

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

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

Wednesday
March 23, 2016
9:00 AM

Nancy Collins, Vice President
Richard Flower, 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 February 24, 2016 Meeting (pp. 1 – 4)**
- V. **Orders of Business**
 - A. Receive report from the Carmel Public Library Foundation regarding CPLF Activities
 - B. Receive mid-year budget report (pp. 5–11)
 - C. Accept third and fourth quarter Fiscal Year 2015/16 distributions from the Carmel Public Library Foundation in the total amount of \$145,550 (pp. 12–13)
 - D. Receive Fiscal year 2014/15 California Public Library Survey report (pp. 14-23)
- VI. **Librarian's Report**
Review of monthly statistics
Library staff recruitments
Update on Library Board appointment
Park Branch Basement update / CIP
- VII. **Treasurer's Report:**
 - A. Receive Treasurer's Report
 - B. Accept January 31, 2016 Financial Statement.
 - C. Accept February 29, 2016 Financial Statements and Check Register.
- VIII. **Adjournment**

The next regularly scheduled Library Board of Trustees meeting will be held April 27, 2016.

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**

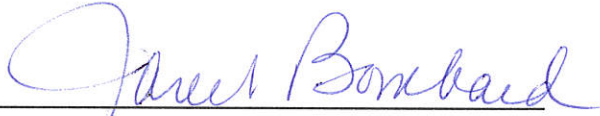
AGENDA

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 February 17, 2016.

Dated this 17th day of February 2016 at the hour of 12 p.m.



Janet Bombard
Library and Community Activities Director

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

February 24, 2016

I. CALL TO ORDER

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

II. ROLL CALL:

PRESENT: COLLINS, FLOWER, REIMERS, TWOMEY

ABSENT: NONE

STAFF PRESENT: Janet Bombard, Library Director
Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Board member Collins commended the film hosted by CPLF.

IV. APPEARANCES:

No appearances.

V. APPROVAL OF MINUTES:

Board Member COLLINS moved to, **Approve the Minutes of the January 27, 2016 Regular Meeting**, seconded by Board Member REIMERS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, REIMERS, TWOMEY

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

VI. ORDERS OF BUSINESS:

A. Receive report from Interim City Administrator Michael Calhoun regarding Park Branch Library basement remediation

The Interim City Administrator was unable to attend. Library Director Janet Bombard reviewed the report with the Board. Board members also heard reports from both Garret Rodewald of M3 Environmental Consulting, and Andy Vanderford, Project Manager for the City of Carmel.

The item was opened for public comment. The following members of the audience spoke to the issue:

Carmel Public Library Foundation Board President Ben Heinrich
Carmel Public Library Foundation Executive Director Amy Donohue

The item was closed to public comment.

Mr. Rodewald and Mr. Vanderford addressed questions / issues from the audience and Board members.

The Board requested that the City perform additional mold testing in all the public and staff areas of the Park Branch.

B. Receive report regarding a request from the Sunset Cultural and Community Center Board to fund \$18,375 in additional costs to expand the Sunset Center Master Plan scope of work to include the library, and provide direction

Board Member REIMERS, moved to, continue the discussion about the Sunset Center Master Plan to a future meeting, seconded by Board Member TWOMEY and carried by the following roll call vote:

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

C. Receive report from the Carmel Public Library Foundation regarding CPLF Activities

CPLF Executive Director Amy Donohue reminded the Board that the Donor Salute will be held March 13th at the Main Library. CPLF Board President Ben Heinrich introduced the CPLF board directors were in attendance at the meeting.

D. Discuss the possibility of requesting additional open hours for the library and provide direction regarding forwarding the request of the City Council for consideration as part of the Fiscal year 2016/17 budget deliberations

Library Director Janet Bombard presented a recommendation to request funding for additional hours throughout the week at both buildings as an alternative to requesting funding for opening on Sundays.

The item was opened for public comment.

Beverly Borgman to the issue.

Item was closed to public comment.

