



CITY OF CARMEL-BY-THE-SEA

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

President Tara Twomey,
Timothy Blomgren, William Godwin,
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 9/27/2017 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 minutes for the 8/23/2017 meeting (pp. 1-2).

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

2. Receive a report from the Carmel Public Library Foundation regarding recent activities.
3. Consider and approve request to close the Main Library early the day before Thanksgiving (p. 3).
4. Discuss November 2017 and December 2017 Library Board meeting schedules and provide direction (p. 4).
5. Accept first quarter Fiscal Year 2017/18 distribution from the Carmel Public Library Foundation in the amount of \$72,755 (p. 5).

6. Receive the Librarian's Report and review the monthly statistics (pp. 6-11).
7. Receive the Treasurer's Report and accept the 8/31/2017 check register and financial statements (pp. 12-25).

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 9/21/2017 in accordance with the applicable legal requirements.

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

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

**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.

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

Staff Report

September 27, 2017
Orders

TO: Harrison Memorial Library Board of Trustees

FROM: Jean Chapin and Katie O'Connell, Joint Interim Library Directors

SUBJECT: Consider and approve a request to close the Main Library early on the day before Thanksgiving.

RECOMMENDATION

Approve a request to close the Main Library early on the day before Thanksgiving.

BACKGROUND / SUMMARY

On an annual basis, the Library Board of Trustees have granted permission to close the Main 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 evening before the holiday. The three Library employees scheduled to work those hours very much appreciate being able to leave early to begin their celebrations with friends and family. Staff, therefore, is requesting that the Main Library be allowed to close at 6:00 p.m. on Wednesday, November 22, 2017.



CITY OF CARMEL-BY-THE-SEA

Harrison Memorial Library Board of Trustees Staff Report

September 27, 2017
Orders

TO: Harrison Memorial Library Board of Trustees

FROM: Jean Chapin and Katie O'Connell, Joint Interim Library Directors

SUBJECT: Discuss November 2017 and December 2017 Library Board meeting schedules and provide direction.

BACKGROUND / SUMMARY

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

The November Board meeting will fall on Wednesday, November 22nd, and the December meeting will fall on Wednesday, December 27th.



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



(800) 238-4486
 unionbank.com
 16-49/1220

9/13/17

PAY TO THE ORDER OF Harrison Memorial Library

\$ **72,775.00

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

DOLLARS

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

MEMO

1st quarter distribution

CARMEL PUBLIC LIBRARY FOUNDATION

Harrison Memorial Library

9/13/17

72,775.00

VOID
 AUTHORIZED SIGNATURE



Security features. Details on back.

SB Checking (new)

1st quarter distribution

72,775.00

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LIBRARIAN'S MONTHLY REPORT

August 31, 2017

CIRCULATION		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:						
Fiction		-4.19	2,357	2,424	4,781	4,990
Non-Fiction		-6.64	1,421	1,375	2,796	2,995
Magazines		-35.71	123	93	216	336
Audio/Video		-7.75	2,505	2,423	4,928	5,342
ADULT CIRCULATION TOTAL:		-6.89	6,406	6,315	12,721	13,663
Juvenile Circulation Transactions:						
Fiction		-17.58	1,391	2,149	3,540	4,295
Non-Fiction		-21.92	206	282	488	625
Magazines		-10.00	17	28	45	50
Audio/Video		-13.76	310	411	721	836
JUVENILE CIRCULATION TOTAL:		-17.43	1,924	2,870	4,794	5,806
CIRCULATION TOTAL:		-10.04	8,330	9,185	17,515	19,469
OVERDRIVE						
Patron Registrations		-30.77	9	9	18	26
Checkouts		-5.37	135	147	282	298
OTHER DIGITAL RESOURCES						
Checkouts		-2.21	547	603	1150	1176
Total electronic checkouts		8.16		750	1432	1324
Reserve Requests:		-5.68	977	765	1742	1,847
Patron Visit Count						
HML Building		11.71	5,988	5,933	11,921	10,671
Park Branch Building		-5.27	1,519	2,043	3,562	3,760
Local History		-20.55	41	17	58	73
Youth Services Dept.		-4.96	1,478	2,026	3,504	3,687
PATRON VISIT TOTAL:		7.29	7,507	7,976	15,483	14,431

