Board Member COLLINS, moved to, Accept the third quarter fiscal year 2014/15 quarterly distribution from the Carmel Public Library Foundation, seconded by Board Member MOSHER and carried by the following roll call vote:

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

Board Member TWOMEY, moved to, Accept the first quarter fiscal year 2015/16 quarterly distribution from the Carmel Public Library Foundation, seconded by Board Member MOSHER and carried by the following roll call vote:

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

E. Authorize the Library Board Ad Hoc Committee, consisting of Flower and Twomey, to represent the Library Board at meetings with consultant Susan Kent, who will be facilitating next steps regarding Youth Services department renovations and leading a facilities planning community workshop

Board Member REIMERS, moved to, Authorize the Library Board Ad Hoc Committee consisting of Flower and Twomey, to represent the Library Board at meetings with consultant Susan Kent, who will be facilitating next steps regarding Youth Services department renovations and leading a facilities planning community workshop, seconded by Board Member COLLINS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, MOSHER, REIMERS, TWOMEY

NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

VIII. LIBRARIAN'S REPORT:

The Library Director reviewed the monthly statistics with the Board.

IX. TREASURERS REPORT:

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

Board Member MOSHER moved to, **Accept the July Financial Statements and Check Register,** seconded by Board Member REIMERS and carried by the following roll call vote:

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

X. ADJOURNMENT:

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:05 am. The next regular meeting is scheduled for September 23, 2015.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
September 23, 2015

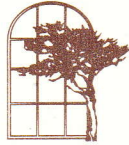
To: Harrison Memorial Library Board of Trustees
From: Janet Bombard, Library Director
Subject: Consider a request to close the Main Library at 6:00 p.m. on Wednesday, November 25, 2015, the day before Thanksgiving

RECOMMENDATION: Approve the request to close the Main Library at 6:00 p.m. on Wednesday, November 25, 2015, the day before Thanksgiving

ANALYSIS/DISCUSSION: In the past, the Library Board of Trustees have granted permission to close the library early the Wednesday evening before Thanksgiving.

The Park Branch Library closes at 5:00 p.m. on Wednesdays. Early closure will affect the Main Library only, which closes at 8:00 p.m.

Library patrons typically do not use the library from 6:00 – 8:00 p.m. in the evenings before the holiday. Library employees scheduled to work those hours would very much appreciate being able to leave early to begin their celebrations with friends and family; therefore, staff is requesting that the Main Library be allowed to close at 6:00 p.m.



CARMEL PUBLIC
LIBRARY FOUNDATION

Janet Bombard & Library Trustees
Harrison Memorial Library
Sixth & Mission
Carmel, CA 93921

August 19, 2015

Dear Janet & Library Trustees,

The Carmel Public Library Foundation respectfully requests consideration of our request to hold two donor cultivation events in the library this year:

Sunday, March 21, 2016 at 3 to 5 pm (to be held at the Main Library): Donor Salute.

Sunday, June 19, 201⁶~~5~~ at 3 to 5 pm (to be held at Park Branch): Sterling Circle Reception for Planned Giving Donors.

We plan to serve wine at each of these events. We are eager to obtain whatever approvals are necessary. Please let us know the necessary steps involved and if you require any additional information or documentation.

Thank you for your consideration of our request.

Sincerely,

Amy Donohue
Executive Director

2015/2016 PROGRAM SCHEDULE

SEPT 2015

Community Night with the library – Author & Nutritionist Barbara Quinn, *Quinn-Essential Nutrition: The Uncomplicated Science of Eating*, **Wed, Sep 16, at 7 pm, Carpenter Hall at Sunset Center**

OCT 2015

Community Workshop – REimagining Your Library – Workshop Facilitator & Library Services Consultant, Susan Kent, **Fri, Oct 22 at 5:30 pm, Carmel City Hall, Council Chambers.**

Community Night with the library – Earthjustice, *Strength of Partnership: Protecting Health, Environment and Combatting Climate Change* **Wed, Oct 28, at 7 pm, Carpenter Hall at Sunset Center**