After discussion, Board Member TWOMEY moved to, direct the Library Director to ask the City Council to allocate budget funds for increased library staffing in the following manner: 1) ask for increase of \$8,216 to standardize library hours, and 2) ask for an additional \$17,127 to fund Sunday afternoon open hours of 1-5 at the Main Library, seconded by Board Member REIMERS and carried by the following roll call vote:

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

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

Board Member COLLINS, moved to, **Accept the Fiscal Year 2015/16 second quarter distribution from the Carmel Public Library Foundation**, seconded by Board Member TWOMEY and carried by the following roll call vote:

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

F. Approve and accept a private donation to the Harrison Memorial Library in the amount of \$500

Board Member TWOMEY moved to, **accept the private donation to the Harrison Memorial Library in the amount of \$500**, seconded by Board Member COLLINS and carried by the following roll call vote:

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

G. Authorize library staff to enter into a contact with Califa to connect the library to the CalRen/Cenic high speed broadband network

Board Member REIMERS moved to, **Authorize library staff to enter into a contact with Califa to connect the library to the CalRen/Cenic high speed broadband network** seconded by Board Member TWOMEY and carried by the following roll call vote:

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

VII. LIBRARIAN'S REPORT:

Library Director Bombard reviewed the monthly statistics with the Board. Bombard updated the board on the status of the vacant library positions. Mayor Burnett donated \$17,000 from his campaign funds to the library's Oral History Project. Bombard informed the board that the City has not yet opened the library board recruitment. Bombard will provide an update on the issue at the next board meeting.

VIII. TREASURERS REPORT:

Board Treasurer Twomey reviewed the October financial statements and the January 2016 check register. There were no extraordinary expenses that needed special attention from the Board.

Board Member COLLINS moved to, **Accept the October 2015 Financial Statements**, seconded by Board Member TWOMEY and carried by the following roll call vote:

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

Board Member REIMERS moved to, Accept the January 2016 check register, seconded by Board Member COLLINS and carried by the following roll call vote:

AYES: COLLINS, FLOWER, 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 10:35 am. The next regular meeting is scheduled for March 23, 2016.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

Approved by:

Richard Flower, President, Library Board of Trustees

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
January 31, 2016

CURRENT ASSETS

Wells Fargo Checking	144,497.62
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	369,652.36
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	226,000.00

Total Current Assets 1,062,484.28

TOTAL ASSETS 1,062,484.28

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	(3,089.08)

Total Net Assets 1,062,484.28

TOTAL LIABILITIES AND NET ASSETS 1,062,484.28

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

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	-	145,550.00	280,000.00	(134,450.00)
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	-	145,550.00	280,000.00	(134,450.00)
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	84.85	261.00	1,000.00	(739.00)
45000 · Interest Income - Other	763.58	2,348.47	-	2,348.47
Total 45000 · Interest Income	848.43	2,609.47	1,000.00	1,609.47
46000 · Friends of HML				
48000 · Library Operations	-	22,500.00	21,000.00	1,500.00
48005 · Books 4 U Grant	1,558.67	10,549.83	14,450.00	(3,900.17)
Total Income	2,407.10	181,709.30	316,950.00	(135,240.70)
Expense				

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

	December 2015			
	Actual	YTD Actual	Annual Budget	Budget Balance
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	12.54	4.43	-	-
60015 · Over-Ring Cash	-	4.75	-	-
60020 · Documents-Refunds/Lost	-	6.60	75.00	(68.40)
60030 · Telephone	2,283.20	5,689.34	9,400.00	(3,710.66)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	250.00	250.00	1,000.00	(750.00)
60060 · Bank Charges/Returned Checks	-	110.00	125.00	(15.00)
60070 · Supplies	422.81	4,584.50	11,700.00	(7,115.50)
60080 · Postage	66.65	636.45	1,500.00	(863.55)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	650.00	2,600.00	4,225.00	(1,625.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	621.00	1,650.00	(1,029.00)
60160 · Copy Services	103.19	306.86	14,000.00	(13,693.14)
60170 · Overdue Materials Collection	-	800.00	700.00	100.00
60180 · Advertising	-	-	1,550.00	(1,550.00)
60185 · P.G. Self Storage	200.00	1,400.00	2,400.00	(1,000.00)
60190 · Courier Services	100.00	600.00	1,800.00	(1,200.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,641.00	-
60210 · Staff Training	15.00	1,411.93	3,500.00	(2,088.07)
60220 · Mileage	-	231.25	1,000.00	(768.75)
60230 · Professional Memberships	600.00	859.00	1,700.00	(841.00)
60240 · Administration- Contingency	-	-	-	-

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

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Total 60000 · ADMINISTRATION	4,703.39	28,757.11	65,466.00	(36,718.07)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	600.00	(600.00)
61100 · Equipment Maintenance/Contracts	129.57	9,421.27	14,700.00	(5,278.73)
61105 · Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	1,968.29	11,315.71	13,960.00	(2,644.29)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	2,097.86	20,736.98	29,260.00	(8,523.02)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	1,412.37	8,243.85	22,000.00	(13,756.15)
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	486.38	2,332.66	5,300.00	(2,967.34)
62140 · MAIN-NF-Travel Cont.	348.84	3,745.71	5,000.00	(1,254.29)
62150 · MAIN-Non Fiction	1,998.02	10,903.46	23,000.00	(12,096.54)
62155 - MAIN-Online Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	2,401.69	4,501.69	5,500.00	(998.31)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	193.09	683.16	1,200.00	(516.84)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	23.47	340.69	1,000.00	(659.31)
62210- MAIN-Teen Nonfiction	106.34	594.13	800.00	(205.87)
62215-MAIN-Teen DVD	47.91	47.91	200.00	(152.09)