LIBRARIAN'S MONTHLY REPORT

August 31, 2017

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea	-5.07	2,134	2,226	4,360	4,593	
Outreach	-3.57	29	25	54	56	
RESIDENTS TOTAL:	-5.05	2,163	2,251	4,414	4,649	
Non-Residents:						
Other Monterey County Cities	-23.91	1,062	1,169	2,231	2,932	
Unincorporated Monterey County	-9.90	4,628	5,085	9,713	10,780	
Other Zip Codes	8.84	435	649	1,084	996	
NON-RESIDENTS TOTAL:	-11.42	6,125	6,903	13,028	14,708	
OUTREACH SERVICES:						
Visits	-50.00	2	2	4	8	
Circulation	-3.57	29	25	54	56	
LOCAL HISTORY:						
Visitors	-18.31	41	17	58	71	
Programs Attendance	#DIV/0!	0	0	0	0	
TELEPHONE CALLS:						
Reference Desk	50.69	289	255	544	361	
Youth Services Desk	60.71	73	62	135	84	
Local History Desk	-92.86	6	1	7	98	
Circulation Desk	-16.31	781	799	1,580	1,888	
TOTAL TELEPHONE CALLS:	-6.79	1,149	1,117	2,266	2,431	

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LIBRARIAN'S MONTHLY REPORT

August 31, 2017

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-4.84	608	533	1141	1199
Youth Services Desk	0.18	274	286	560	559
Local History Desk	-46.08	99	66	165	306
Circulation Desk	-8.45	677	689	1366	1492
TOTAL REFERENCE QUESTIONS:	-9.11	1658	1574	3232	3556
Information Questions Answered:					
Reference Desk	10.14	152	174	326	296
Youth Services Desk	-4.43	108	194	302	316
Local History Desk	-18.92	24	6	30	37
Circulation Desk	-7.15	689	701	1390	1497
TOTAL INFORMATION QUESTIONS:	-4.57	973	1075	2048	2146
TECHNOLOGY ASSISTANCE	#VALUE!	114	98	212	N/A
INTERLIBRARY LOAN:					
ILL to Other Libraries	-14.75	29	23	52	61
ILL from Other Libraries	-61.29	4	8	12	31
PATRON REGISTRATION:	Patron Data Base Purge 08/17				
Carmel by-the-Sea Residents	2.94	12	23	35	34
Monterey County Cities Residents	-21.62	12	17	29	37
Unincorp. Monterey Cty Residents	10.26	46	40	86	78
Visitor Cards	-35.29	1	10	11	17
Other Borrowers	47.06	9	16	25	17
REGISTRATION TOTAL:	1.64	80	106	186	183
TOTAL # OF CARDHOLDERS:	-1.66	8,549	9,337	8,549	8,693

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LIBRARIAN'S MONTHLY REPORT

August 31, 2017

YOUTH SERVICES PROGRAMS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Storytime Programs:	#DIV/0!	0	0	1	0
Summer Reading/Special Programs:	100.00	0	4	4	2
TOTAL PROGRAMS:	150.00	0	4	5	2
Attendance At Programs:					
Storytime-Children:	#DIV/0!	0	0	0	0
Summer Reading/Special-Children:	128.17	0	162	162	71
TOTAL CHILDREN'S ATTENDANCE:	128.17	0	162	162	71
TOTAL ADULT ATTENDANCE:	117.31	0	113	113	52
TOTAL YS PROGRAM ATTENDANCE :	123.58	0	275	275	123
OFFSITE PROGRAMS	#DIV/0!	0	0	0	
TOTAL OFFSITE PROGRAM ATTENDANCE	#DIV/0!	0	0	0	0
PRESCHOOL PROGRAMS	#DIV/0!	0	0	0	
TOTAL PRESCHOOL PROGRAM ATTENDANCE	#DIV/0!	0	0	0	0
PROGRAMS FOR 9 - 12 YEAR OLDS:	-50.00	0	1	1	2
TOTAL ATTENDANCE:	-30.56	0	25	25	36
SCHOOL AGE PROGRAMS	#DIV/0!	0	0	0	
TOTAL SCHOOL AGE PROGRAM ATTENDANCE	#DIV/0!	0	0	0	0
ADULT PROGRAMS:	250.00	3	4	7	2
TOTAL ATTENDANCE:	136.36	21	57	78	33
TEEN PROGRAMS:	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE:	#DIV/0!	0	0	0	0
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