NOV 2015

Parent & Teacher Lecture Series – Dr. Wendy Mogel, Early Childhood Psychologist and Parent Educator, *Smart Empathy: Raising & Educating Resilient Children & Teenagers*, **Nov 5 at 7 pm, Carmel Performing Art Center, Carmel High School**

DEC 2015

Gingerbread Making Fundraiser at the Hofsas House, **Sat, Dec 5, 2015**

Community Night with the library – Authors & Travel Writers, Linda & David Mullally, *Hiking Pinnacles National Park*, **Wed Dec 16 at 7 pm, Carpenter Hall at Sunset Center**

JAN 2016

Community Night with the library – Mark Silberstein, *Elkhorn Slough National Estuarine Research Reserve*, **Wed Jan 13 at 7 pm, Carpenter Hall at Sunset Center**

FEB 2016

FILM NIGHT with the Library – *Antarctic Edge: 70 Degrees South*, **Wed Feb 3 at 7 pm, Carmel Performing Art Center at Carmel High School**

LOCAL HISTORY TALK - Ian Martin, “Famed **Green** Architect: Charles Sumner Greene & the Carmel Years”, **Tue Feb 17 at 7 pm, Carpenter Hall at Sunset Center**

2015/2016 PROGRAM SCHEDULE

MAR 2016

Parent & Teacher Lecture Series – Author, Athlete and Internationally Renowned Speaker Brie Matthers, *Love The Skin You Are In: Inspiring Young Girls & Women*, **Tue, Mar 22 at 7 pm, Carmel Performing Art Center, Carmel High School**

APR 2016

Community Night with the Library – Naturalist & Photographer Ian Shive, *The National Parks: An American Legacy, Celebrating 100 Years of National Park Service*, **Wed April 13 at 7 pm, Carpenter Hall at Sunset Center**

JUNE 2016

Community Night with the Library – Professor of Biology at Cal Poly San Luis Obispo Matt Ritter, *California and the BIG Trees Among Us*, **Wed June 8 at 7 pm, Carpenter Hall at Sunset Center**

LIBRARIAN'S MONTHLY REPORT

August 31, 2015

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-10.88	2,504	3,257	5,761	6,464
Non-Fiction	-15.49	1,307	1,913	3,220	3,810
Magazines	-26.54	102	172	274	373
Audio/Video	-19.89	2,470	3,162	5,632	7,030
ADULT CIRCULATION TOTAL:	-15.78	6,383	8,504	14,887	17,677
Juvenile Circulation Transactions:					
Fiction	-10.43	1,870	3,779	5,649	6,307
Non-Fiction	-31.43	263	457	720	1,050
Magazines	28.99	46	43	89	69
Audio/Video	-23.43	339	710	1,049	1,370
JUVENILE CIRCULATION TOTAL:	-14.65	2,518	4,989	7,507	8,796
CIRCULATION TOTAL:	-15.41	8,901	13,493	22,394	26,473
Reserve Requests:	35.77	924	875	1,799	1,325
Patron Visit Count					
HML Building	-3.58	6,225	5,801	12,026	12,473
Park Branch Building	-23.29	1,566	2,449	4,015	5,234
Local History	-44.79	42	48	90	163
Youth Services Dept.	-22.60	1,524	2,401	3,925	5,071
PATRON VISIT TOTAL:	-30.08	7,791	8,250	16,041	22,941
PATRON REGISTRATION:					
<small>Patron Data Base Purge 08/15</small>					
Carmel by-the-Sea Residents	51.43	28	25	53	35
Monterey City Residents	0.00	17	10	27	27
Unincorp. Monterey Cty Residents	-16.00	36	48	84	100
Visitor Cards	11.76	7	12	19	17
Other Borrowers	-3.45	12	16	28	29
REGISTRATION TOTAL:	1.44	100	111	211	208
TOTAL # OF CARDHOLDERS:	-0.91	11,241	12,123	11,241	11,344