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

	December 2015	YTD		Annual		Budget Balance
	Actual	Actual	Budget	Budget		
62220- MAIN- Teen Audio	-	64.72	200.00	(135.28)		
62310 · REF-Database	281.12	17,734.19	23,030.00	(5,295.81)		
62320 · REF-Continuation	954.09	5,843.81	16,000.00	(10,156.19)		
62330 · REF-General	176.97	1,845.39	4,000.00	(2,154.61)		
62340-HML Designated Gift-Materials	-	-	-	-		
62400 · YS-Collection	1,107.69	7,841.50	13,000.00	(5,158.50)		
62410 · YS-Databases	-	2,294.00	2,250.00	44.00		
62420 · YS-Audio/Video	621.48	1,692.66	4,500.00	(2,807.34)		
62510 · LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)		
62520 · LH-Documents/ Digital Preserv.	-	290.84	2,500.00	(2,209.16)		
62600 · Serials Subscriptions	32.28	5,789.10	12,450.00	(6,660.90)		
62700 · Professional Collection	-	-	250.00	(250.00)		
62800- HML Designated Gift-YS	-	-	-	-		
62530 - LH-Restricted gift	-	-	-	-		
Total 62000 · DOCUMENTS	10,191.74	106,656.03	179,661.00	(73,004.97)		
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	682.95	2,850.49	6,000.00	(3,149.51)		
66600 · Teen Programs	-	51.28	400.00	(348.72)		
66700 · OCLC Cataloging	591.91	5,501.34	9,000.00	(3,498.66)		
66750 · Library Cards	-	-	800.00	(800.00)		
66760- IFM for ILL	-	-	50.00	(50.00)		
66800 · Programs/Cataloging Contingency	-	-	-	-		
Total 66000 · PROGRAMS/SUPPLIES	1,274.86	9,690.24	22,750.00	(13,059.76)		
67000 · INFORMATION SYSTEMS						
67100 · IS-Equipment	-	16,866.41	18,000.00	(1,133.59)		

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

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 - IS-Hosting and Maintenance	-	-	8,750.00	(8,750.00)
67300 - IS-Supplies	-	-	-	-
67400 - IS-Telecom Provider	145.41	994.12	2,415.00	(1,420.88)
67500 - IS-Software	96.50	262.49	500.00	(237.51)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	285.00	1,000.00	(715.00)
Total 67000 - INFORMATION SYSTEMS	241.91	18,958.02	32,865.00	(13,906.98)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	18,509.76	184,798.38	330,002.00	(145,212.80)
Net Income	(16,102.66)	(3,089.08)	(13,052.00)	9,972.10

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FY 15/16 LIBRARY BUDGET SUMMARY

		BUDGET 2014/15	YTD ACTUAL 4/14/2015	BUDGET 2015/16
REVENUES				
Library Operations		\$15,000	\$12,962	\$14,450
CA State Library		\$0	\$3,379	\$0
Friends of HML		\$19,000	\$24,000	\$21,000
Interest Income		\$1,200	\$911	\$1,000
CPLF- Unrestricted Donations		\$280,000	\$210,000	\$280,000
Donations		\$500	\$377,750	\$500
Total		\$315,700	\$629,002	\$316,950
EXPENDITURES				
Administration		\$55,381	\$37,315	\$52,866
Documents		\$180,329	\$133,053	\$179,661
Equipment		\$27,620	\$27,691	\$29,260
Cataloging		\$9,700	\$7,075	\$9,850
Information Systems		\$28,070	\$20,164	\$32,365
Programs		\$14,100	6,768	\$12,900
Contingency		\$500	0	\$0
Total		\$315,700	\$232,066	\$316,902

RESERVES AS OF MARCH 31, 2015

LOCAL AGENCY INVESTMENT FUND (LAIF)	\$914,917
LESS RESTRICTED BRADNEY FUND	\$46,747
LESS FY 15/16 SIX MONTH OPERATING RESERVE*	\$158,475
LESS EQUIPMENT REPLACEMENT FUND	\$100,000
TOTAL	<u>\$305,222</u>