August 31, 2017

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult			143	143	162	162
Leased			120	100	254	217
Reference			9	9	14	14
Youth Services			130	130	187	187
Audio			30	30	30	30
Video			62	62	69	69
TOTAL:			494	474	716	679
HOLDINGS TO DATE						
HML Main Library Building			48,992	63,052 titles		
Park Branch Library			19,172	held in both buildings		
TOTAL ITEMS HELD:			68,164			
TOTAL TITLES HELD:				63,052		
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		7 this month, 41 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		3 this month, 9 YTD				

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LIBRARIAN'S MONTHLY REPORT

August 31, 2017

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-1.85	29.00	24.00	53.00	54.00
Local History	-46.62	9.00	10.75	19.75	37.00
Reference	33.33	4.00	4.00	8.00	6.00
Technical Services	3.03	21.00	13.00	34.00	33.00
Youth Services	150.00	0.00	5.00	5.00	2.00
TOTALS:	-9.28	63.00	56.75	119.75	132.00
BRAINFUSE:	-100.00	0	0	0	17
SCIENCEFLIX	-125.00	6	2	8	18
SELF CHECK PATRONS :					
Main Library	6.66	377	360	737	691
Youth Services	-3.45	61	79	140	145
TOTAL:	4.90	438	439	877	836

ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	-5.09	788	797	1585	1670
Electronic Search/Visits Total:	-16.60	2,999	3,001	6,000	7,194
Public WiFi Use	14.55	537	463	1,000	873
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-15.75	168	169	337	400
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 August 31, 2017

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
August 31, 2017

CURRENT ASSETS

Wells Fargo Checking	9,489.12
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	<u>1,113,178.10</u>

TOTAL ASSETS

1,113,178.10

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>(89,708.36)</u>

Total Net Assets

1,113,178.10

TOTAL LIABILITIES AND NET ASSETS

1,113,178.10

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

	August 2017 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	-	-	291,000.00	(291,000.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	-	-	291,000.00	(291,000.00)
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	-	-	1,000.00	(1,000.00)
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	-	2,337.16	2,500.00	(162.84)
46000 · Friends of HML				
48000 · Library Operations	2,491.59	4,156.35	20,500.00	(20,500.00)
48005 - Books 4 U Grant	-	-	16,000.00	(11,843.65)
Total Income	2,491.59	6,493.51	331,000.00	(324,506.49)
Expense				

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

	August 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(19.35)	(26.02)	-	-
60015 · Over-Ring Cash	10.00	10.00	-	-
60020 · Documents-Refunds/Lost	-	34.50	50.00	(15.50)
60030 · Telephone	587.79	1,196.90	7,000.00	(5,803.10)
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	32.20	1,260.00	(1,227.80)
60060 · Bank Charges/Returned Checks	45.00	45.00	100.00	(55.00)
60070 · Supplies	501.05	554.33	10,000.00	(9,445.67)
60080 · Postage	131.49	148.37	1,500.00	(1,351.63)
60100 · Contractual Services	-	-	-	-
60130 · Bookkeeping Services	400.00	725.00	4,100.00	(3,375.00)
60140 · Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	-	1,500.00	(1,500.00)
60160 · Copy Services	-	-	1,500.00	(1,500.00)
60170 · Overdue Materials Collection	-	-	800.00	(800.00)
60180 · Advertising	-	500.00	1,400.00	(900.00)
60185 · P.G. Self Storage	200.00	400.00	2,400.00	(2,000.00)
60190 · Courier Services	100.00	200.00	1,500.00	(1,300.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	11,641.00	(3,000.00)
60210 · Staff Training	288.00	288.00	2,500.00	(2,212.00)
60220 · Mileage	19.38	19.38	400.00	(380.62)
60230 · Professional Memberships	-	-	1,700.00	(1,700.00)