982 cards purged 8/21/15

LIBRARIAN'S MONTHLY REPORT

August 31, 2015

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE					
Residents:					
Carmel-by-the-Sea	-2.29	2,529	3,824	6,353	6,502
Outreach	-74.32	42	33	75	292
RESIDENT'S TOTAL:	-5.39	2,571	3,857	6,428	6,794
Non-Residents:					
Other Monterey County Cities	-13.67	1,095	1,748	2,843	3,293
Unincorporated Monterey County	-19.53	4,741	7,203	11,944	14,843
Other Zip Codes	-29.81	370	633	1,003	1,429
NON-RESIDENT'S TOTAL:	-19.29	6,206	9,584	15,790	19,565
OUTREACH SERVICES:					
Visits	-11.11	4	4	8	9
Circulation	-74.32	42	33	75	292
LOCAL HISTORY:					
Visitors	-44.79	42	48	90	163
Digital Items Added	#DIV/0!	0	0	0	0
Physical Items Added	#DIV/0!	0	0	0	0
Programs Attendance	#DIV/0!	0	0	0	0
TELEPHONE CALLS:					
Reference Desk	-14.52	295	335	630	737
Youth Services Desk	-64.36	79	60	139	390
Local History Desk	-69.03	15	20	35	113
Circulation Desk	-8.73	1,176	966	2,142	2,347
TOTAL TELEPHONE CALLS:	-17.87	1,565	1,381	2,946	3,587

LIBRARIAN'S MONTHLY REPORT

August 31, 2015

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-59.30	617	789	617	1516
Youth Services Desk	-58.54	232	290	522	1259
Local History Desk	-35.27	145	156	301	465
Circulation Desk	-38.03	716	684	1400	2259
TOTAL REFERENCE QUESTIONS:	-48.35	1,710	1,919	2,840	5,499
Information Questions Answered:					
Reference Desk	-53.25	209	266	266	569
Youth Services Desk	-80.11	114	200	314	1,579
Local History Desk	-38.46	26	30	56	91
Circulation Desk	-42.10	692	679	1,371	2,368
TOTAL INFORMATION QUESTIONS:	-56.44	1,041	1,175	2,007	4,607
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	-45.45	20	22	42	77
MOBAC ILL from Other Libraries	2.94	18	17	35	34

LIBRARIAN'S MONTHLY REPORT

August 31, 2015

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	-100.00	813	917		2,099
Electronic Search/Visits Total:	-19.40	3,495	3,816	7,311	9,071
Public WiFi Use	-43.98	248	250	498	889
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-16.44	200	237	437	523
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	2 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	#DIV/0!	0	0	0	0
Summer Reading/Special Programs:	0.00	0	3	3	3
TOTAL PROGRAMS:	0.00	0	3	3	3
Attendance At Programs:					
Storytime-Children:	#DIV/0!	0	0	0	0
Summer Reading/Special-Children:	-61.38	0	73	73	189
TOTAL CHILDREN'S ATTENDANCE:	-61.38	0	73	73	189
TOTAL ADULT ATTENDANCE:	-64.10	0	42	42	117
TOTAL YS PROGRAM ATTENDANCE :	-62.42		115	115	306
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	0	1	1	1
TOTAL ATTENDANCE:	-5.00	0	19	19	20
ADULT PROGRAMS:	-33.33	0	4	4	6
TOTAL ATTENDANCE:	118.64	0	129	129	59
TEEN PROGRAMS:	#DIV/0!	0	1	1	0
TOTAL ATTENDANCE:	#DIV/0!	0	8	8	0
CLASS VISITS					
Children's Visits: Teen Visits:					
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

August 31, 2015

TECHNICAL SERVICES	DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:					
Adult		112	112	180	180
Leased		167	130	318	251
Reference		11	11	17	17
Youth Services		190	190	197	197
Audio		33	33	35	35
Video		26	26	32	32
TOTAL:		539	502	779	712
HOLDINGS TO DATE					
HML Main Library Building			65524 titles held in both buildings		
Park Branch Library		50,744			
TOTAL ITEMS HELD:		20,307			
TOTAL TITLES HELD:		71,051	65,524		
DATA BASE MAINTENANCE:					
Corrections Made to Bibliographic & Item Databases	7 this month, 7 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging	4 this month, 4 YTD				