TOTAL UNRESTRICTED RESERVE FUNDS: \$609,695

*1/2 FY 13/14 Budget as per HMLBT Financial Policy adopted 2/03



CARMEL PUBLIC LIBRARY FOUNDATION

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

UnionBank

Payable at any Union Bank branch including
400 California Street, San Francisco, CA 94104
(800) 238-4486 unionbank.com

16-49-1220

16

**CARMEL PUBLIC
LIBRARY FOUNDATION**

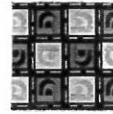
1/21/16

**PAY TO THE
ORDER OF** Harrison Memorial Library

\$ **72,775.00

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

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



[Handwritten Signature]
AUTHORIZED SIGNATURE

MEMO

3rd Quarter Distribution

⑈001694⑈ ⑆122000496⑆ 0030635379⑈

CARMEL PUBLIC LIBRARY FOUNDATION

Harrison Memorial Library

1/21/16

16

72,775.00

SB Checking Account 3rd Quarter Distribution

72,775.00

12



CARMEL PUBLIC LIBRARY FOUNDATION

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

UnionBank

Payable at any Union Bank branch including
400 California Street, San Francisco, CA 94104
(800) 238-4486 unionbank.com

16-49-1220

16

**CARMEL PUBLIC
LIBRARY FOUNDATION**

1/21/16

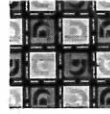
PAY TO THE ORDER OF Harrison Memorial Library

\$ **72,775.00

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

DOLI

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



[Handwritten Signature]
AUTHORIZED SIGNATURE

MEMO

4th Quarter Distribution

⑈001695⑈ ⑆122000496⑆ 0030635379⑈

CARMEL PUBLIC LIBRARY FOUNDATION

Harrison Memorial Library

1/21/16

16

72,775.00

SB Checking Account 4th Quarter Distribution

72,775.00

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Carmel
2014-15 California Public Library Survey

Directory Update #1-45

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

1	LIBRARY_ID	M617
2	FSCS_ID	CA0021
3	Short_Name	Carmel
4	Name	HARRISON MEMORIAL LIBRARY

Director

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

5	Courtesy Title (Ms., Mr., Dr.)	Ms.
6	First Name	Janet
7	Middle Name or Initial (only if used)	
8	Last Name	Bombard
9	Title	Director
10	Street Address	OCEAN & LINCOLN AVE.
11	City	CARMEL
12	Zip	93921
13	Zip4	0800
14	Mailing Address	PO BOX 800
15	Mail City	CARMEL
16	Mail Zip	93921
17	Mail Zip4	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.	N/A
22	Library Director's Email address	jbombard@ci.carmel.ca.us
23	Library's Public Email address	hml.reference@gmail.com
24	Library's Web Address	http://hm-lib.org
25	ILL Period: # of Weeks	4
26	ILL Photocopy free up to 10 pages?	Y
27	Copy fee. ONLY if answer to #29 is No; otherwise, leave blank.	
28	Name of person completing this survey.	Janet Bombard
29	Phone # of person completing this survey.	(831) 624-1366
30	Email address of person completing this survey.	jbombard@ci.carmel.ca.us

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

31	Size Sq. Miles	1
32	Interlibrary Relationship Code	ME
33	Legal Basis Code	CI
34	Administrative Structure Code	MO
35	FSCS Public Library Definition	Y
36	Geographic Code	CI1
37	Legal Service Area Boundary Change	N

38	LIBR_TYPE	PHMD
39	MSA_NAME	MONT
40	COUNTY	MONTEREY
41	CLSASYSTEM	PLP
42	TABLE	7
43	STATE	CA
44	FISCAL_YR	2014-15
45	INST_CODE	P

Population and Outlets #201-212

201	Population of the Legal Service Area	3,722
202	Population of Children under 5 Years	84
203	Population of Children Age 5-14	297
204	Registered Users as of June 30	12,212
205	Children Borrowers Age 0-14	1,791
206	Main Library (<i>Enter 1 if there is a main or central library, leave blank if not</i>)	1
207	Branches (<i>See Instructions</i>)	1
208	Stations (<i>See Instructions. Must have staff & separate quarters</i>).	0
209	Total Branches + Stations (#207 + #208)	1
210	Bookmobiles. Vehicle count.	0
211	TOT_OUTLET(#206 + #207 + #208 + #210)	2
212	TOT_SQFEET (SUM #31 ALL OUTLETS)	15,282