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

	August 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60240 · Administration- Contingency	-	-	-	-
Total 60000 · ADMINISTRATION	2,295.56	12,768.66	50,151.00	(37,366.32)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	300.00	(300.00)
61100 · Equipment Maintenance/Contracts	79.00	7,445.96	14,750.00	(7,304.04)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	-	530.52	8,835.00	(8,304.48)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	79.00	7,976.48	23,885.00	(15,908.52)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio	742.12	772.07	12,000.00	(11,227.93)
62110 · MAIN-Book rental	32,456.65	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	782.14	782.14	10,000.00	(9,217.86)
62130 · MAIN-Fiction	409.43	409.43	5,300.00	(4,890.57)
62140 · MAIN-NF-Travel Cont.	343.46	562.59	5,000.00	(4,437.41)
62150 · MAIN-Non Fiction	1,938.49	1,969.27	23,000.00	(21,030.73)
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	-	-	50.00	(50.00)
62190 · MAIN-Teen Fiction	110.25	110.25	1,300.00	(1,189.75)
62200- MAIN-Amazon Prime Membership	-	-	110.00	(110.00)
62205- MAIN-Adult Graphic Novel	-	-	1,000.00	(1,000.00)

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

	August 2017	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62210- MAIN-Teen Nonfiction	75.99	75.99	800.00	(724.01)
62215- MAIN-Teen DVD	23.95	23.95	300.00	(276.05)
62220- MAIN- Teen Audio	-	-	-	-
62310 · REF-Database	3,990.39	17,334.86	29,500.00	(12,165.14)
62320 · REF-Continuation	718.67	2,273.48	11,000.00	(8,726.52)
62330 · REF-General	-	810.00	3,000.00	(2,190.00)
62340- HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	1,010.48	1,010.48	13,000.00	(11,989.52)
62405- YS-Bilingual Books Fund	992.81	992.81	-	-
62410 · YS-DataBases	693.00	2,193.00	2,400.00	(207.00)
62415 - YS-DVD	75.40	75.40	2,500.00	(2,424.60)
62420 · YS-Audio	33.48	33.48	3,000.00	(2,966.52)
62510 · LH-Conservation Supplies	-	396.55	2,500.00	(2,103.45)
62520 · LH-Documents/ Digital Preserv.	81.96	710.67	2,500.00	(1,789.33)
62600 · Serials Subscriptions	412.55	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	44,891.22	66,821.70	181,820.00	(115,991.11)
66000 · PROGRAMS AND CATALOGING				
66100 · Adult Summer Programs	-	487.41	1,500.00	(1,012.59)
66200- Oral History Programs	-	-	2,500.00	(2,500.00)
66300 · YS-Summer Reading Program	181.07	1,525.48	5,000.00	(3,474.52)
66400 · YS-Reading Programs	29.72	29.72	6,000.00	(5,970.28)
66600 · Teen Programs	-	-	400.00	(400.00)
66700 · OCLC Cataloging	1,672.71	2,892.09	9,050.00	(6,157.91)
66750 · Library Cards	-	-	1,000.00	(1,000.00)
66760- IFM for ILL	-	-	-	-

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

	August 2017 Actual	YTD Actual	Annual Budget	Budget Balance
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	<u>1,883.50</u>	<u>4,934.70</u>	<u>25,450.00</u>	<u>(20,515.30)</u>
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	2,401.94	2,416.89	10,940.00	(8,523.11)
67500 · IS-Software	-	495.00	1,300.00	(1,300.00)
67600- IS-Website Development	-	-	1,550.00	(1,055.00)
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	<u>2,401.94</u>	<u>3,700.33</u>	<u>48,540.00</u>	<u>(44,839.67)</u>
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expense	<u>51,551.22</u>	<u>96,201.87</u>	<u>329,846.00</u>	<u>(234,620.92)</u>
Net Income	<u>(49,059.63)</u>	<u>(89,708.36)</u>	<u>1,154.00</u>	<u>(89,885.57)</u>