LIBRARIAN'S MONTHLY REPORT

August 31, 2015

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	84.62	38	10	48	26
Local History	-5.00	20	18	38	40
Reference	-66.67	2	2	4	12
Technical Services	-20.00	12	16	28	35
Youth Services	0.00	0	2	2	2
TOTALS:	4.35	72	48	120	115
OVERDRIVE					
Patron Registrations	-51.02	13	11	24	49
Checkouts	-59.07	144	138	282	689
OTHER DIGITAL RESOURCES					
Checkouts	#DIV/0!	516	214	730	
Total Electronic Checkouts		660	352	1,012	
BRAIN FUSE:	900.00	15	15	30	3
SELF CHECK PATRONS :					
Main Library		440	506	946	1129
Youth Services		140	140	280	327
TOTAL:		580	646	1226	1456

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

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

CURRENT ASSETS

Wells Fargo Checking	271,764.08
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	<u>791,564.25</u>

Total Current Assets 1,063,788.33

TOTAL ASSETS 1,063,788.33

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	103,379.77
WF-Designated Gifts	104.80
Permanently Restricted	46,747.05
Unrestricted Net Assets	740,214.49
Net Income / Loss	<u>(1,785.03)</u>

Total Net Assets 1,063,788.33

TOTAL LIABILITIES AND NET ASSETS 1,063,788.33

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

	August 2015 Actual	YTD Actual	Annual Budget	Budget Balance
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	72,775.00	72,775.00	280,000.00	(207,225.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	72,775.00	72,775.00	280,000.00	(207,225.00)
44000-HML Donations-Unrestricted				
44100-HML Donations-Youth Services	-	-	-	-
44400-HML Donations-Unrestricted	-	-	500.00	(500.00)
44500-HML Donations-Materials	-	-	-	-
Total 44000-HML Donations-Unrestricted	-	-	500.00	(500.00)
45000 · Interest Income				
45100 · Interest-Bradney	-	64.71	1,000.00	(935.29)
45000 · Interest Income - Other	-	582.35	-	582.35
Total 45000 · Interest Income	-	647.06	1,000.00	(352.94)
46000 · Friends of HML				
48000 · Library Operations	1,672.82	3,797.15	14,450.00	(10,652.85)
48005 - Books 4 U Grant	-	-	-	-
Total Income	74,447.82	77,219.21	316,950.00	(239,730.79)
Expense				

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

	August 2015 Actual	YTD Actual	Annual Budget	Budget Balance
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	3.43	(7.85)	-	(7.85)
60015 · Over-Ring Cash	-	-	-	-
60020 · Documents-Refunds/Lost	-	-	75.00	(75.00)
60030 · Telephone	662.71	1,311.62	9,400.00	(8,088.38)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	-	1,000.00	(1,000.00)
60060 · Bank Charges/Returned Checks	31.00	46.00	125.00	(79.00)
60070 · Supplies	965.80	971.50	11,700.00	(10,728.50)
60080 · Postage	82.60	133.83	1,500.00	(1,366.17)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	650.00	4,225.00	(3,575.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	-	1,650.00	(1,650.00)
60160 · Copy Services	97.76	97.76	14,000.00	(13,902.24)
60170 · Overdue Materials Collection	-	-	700.00	(700.00)
60180 · Advertising	-	-	1,550.00	(1,550.00)
60185 · P.G. Self Storage	200.00	400.00	2,400.00	(2,000.00)
60190 · Courier Services	100.00	200.00	1,800.00	(1,600.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,641.00	-
60210 · Staff Training	53.32	128.32	3,500.00	(3,371.68)
60220 · Mileage	-	130.65	1,000.00	(869.35)
60230 · Professional Memberships	-	-	1,700.00	(1,700.00)
60240 · Administration- Contingency	-	-	-	-