Library Staff #251-259

251	Total count of persons employed - full and part time.	22
252	ALA Librarians (FTE) who have accredited ALA Masters	5.05
253	FTE Total Librarians (ALA or other)	5.05
254	FTE Special Professionals	1
255	FTE Lib. Tech. Assistants	5.28
256	FTE Other	0.3
257	ALL_SUPPRT (#254 + #255 + #256)	6.58
258	TOTAL_STAF (#253 + #257)	11.63
259	FTE Volunteers (<i>Average FTE per week - not hours</i>)	0.4

Income - for Operational Expenses #301-307

301	Local Government (<i>all sources - see Help</i>)	\$973,076
302	State Funds (e.g. CLSA, PLF, ELLI, etc.)	\$3,380
303	Federal Funds (e.g. LSTA or other)	\$0
304	All Other Operating Income	\$315,700
305	Total Operating Income (#301 + #302 + #303 + #304)	\$1,292,156

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

307 CA Library Literacy Services

Income - for Capital Outlay #309-313

309	Local Government (<i>taxes and allocations - see Help</i>)	\$0
-----	--	-----

310	State Funds	\$0
311	Federal Funds	\$0
312	Other Income	\$0
313	Total Capital Outlay Income	\$0
	CAPOUT_INC (#309 + #310 + #311 + #312)	

Standard Operating Expenditures #401-411

401	Salaries & Wages Expenditures	\$703,694
402	Employee Benefits Expenditures	\$179,663
403	Total Staff Expenditures (#401 + #402)	\$883,357
404	Print Materials Expenditures (except Serials)	\$108,500
405	Print Serial Subscription Expenditures	\$12,100
406	Total Print Materials Expenditures (#404 + #405)	\$120,600
407	Electronic Materials Expenditures	\$30,630
408	Other Materials Expenditures	\$26,500
409	Total Collection Expenditures (#406 + #407 + #408)	\$177,730
410	All Other Operating Expenditures	\$137,970
411	Total Operating Expenditures (#403 + #409 + #410)	\$1,199,057

Capital Expenditures #500

500	Capital Expenditures	\$0
-----	----------------------	-----

Specific Expenditures #501-503

501	Preservation	\$2,500
502	Expenditure for Children's Materials	\$19,000
503	Adult Literacy Program	\$0

Collections #601-619

601	Children's Books Added	1,105
602	Books Children Held as of June 30	12,645
603	Books Young Adult Held as of June 30	1,886
604	Book Volumes Added	4,676
605	Book Titles Added	4,328
606	Books Total Held as of June 30	70,532
607	Government Documents in separate Collections	0
608	Total Print Materials Held (#606 + #607)	70,532
609	Electronic Books	49,880
610	Total Physical Audio Materials	3,357
611	Total Online Audio Materials	4,040
612	Total Physical Video Materials	5,366
613	Total Online Video Materials	549
614a	Databases - Local/Coops & Other	32
614b	Databases - State	0
614c	Databases - Total (#614a + #614b)	32
615	Number of Current Print Serial Subscriptions	90
616	Number of records in library catalog as of June 30	80,718
		550

617	Children's Audio Materials held as of June 30	
618	Children's Video Materials held as of June 30	1,020
619	Equipment that Circulates held as of June 30	0

Library Services, Annual #801-823

800	Total Public Service Hours (SUM #21 + #23) from Bookmobiles & Outlets respectively	4,056
801	Library Visits	96,441
802	Reference Questions (<i>omit directional</i>)	24,318
802a	Technology Assistance	1,619
803	Circulation of Children's Materials	45,304
804	Circulation Non-English	N/A
805	Circulation Non-Book	45,439
805a	Circulation of Equipment	0
806	Circulation of Electronic Materials	6,598
807	Total Circulation	140,848
808	ILL loans to others	423
809	ILL loans received	154
810	Pre-School Programs - Number	43
811	Pre-School Programs - Attendance	1,064
812	School Age Programs - Number	35
813	School Age Programs - Attendance	909
814	Young Adult Programs - Number	3
815	Young Adult Programs - Attendance	100
816	Adult Programs - Number	39
817	Adult Programs - Attendance	1,567
818	Offsite Programs - Number	18
819	Offsite Programs - Attendance	1,300
820	Children's Programs - Number (#810 + #812)	78
821	Children's Program Attendance (#811 + #813)	1,973
822	Total Programs - Number (#810 + #812 + #814 + #816)	120
823	Total Programs - Attendance (#811 + #813 + #815 + #817)	3,640