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Harrison Memorial Library
Check Detail
August 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4113	08/02/2017	BAKER & TAYLOR		10000 · Wells Fargo...		(32,456.65)
Bill	LS170...	08/02/2017			62110 · MAIN-Book ...	(32,456.65)	32,456.65
TOTAL						(32,456.65)	32,456.65
Bill Pmt -Check	4114	08/02/2017	DEIMCO		10000 · Wells Fargo...		(107.28)
Bill	6172531	08/02/2017			60070 · Supplies	(107.28)	107.28
TOTAL						(107.28)	107.28
Bill Pmt -Check	4115	08/02/2017	HOOPLA		10000 · Wells Fargo...		(880.39)
Bill	95271...	08/02/2017			62310 · REF-Databa...	(880.39)	880.39
TOTAL						(880.39)	880.39
Bill Pmt -Check	4116	08/02/2017	MARQUIS		10000 · Wells Fargo...		(1,195.00)
Bill	406799	08/02/2017			62310 · REF-Databa...	(1,195.00)	1,195.00
TOTAL						(1,195.00)	1,195.00
Bill Pmt -Check	4117	08/03/2017	BAKER & TAYLOR		10000 · Wells Fargo...		(884.24)
Bill	50146...	08/03/2017			62140 · MAIN-NF-Tr...	(34.32)	34.32
Bill	50146...	08/03/2017			62320 · REF-Contin...	(165.13)	165.13
Bill	50146...	08/03/2017			62140 · MAIN-NF-Tr...	(80.52)	80.52
Bill	40119...	08/03/2017			48005 · Bilingual Bo...	(126.00)	126.00
Bill	40119...	08/03/2017			48005 · Bilingual Bo...	(478.27)	478.27
TOTAL						(884.24)	884.24
Bill Pmt -Check	4118	08/03/2017	COMCAST		10000 · Wells Fargo...		(30.85)
Bill	81551...	08/03/2017			67400 · IS-Telecom ...	(30.85)	30.85
TOTAL						(30.85)	30.85

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Harrison Memorial Library
Check Detail
August 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4119	08/03/2017	AT&T CALNET 3		10000 · Wells Fargo...		(587.79)
Bill	10007...	08/03/2017			60030 · Telephone	(21.04)	21.04
Bill	10007...	08/03/2017			60030 · Telephone	(566.75)	566.75
TOTAL						(587.79)	587.79
Bill Pmt -Check	4120	08/03/2017	GOLDEN GATE BO...		10000 · Wells Fargo...		(400.00)
Bill	7688	08/03/2017			60130 · Bookkeepin...	(400.00)	400.00
TOTAL						(400.00)	400.00
Bill Pmt -Check	4121	08/03/2017	KAL-WEST		10000 · Wells Fargo...		(100.00)
Bill	00601	08/03/2017			60190 · Courier Ser...	(100.00)	100.00
TOTAL						(100.00)	100.00
Bill Pmt -Check	4122	08/03/2017	XEROX		10000 · Wells Fargo...		(44.99)
Bill	09011...	08/03/2017			61100 · Equipment ...	(44.99)	44.99
TOTAL						(44.99)	44.99
Bill Pmt -Check	4123	08/10/2017	BAKER & TAYLOR		10000 · Wells Fargo...		(204.59)
Bill	40119...	08/10/2017			62130 · MAIN-Fiction	(124.33)	124.33
					62150 · MAIN-Non F...	(80.26)	80.26
TOTAL						(204.59)	204.59
Bill Pmt -Check	4124	08/10/2017	CALIFA GROUP		10000 · Wells Fargo...		(180.00)
Bill	9697	08/10/2017			62310 · REF-Databa...	(180.00)	180.00
TOTAL						(180.00)	180.00
Bill Pmt -Check	4125	08/10/2017	DATAFLOW		10000 · Wells Fargo...		(34.01)
Bill	217223	08/10/2017			61100 · Equipment ...	(34.01)	34.01
TOTAL						(34.01)	34.01

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Harrison Memorial Library
 Check Detail
 August 2017