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

	August 2015 Actual	YTD Actual	Annual Budget	Budget Balance
Total 60000 · ADMINISTRATION	2,521.62	12,702.83	65,466.00	(52,763.17)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	600.00	(600.00)
61100 · Equipment Maintenance/Contracts	7,026.38	7,175.94	14,700.00	(7,524.06)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	375.86	375.86	13,960.00	(13,584.14)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	7,402.24	7,551.80	29,260.00	(21,708.20)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	1,068.00	1,113.19	22,000.00	(20,886.81)
62110 · MAIN-Book rental	-	31,625.40	29,661.00	1,964.40
62115- MAIN-McNaughton Buyback	-	-	500.00	(500.00)
62120 · MAIN-Large Print	-	98.02	2,500.00	(2,401.98)
62130 · MAIN-Fiction	113.54	141.22	5,300.00	(5,158.78)
62140 · MAIN-NF-Travel Cont.	540.22	1,439.09	5,000.00	(3,560.91)
62150 · MAIN-Non Fiction	1,017.98	1,025.95	23,000.00	(21,974.05)
62155 - MAIN-Online Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	-	-	5,500.00	(5,500.00)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	86.35	86.35	1,200.00	(1,113.65)
62200- MAIN-Amazon Prime Membership	107.54	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	-	-	1,000.00	(1,000.00)
62210- MAIN-Teen Nonfiction	67.76	67.76	800.00	(732.24)
62215-MAIN-Teen DVD	-	-	200.00	(200.00)

Statement of Revenues and Expenses - Cash Basis

For the Period Ended August 2015

	August 2015 Actual	YTD Actual	Annual Budget	Budget Balance
62220- MAIN- Teen Audio	-	-	200.00	(200.00)
62310 · REF-Database	4,614.89	13,187.87	23,030.00	(9,842.13)
62320 · REF-Continuation	499.92	966.27	16,000.00	(15,033.73)
62330 · REF-General	-	-	4,000.00	(4,000.00)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	1,781.68	1,796.38	13,000.00	(11,203.62)
62410 · YS-DataBases	2,294.00	2,294.00	2,250.00	44.00
62420 · YS-Audio/Video	64.78	64.78	4,500.00	(4,435.22)
62510 · LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)
62520 · LH-Documents/ Digital Preserv.	23.89	23.89	2,500.00	(2,476.11)
62600 · Serials Subscriptions	229.05	230.55	12,450.00	(12,219.45)
62700 · Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	12,509.60	54,303.86	179,661.00	(125,357.14)
66000 · PROGRAMS AND CATALOGING				
66100 · Adult/LH Programming	-	325.59	1,500.00	(1,174.41)
66300 · YS-Summer Reading Program	-	961.54	5,000.00	(4,038.46)
66400 · YS-Reading Programs	259.76	259.76	6,000.00	(5,740.24)
66600 · Teen Programs	-	-	400.00	(400.00)
66700 · OCLC Cataloging	1,967.16	2,541.79	9,000.00	(6,458.21)
66750 · Library Cards	-	-	800.00	(800.00)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	2,226.92	4,088.68	22,750.00	(18,661.32)
67000 · INFORMATION SYSTEMS				
67100 · IS-Equipment	-	-	18,000.00	(18,000.00)

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

	August 2015 Actual	YTD Actual	Annual Budget	Budget Balance
67200 - IS-Hosting and Maintenance	-	-	8,750.00	(8,750.00)
67300 - IS-Supplies	-	-	-	-
67400 - IS-Telecom Provider	145.41	286.07	2,415.00	(2,128.93)
67500 - IS-Software	-	71.00	500.00	(429.00)
67600- IS-Website Development	-	-	2,200.00	(2,200.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	-	1,000.00	(1,000.00)
Total 67000 - INFORMATION SYSTEMS	145.41	357.07	32,865.00	(32,507.93)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	24,805.79	79,004.24	330,002.00	(250,997.76)
Net Income	49,642.03	(1,785.03)	(13,052.00)	11,266.97