Salary Survey #901-918

901	Director (monthly rate) - Begin	7,334
902	Director (monthly rate) - Final	8,915
903	Assistant Dir. - Begin	N/A
904	Assistant Dir. - Final	N/A
905	Chief Lib. Div. - Begin	4,489
906	Chief Lib. Div. - Final	6,465
907	Branch Libn - Begin	N/A
908	Branch Libn - Final	N/A
909	Entry Level Librarian - Begin	4,062
910	Entry Level Librarian - Final	4,937
911	Journeyman Librarian - Begin	N/A
912	Journeyman Librarian - Final	N/A
913	Lib. Tech. Asst. - Begin	4,270

914	Lib. Tech. Asst. - Final	5,192
915	Clerk Non-Pro. (<i>see Help</i>) - Begin	3,497
916	Clerk Non-Pro. (<i>see Help</i>) - Final	4,585
917	Mgr. Of Spec. Services (non-MLS) - Begin	N/A
918	Mgr. Of Spec. Services (non-MLS) - Final	N/A

Electronic Services #856-863

856	Took advantage of CA Teleconnect subsidies during this report year.	No
857	Took advantage of federal E-RATE subsidies during this report year.	No
858	Does your library meet CIPA compliance requirements? Y/N (<i>see Help for Children's Internet Protection Act requirements</i>)	No

Electronic Resources Usage

859	Uses (sessions) of Public Internet Computers (per year)	10,229
860	Virtual Visits to Library Website	48,457
861	Wireless Sessions per year	4,247
862	Does your library use the Radio Frequency Identification (RFID) system for circulation? Y/N	No
863	GP TERMS (#28 + #39) from Bookmobiles and Outlets respectively.	14

Referenda #870-877

Please [leave blank](#) if no referenda occurred [during the report year](#). Do not report referenda from prior years.

870	Referenda Election Date (MM/DD/YYYY)
871	Local Agency Authorizing Election
872	Funding Purpose
873	Type of Tax
874	Percentage of "Yes" Vote (Ex.: 66.5)
875	Vote Requirement to Pass
876	Vote Outcome
877	Notes

Mobile Libraries #1-31

If no mobile libraries then leave blank.

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

- 1 **FSCS_ID**
- 2 **LIBRARY_ID**
- 3 **LIB_CODE**
- 4 **Short_Name**
- 5 **Bookmobile Name**
- 6 **Street:**
- 7 **City:**
- 8 **Zip:**
- 9 **Zip4:**
- 10 **County:**
- 11 **Phone:**

12 Type:
 13 Make:
 14 Model:
 15 Year:
 16 Chassis Manufacturer:
 17 Length:
 18 Book Capacity in Volumes:
 19 Miles traveled/year:
 20 Number of individual stops on route per week:
 21 Total hours in public service for the year (*omit travel time*):
 22 Total number of weeks per year in public service:
 23 Librarians on vehicle - FTE
 24 Driver/clerks on vehicle - FTE
 25 Support Staff off vehicle - FTE
 26 Total materials circulation per year
 27 Yearly operating and maintenance cost. (*Examples: fuel, maintenance, repair, labor and parts. Do not include personnel costs.*)
 28 Number of Internet Terminals - General Public
 29 FISCAL_YR 2014-15
 30 C_MSA
 31 L_NUM_BM

Library Outlet #1-44

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

1 FSCS_ID CA0021.002
 2 LIBRARY_ID M617
 3 LIB_Code M617.001
 4 Short_Name Carmel
 5 Outlet Name: HARRISON MEMORIAL LIBRARY
 6 Street Address: OCEAN AVE. & LINCOLN BLVD.
 7 City: CARMEL
 8 ZIP: 93921
 9 ZIP+4: 0800
 10 Mail Address: PO Box 800
 11 Mail City: Carmel
 12 Mail ZIP: 93921
 13 Mail ZIP+4: 0800
 14 County: MONTEREY
 15 FAX: (831) 625-3206
 16 Phone: (831) 624-4629
 17 Type of Outlet: CE
 18 This Facility is Owned by: CITY - City
 19 This Facility is in need of: RMDL - Remodel
 20 Population Served By Outlet. 3,722
 21 Total Outlet Staff, in FTE. 6.15
 22 Hours Open, Weekly. 42