9:30 AM
 09/20/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4126	08/10/2017	GAYLORD		10000 · Wells Farg...	(81.96)	(81.96)
Bill	2494448	08/10/2017			62520 · LH-Docume...	(81.96)	81.96
TOTAL						(81.96)	81.96
Bill Pmt -Check	4127	08/10/2017	OCLC		10000 · Wells Farg...	(1,672.71)	(1,672.71)
Bill	547670	08/10/2017			66700 · OCLC Catal...	(1,672.71)	1,672.71
TOTAL						(1,672.71)	1,672.71
Bill Pmt -Check	4128	08/10/2017	OFFICE DEPOT		10000 · Wells Farg...	(23.90)	(23.90)
Bill	94521...	08/10/2017			60070 · Supplies	(23.90)	23.90
TOTAL						(23.90)	23.90
Bill Pmt -Check	4129	08/10/2017	PEAK ENTERPRISES		10000 · Wells Farg...	(229.05)	(229.05)
Bill	P-HA...	08/10/2017			62600 · Serials Sub...	(229.05)	229.05
TOTAL						(229.05)	229.05
Bill Pmt -Check	4130	08/10/2017	RECORDED BOOKS		10000 · Wells Farg...	(44.82)	(44.82)
Bill	75570...	08/10/2017			62125 · MAIN - DVD	(44.82)	44.82
TOTAL						(44.82)	44.82
Bill Pmt -Check	4131	08/10/2017	REDSHIFT		10000 · Wells Farg...	(14.95)	(14.95)
Bill	178427	08/10/2017			67400 · IS-Telecom ...	(14.95)	14.95
TOTAL						(14.95)	14.95
Bill Pmt -Check	4132	08/10/2017	WELLS FARGO BA...		10000 · Wells Farg...	0.00	0.00
TOTAL						0.00	0.00

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Harrison Memorial Library
 Check Detail
 August 2017

9:30 AM
 09/20/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4133	08/10/2017	WELLS FARGO BA...		10000 · Wells Farg...	(288.00)	(288.00)
Bill	08/02/...	08/10/2017			60210 · Staff Training	(288.00)	288.00
TOTAL						(288.00)	288.00
Bill Pmt -Check	4134	08/10/2017	WELLS FARGO BA...		10000 · Wells Farg...	(32.20)	(32.20)
Bill	08/02/...	08/10/2017			60055 · Signs	(32.20)	32.20
TOTAL						(32.20)	32.20
Bill Pmt -Check	4135	08/11/2017	BAKER & TAYLOR		10000 · Wells Farg...	(242.51)	(242.51)
Bill	50146...	08/11/2017			62140 · MAIN-NF-Tr...	(52.31)	52.31
Bill	40119...	08/11/2017			48005 · Bilingual Bo...	(123.46)	123.46
Bill	50146...	08/11/2017			62320 · REF-Contin...	(66.74)	66.74
TOTAL						(242.51)	242.51
Bill Pmt -Check	4136	08/11/2017	CALIFA GROUP		10000 · Wells Farg...	(2,378.00)	(2,378.00)
Bill	9735	08/11/2017			62410 · YS-DataBas...	(693.00)	693.00
Bill	9698	08/11/2017			62310 · REF-Databa...	(1,685.00)	1,685.00
TOTAL						(2,378.00)	2,378.00
Bill Pmt -Check	4137	08/11/2017	COPY KING		10000 · Wells Farg...	(181.07)	(181.07)
Bill	182357	08/11/2017			66300 · YS-Summer...	(181.07)	181.07
TOTAL						(181.07)	181.07
Bill Pmt -Check	4138	08/11/2017	INFORMATION TO...		10000 · Wells Farg...	(301.05)	(301.05)
Bill	16353...	08/11/2017			62320 · REF-Contin...	(301.05)	301.05
TOTAL						(301.05)	301.05

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Harrison Memorial Library
 Check Detail
 August 2017