Harrison Memorial Library
 Check Detail
 August 2015

10:26 AM
 09/16/15

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3170	08/04/2015	AT&T CALNET 2		10000 · Wells Fargo...		-574.64
Bill	6853...	08/04/2015			60030 · Telephone	-17.69	17.69
Bill	6853...	08/04/2015			60030 · Telephone	-556.95	556.95
TOTAL						-574.64	574.64
Bill Pmt -Check	3171	08/04/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-22.80
Bill	5013...	08/04/2015			62140 · MAIN-NF-T...	-22.80	22.80
TOTAL						-22.80	22.80
Bill Pmt -Check	3172	08/04/2015	COPIES BY THE S...		10000 · Wells Fargo...		-97.76
Bill	1057	08/04/2015			60160 · Copy Servi...	-97.76	97.76
TOTAL						-97.76	97.76
Bill Pmt -Check	3173	08/04/2015	DISCOUNT SCHO...		10000 · Wells Fargo...		-146.81
Bill	P331...	08/04/2015			66400 · YS-Readin...	-146.81	146.81
TOTAL						-146.81	146.81
Bill Pmt -Check	3174	08/04/2015	KAL-WEST		10000 · Wells Fargo...		-100.00
Bill	00601	08/04/2015			60190 · Courier Serf...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3175	08/04/2015	RECORDED BOOKS		10000 · Wells Fargo...		-45.19
Bill	7518...	08/04/2015			62105 · MAIN-Audi...	-45.19	45.19
TOTAL						-45.19	45.19
Bill Pmt -Check	3176	08/04/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-410.46
Bill	5013...	08/04/2015			62140 · MAIN-NF-T...	-356.47	356.47
TOTAL					62320 · REF-Contin...	-53.99	53.99
						-410.46	410.46

Harrison Memorial Library
Check Detail
August 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3177	08/04/2015	NEWS BANK		10000 · Wells Farg...		-644.00
Bill	537482	08/04/2015			62310 · REF-Datab...	-644.00	644.00
TOTAL						-644.00	644.00
Bill Pmt -Check	3178	08/06/2015	GOLDEN GATE B...		10000 · Wells Farg...		-325.00
Bill	6439	08/06/2015			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3179	08/06/2015	OFFICE DEPOT		10000 · Wells Farg...		-47.79
Bill	7813...	08/06/2015			60070 · Supplies	-45.18	45.18
Bill	7813...	08/06/2015			60070 · Supplies	-2.61	2.61
TOTAL						-47.79	47.79
Bill Pmt -Check	3180	08/06/2015	PEAK ENTERPRIS...		10000 · Wells Farg...		-229.05
Bill	P-HA...	08/06/2015			62600 · Serials Sub...	-229.05	229.05
TOTAL						-229.05	229.05
Bill Pmt -Check	3181	08/06/2015	REDSHIFT		10000 · Wells Farg...		-14.95
Bill	1695...	08/06/2015			67400 · IS-Telecom...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3182	08/06/2015	XEROX		10000 · Wells Farg...		-74.38
Bill	0807...	08/06/2015			61100 · Equipment ...	-37.19	37.19
Bill	0807...	08/06/2015			61100 · Equipment ...	-37.19	37.19
TOTAL						-74.38	74.38
Bill Pmt -Check	3183	08/13/2015	BAKER & TAYLOR		10000 · Wells Farg...		-110.90
Bill	5013...	08/13/2015			62140 · MAIN-NF-T...	-58.43	58.43
Bill	5013...	08/13/2015			62320 · REF-Contin...	-52.47	52.47
TOTAL						-110.90	110.90