23	Hours Open, Annually.	2,184
24	Weeks Open, Annually.	52
25	Total Number of Volumes Held by Outlet.	50,383
26	Total Annual Circulation by Outlet.	95,544
27	Total Outlet Operating Expenditures.	N/A
28	Year in which Outlet was Originally Built.	1927
29	Month and Year outlet opened (<i>i.e.</i> , 06/2008)	04/1928
30	Year in which Outlet was Remodeled.	1948
31	LEED Certification?	Don't know
32	Size of Outlet, sq. ft.	6300
33	Number of Reader Seats in Outlet	60
34	Days per week outlet is open to the public.	6
35	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes
36	Housed in separate quarters?	Yes
37	Established schedule of hours for public service?	Yes
38	Degree of Adequacy of this Facility.	3
39	Number of Internet Terminals--General Public.	11
40	Internet Connection. What is your library branch's highest connection speed to the Internet?	1.5Mbps
41	Wi-Fi. Is Wireless available at this location? (Y/N)	Yes
42	MSA (Metropolitan Statistical Area) Status:	NC
43	FISCAL_YR CODE	2014-2015
44	OUTLET_TYPE_SORT_CODE	1
1	FSCS_ID	CA0021.003
2	LIBRARY_ID	M617
3	LIB_Code	M617.002
4	Short_Name	Carmel
5	Outlet Name:	PARK BRANCH LIBRARY - HARRISON MEMORIAL
6	Street Address:	MISSION & SIXTH ST.
7	City:	CARMEL
8	ZIP:	93921
9	ZIP+4:	0800
10	Mail Address:	PO Box 800
11	Mail City:	(831) 624-0407
12	Mail ZIP:	93921
13	Mail ZIP+4:	0800
14	County:	MONTEREY
15	FAX:	N/A
16	Phone:	(831) 624-4664
17	Type of Outlet:	BR
18	This Facility is Owned by:	CITY - City
19	This Facility is in need of:	RMEX - Remodel and Expansion
20	Population Served By Outlet.	3,722
21	Total Outlet Staff, in FTE.	5.23
22	Hours Open, Weekly.	36
23	Hours Open, Annually.	1,872

24	Weeks Open, Annually.	52
25	Total Number of Volumes Held by Outlet.	20,149
26	Total Annual Circulation by Outlet.	45,304
27	Total Outlet Operating Expenditures.	
28	Year in which Outlet was Originally Built.	1970
29	Month and Year outlet opened (<i>i.e.</i> , 06/2008)	02/1990
30	Year in which Outlet was Remodeled.	1990
31	LEED Certification?	Don't know
32	Size of Outlet, sq. ft.	8982
33	Number of Reader Seats in Outlet	42
34	Days per week outlet is open to the public.	6
35	Staffed when open to public by at least 1 paid librarian & 1 paid clerical?	Yes
36	Housed in separate quarters?	Yes
37	Established schedule of hours for public service?	Yes
38	Degree of Adequacy of this Facility.	3
39	Number of Internet Terminals--General Public.	3
40	Internet Connection. What is your library branch's highest connection speed to the Internet?	1.5Mbps
41	Wi-Fi. Is Wireless available at this location? (Y/N)	Yes
42	MSA (Metropolitan Statistical Area) Status:	NC
43	FISCAL_YR CODE	
44	OUTLET_TYPE_SORT_CODE	N/A

23	Hours Open, Annually.	2,184
24	Weeks Open, Annually.	52
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37	Established schedule of hours for public service?	Yes
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40	Internet Connection. What is your library branch's highest connection speed to the Internet?	1.5Mbps
41	Wi-Fi. Is Wireless available at this location? (Y/N)	Yes
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44	OUTLET_TYPE_SORT_CODE	1
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2	LIBRARY_ID	M617
3	LIB_Code	M617.002
4	Short_Name	Carmel
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6	Street Address:	MISSION & SIXTH ST.
7	City:	CARMEL
8	ZIP:	93921
9	ZIP+4:	0800
10	Mail Address:	PO Box 800
11	Mail City:	(831) 624-0407
12	Mail ZIP:	93921
13	Mail ZIP+4:	0800
14	County:	MONTEREY
15	FAX:	N/A
16	Phone:	(831) 624-4664
17	Type of Outlet:	BR
18	This Facility is Owned by:	CITY - City
19	This Facility is in need of:	RMEX - Remodel and Expansion
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36	Housed in separate quarters?	Yes
37	Established schedule of hours for public service?	Yes
38	Degree of Adequacy of this Facility.	3
39	Number of Internet Terminals--General Public.	3
40	Internet Connection. What is your library branch's highest connection speed to the Internet?	1.5Mbps
41	Wi-Fi. Is Wireless available at this location? (Y/N)	Yes
42	MSA (Metropolitan Statistical Area) Status:	NC
43	FISCAL_YR CODE	
44	OUTLET_TYPE_SORT_CODE	N/A