9:30 AM
 09/20/17

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4139	08/16/2017	BAKER & TAYLOR		10000 · Wells Farg...		(1,093.99)
Bill	50146...	08/16/2017			62320 · REF-Contin...	(27.82)	27.82
Bill	40119...	08/16/2017			62105 · MAIN-Audio	(403.06)	403.06
Bill	40119...	08/16/2017			62130 · MAIN-Fiction	(88.49)	88.49
					62150 · MAIN-Non F...	(397.52)	397.52
					62190 · MAIN-Teen ...	(101.11)	101.11
					62210 · MAIN_Teen...	(75.99)	75.99
TOTAL						(1,093.99)	1,093.99
Bill Pmt -Check	4140	08/23/2017	AMAZON		10000 · Wells Farg...		(1,129.91)
Bill	20371...	08/23/2017			48005 · Bilingual Bo...	(67.53)	67.53
Bill	20371...	08/23/2017			48005 · Bilingual Bo...	(69.00)	69.00
Bill	10338...	08/23/2017			62150 · MAIN-Non F...	(11.48)	11.48
Bill	13023...	08/23/2017			62215 · MAIN_Teen...	(23.95)	23.95
					62125 · MAIN - DVD	(394.56)	394.56
					62125 · MAIN - DVD	(25.56)	25.56
					62125 · MAIN - DVD	(65.69)	65.69
					48005 · Bilingual Bo...	(128.55)	128.55
					62105 · MAIN-Audio	(24.37)	24.37
					62125 · MAIN - DVD	(184.95)	184.95
					62125 · MAIN - DVD	(21.74)	21.74
					62150 · MAIN-Non F...	(24.99)	24.99
					62415 · YS - DVD	(15.10)	15.10
					62130 · MAIN-Fiction	(12.14)	12.14
					62415 · YS - DVD	(60.30)	60.30
TOTAL						(1,129.91)	1,129.91
Bill Pmt -Check	4141	08/23/2017	BAKER & TAYLOR		10000 · Wells Farg...		(2,754.27)
Bill	40119...	08/23/2017			62150 · MAIN-Non F...	(532.49)	532.49
Bill	40119...	08/23/2017			62150 · MAIN-Non F...	(182.37)	182.37
					62130 · MAIN-Fiction	(162.48)	162.48
					62400 · YS-Collection	(296.38)	296.38
					62400 · YS-Collection	(311.99)	311.99
					62150 · MAIN-Non F...	(679.37)	679.37
					62320 · REF-Contin...	(66.20)	66.20
					62140 · MAIN-NF-Tr...	(59.74)	59.74
					62400 · YS-Collection	(402.11)	402.11
					62130 · MAIN-Fiction	(21.99)	21.99

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Harrison Memorial Library
Check Detail
August 2017

Type	Num.	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL					62150 · MAIN-Non F... 62190 · MAIN-Teen ...	(30.01) (9.14)	30.01 9.14
						(2,754.27)	2,754.27
Bill Pmt -Check	4142	08/23/2017	DATA2 CORPORAT...		10000 · Wells Farg...		(369.87)
Bill	INV03...	08/23/2017			60070 · Supplies	(369.87)	369.87
TOTAL						(369.87)	369.87
Bill Pmt -Check	4143	08/23/2017	MERCURY NEWS		10000 · Wells Farg...		(183.50)
Bill	1427769	08/23/2017			62600 · Serials Sub...	(183.50)	183.50
TOTAL						(183.50)	183.50
Bill Pmt -Check	4144	08/23/2017	PACIFIC GROVE S...		10000 · Wells Farg...		(200.00)
Bill	33341	08/23/2017			60185 · P.G. Self St...	(200.00)	200.00
TOTAL						(200.00)	200.00
Bill Pmt -Check	4145	08/23/2017	RECORDED BOOKS		10000 · Wells Farg...		(44.82)
Bill	75574...	08/23/2017			62125 · MAIN - DVD	(44.82)	44.82
TOTAL						(44.82)	44.82
Bill Pmt -Check	4146	08/30/2017	BAKER & TAYLOR		10000 · Wells Farg...		(556.47)
Bill	50146...	08/30/2017			62320 · REF-Contin...	(29.03)	29.03
Bill	40119...	08/30/2017			62105 · MAIN-Audio	(66.94)	66.94
Bill	50146...	08/30/2017			62140 · MAIN-NF-Tr...	(116.57)	116.57
Bill	50146...	08/30/2017			62320 · REF-Contin...	(62.70)	62.70
Bill	40119...	08/30/2017			62105 · MAIN-Audio	(247.75)	247.75
TOTAL						(556.47)	556.47

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Harrison Memorial Library
Check Detail
August 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	4147	08/30/2017	CALIFA GROUP		10000 · Wells Farg...		(2,356.14)
Bill	9849	08/30/2017			67400 · IS-Telecom ...	(2,356.14)	2,356.14
TOTAL						(2,356.14)	2,356.14
Bill Pmt -Check	4148	08/30/2017	GALE		10000 · Wells Farg...		(50.00)
Bill	61184...	08/30/2017			62310 · REF-Databa...	(50.00)	50.00
TOTAL						(50.00)	50.00
Bill Pmt -Check	4149	08/30/2017	ORIENTAL TRADING		10000 · Wells Farg...		(29.72)
Bill	68515...	08/30/2017			66400 · YS-Reading...	(29.72)	29.72
TOTAL						(29.72)	29.72

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