Harrison Memorial Library
 Check Detail
 August 2015

10:26 AM
 09/16/15

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3184	08/13/2015	BOMBARD, JANET		10000 · Wells Fargo...		-53.32
Bill	8/08/15	08/13/2015			60210 · Staff Training	-53.32	53.32
TOTAL						-53.32	53.32
Bill Pmt -Check	3185	08/13/2015	COMCAST		10000 · Wells Fargo...		-130.46
Bill	8/4-9/...	08/13/2015			67400 · IS-Telecom...	-130.46	130.46
TOTAL						-130.46	130.46
Bill Pmt -Check	3186	08/13/2015	EBSCO		10000 · Wells Fargo...		-3,970.89
Bill	1000...	08/13/2015			62310 · REF-Datab...	-3,970.89	3,970.89
TOTAL						-3,970.89	3,970.89
Bill Pmt -Check	3187	08/13/2015	OCLC		10000 · Wells Fargo...		-1,967.16
Bill	408996	08/13/2015			66700 · OCLC Cata...	-1,967.16	1,967.16
TOTAL						-1,967.16	1,967.16
Bill Pmt -Check	3188	08/13/2015	WELLS FARGO B...		10000 · Wells Fargo...		-83.43
Bill	8/04/15	08/13/2015			60070 · Supplies	-83.43	83.43
TOTAL						-83.43	83.43
Bill Pmt -Check	3189	08/18/2015	3M		10000 · Wells Fargo...		-6,952.00
Bill	OF65...	08/18/2015			61100 · Equipment ...	-6,952.00	6,952.00
TOTAL						-6,952.00	6,952.00
Bill Pmt -Check	3190	08/18/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-2,384.35
Bill	5013...	08/18/2015			62320 · REF-Contin...	-152.03	152.03
Bill	5013...	08/18/2015			62320 · REF-Contin...	-38.19	38.19
Bill	5013...	08/18/2015			62320 · REF-Contin...	-27.49	27.49
Bill	4011...	08/18/2015			62140 · MAIN-NF-T...	-79.73	79.73
Bill	4011...	08/18/2015			62400 · YS-Collection	-353.58	353.58
Bill	4011...	08/18/2015			62150 · MAIN-Non ...	-737.22	737.22
Bill	4011...	08/18/2015			62210 · MAIN_Tee...	-67.76	67.76

Harrison Memorial Library
Check Detail
August 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	4011...	08/18/2015			62105 · MAIN-Audi...	-338.61	338.61
Bill	4011...	08/18/2015			62400 · YS-Collection	-589.74	589.74
TOTAL						-2,384.35	2,384.35
Bill Pmt -Check	3191	08/18/2015	BRAINFUSE		10000 · Wells Farg...		-1,500.00
Bill	06/30...	08/18/2015			62410 · YS-DataBa...	-1,500.00	1,500.00
TOTAL						-1,500.00	1,500.00
Bill Pmt -Check	3192	08/18/2015	CALIFA GROUP		10000 · Wells Farg...		-794.00
Bill	8057	08/18/2015			62410 · YS-DataBa...	-794.00	794.00
TOTAL						-794.00	794.00
Bill Pmt -Check	3193	08/18/2015	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	25216	08/18/2015			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3194	08/18/2015	RECORDED BOOKS		10000 · Wells Farg...		-15.39
Bill	7518...	08/18/2015			62420 · YS-Audio/V...	-15.39	15.39
TOTAL						-15.39	15.39
Bill Pmt -Check	3195	08/18/2015	WELLS FARGO B...		10000 · Wells Farg...		-107.54
Bill	8/04/15	08/18/2015			62200 · MAIN-Ama...	-107.54	107.54
TOTAL						-107.54	107.54
Bill Pmt -Check	3196	08/18/2015	OFFICE DEPOT		10000 · Wells Farg...		-180.47
Bill	7849...	08/18/2015			60070 · Supplies	-70.42	70.42
Bill	7842...	08/18/2015			60070 · Supplies	-110.05	110.05
TOTAL						-180.47	180.47
Bill Pmt -Check	3197	08/18/2015	QUILL.COM		10000 · Wells Farg...		-520.82
Bill	6474...	08/18/2015			60070 · Supplies	-520.82	520.82
TOTAL						-520.82	520.82

Harrison Memorial Library
Check Detail
August 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3198	08/20/2015	A.M. BEST COMP ...		10000 · Wells Fargo...		-175.75
Bill	3062...	08/20/2015			62320 · REF-Contin...	-175.75	175.75
TOTAL						-175.75	175.75
Bill Pmt -Check	3199	08/20/2015	AMAZON		10000 · Wells Fargo...		-590.17
Bill	2700...	08/20/2015			62105 · MAIN-Audi...	-61.53	61.53
Bill	2700...	08/20/2015			62105 · MAIN-Audi...	-127.94	127.94
Bill	2705...	08/20/2015			62105 · MAIN-Audi...	-24.84	24.84
Bill	0878...	08/20/2015			61200 · Equipment...	-22.84	22.84
Bill	1421...	08/20/2015			61200 · Equipment...	-353.02	353.02
TOTAL						-590.17	590.17
Bill Pmt -Check	3200	08/20/2015	AT&T		10000 · Wells Fargo...		-88.07
Bill	8/16/15	08/20/2015			60030 · Telephone	-50.73	50.73
Bill	8/16/15	08/20/2015			60030 · Telephone	-37.34	37.34
TOTAL						-88.07	88.07
Bill Pmt -Check	3201	08/20/2015	MELADY, GRACE		10000 · Wells Fargo...		-41.50
Bill	8/21/15	08/20/2015			66400 · YS-Readin...	-41.50	41.50
TOTAL						-41.50	41.50
Bill Pmt -Check	3202	08/20/2015	RECORDED BOOKS		10000 · Wells Fargo...		-15.39
Bill	7519...	08/20/2015			62420 · YS-AudioV...	-15.39	15.39
TOTAL						-15.39	15.39
Bill Pmt -Check	3203	08/25/2015	BAKER & TAYLOR		10000 · Wells Fargo...		-1,809.13
Bill	5013...	08/25/2015			62140 · MAIN-NF-T...	-22.79	22.79
Bill	4011...	08/25/2015			62105 · MAIN-Audi...	-166.93	166.93
Bill	4011...	08/25/2015			62105 · MAIN-Audi...	-257.77	257.77
Bill	4011...	08/25/2015			62420 · YS-AudioV...	-18.74	18.74
Bill	4011...	08/25/2015			62520 · LH-Docum...	-23.89	23.89
Bill	4011...	08/25/2015			62130 · MAIN-Fiction	-113.54	113.54
Bill	4011...	08/25/2015			62150 · MAIN-Non ...	-280.76	280.76

Harrison Memorial Library
Check Detail
August 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					62190 · MAIN-Teen... 62400 · YS-Collection	-86.35 -838.36 -1,809.13	86.35 838.36 1,809.13
Bill Pmt -Check	3204	08/25/2015	TEI Landmark Audio		10000 · Wells Farg...	-89.75	-89.75
Bill	1183...	08/25/2015			60070 · Supplies	-89.75	89.75
TOTAL						-89.75	89.75
Bill Pmt -Check	3205	08/27/2015	BAKER & TAYLOR		10000 · Wells Farg...		-15.26
Bill	4011...	08/27/2015			62420 · YS-Audio/V...	-15.26	15.26
TOTAL						-15.26	15.26
Bill Pmt -Check	3206	08/27/2015	GUILD CRAFT		10000 · Wells Farg...		-71.45
Bill	2508...	08/27/2015			66400 · YS-Readin...	-71.45	71.45
TOTAL						-71.45	71.45
Bill Pmt -Check	3207	08/27/2015	OFFICE DEPOT		10000 · Wells Farg...		-43.54
Bill	7851...	08/27/2015			60070 · Supplies	-43.54	43.54
TOTAL						-43.54	43.54
Bill Pmt -Check	3208	08/27/2015	RECORDED BOOKS		10000 · Wells Farg...		-45.19
Bill	7518...	08/27/2015			62105 · MAIN-Audi...	-45.19	45.19
TOTAL						-45.19	45.19