LIBRARIAN'S MONTHLY REPORT

February 29, 2016

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-15.72	2,174	2,399	19,605	23,261
Non-Fiction	-16.64	1,513	1,670	11,937	14,319
Magazines	-22.99	116	154	1,075	1,396
Audio/Video	-20.31	2,466	2,803	20,237	25,395
ADULT CIRCULATION TOTAL:	-17.89	6,269	7,026	52,854	64,371
Juvenile Circulation Transactions:					
Fiction	-27.76	1,339	1,477	15,316	21,201
Non-Fiction	-31.83	362	332	2,446	3,588
Magazines	6.76	17	20	221	207
Audio/Video	-24.44	350	391	3,283	4,345
JUVENILE CIRCULATION TOTAL:	-27.52	2,068	2,220	21,266	29,341
CIRCULATION TOTAL:	-20.91	8,337	9,246	74,120	93,712
Reserve Requests:	26.81	853	838	6,646	5,241
Patron Visit Count					
HML Building	-8.71	5,366	5,288	44,380	48,616
Park Branch Building	-16.39	1,512	1,620	13,640	16,313
Local History	-50.23	42	34	325	653
Youth Services Dept.	-15.77	1,470	1,594	13,363	15,864
PATRON VISIT TOTAL:	-10.64	6,878	6,908	58,020	64,929
PATRON REGISTRATION:					
Carmel by-the-Sea Residents	-8.57	14	22	128	140
Monterey City Residents	-23.44	19	17	98	128
Unincorp. Monterey Cty Residents	-20.94	28	61	253	320
Visitor Cards	8.11	5	4	40	37
Other Borrowers	-19.78	7	9	73	91
REGISTRATION TOTAL:	-17.32	73	113	592	716

LIBRARIAN'S MONTHLY REPORT

February 29, 2016

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea	-18.14	1,917	2,235	20,352	24,863	
Outreach	-67.04	48	37	294	892	
RESIDENTS TOTAL:	-19.84	1,965	2,272	20,646	25,755	
Non-Residents:						
Other Monterey County Cities	-18.21	1,265	1,314	9,542	11,667	
Unincorporated Monterey County	-21.58	4,785	5,362	41,266	52,624	
Other Zip Codes	-24.87	262	253	2,365	3,148	
NON-RESIDENTS TOTAL:	-21.15	6,312	6,929	53,173	67,439	
OUTREACH SERVICES:						
Visits	-13.51	4	4	32	37	
Circulation	-67.04	48	37	294	892	
LOCAL HISTORY:						
Visitors	-51.42	42	34	325	669	
Digital Items Added		0		0	0	
Physical Items Added		0		0	0	
Programs Attendance		0		0	0	
TELEPHONE CALLS:						
Reference Desk	-6.74	287	263	2,243	2,405	
Youth Services Desk	-55.55	45	49	489	1,100	
Local History Desk	-63.37	27	23	178	486	
Circulation Desk	-11.01	1,099	1,132	8,335	9,366	
TOTAL TELEPHONE CALLS:	-15.81	1,458	1,467	11,245	13,357	

LIBRARIAN'S MONTHLY REPORT

February 29, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-27.05	524	574	3603	4939
Youth Services Desk	-52.00	233	235	1811	3773
Local History Desk	-42.50	148	136	1104	1920
Circulation Desk	0.30	812	898	6588	6568
TOTAL REFERENCE QUESTIONS:	-23.80	1717	1843	13106	17200
Information Questions Answered:					
Reference Desk	-27.16	207	263	1432	1966
Youth Services Desk	-74.35	117	147	1048	4086
Local History Desk	-42.05	36	34	266	459
Circulation Desk	-14.09	699	764	5971	6950
TOTAL INFORMATION QUESTIONS:	-35.24	1059	1208	8717	13461
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	-32.04	24	34	193	284
MOBAC ILL from Other Libraries	9.17	14	13	119	109

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LIBRARIAN'S MONTHLY REPORT

February 29, 2016

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	-23.01	713	760	5331	6924
Electronic Search/Visits Total:	-23.34	3,206	3,632	25,941	33,839
Public WiFi Use	-13.77	385	379	2,687	3,116
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-17.57	195	202	1,600	1,941
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	0.00	4	4	26	26
Summer Reading/Special Programs:	0.00	1	1	12	12
TOTAL PROGRAMS:	0.00	5	5	38	38
Attendance At Programs:					
Storytime-Children:	7.50	124	140	717	667
Summer Reading/Special-Children:	-3.44	12	54	365	378
TOTAL CHILDREN'S ATTENDANCE:	3.54	136	194	1,082	1,045
TOTAL ADULT ATTENDANCE:	12.22	128	183	854	761
TOTAL YS PROGRAM ATTENDANCE :	7.20	264	377	1,936	1,806
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	1	1	7	7
TOTAL ATTENDANCE:	73.17	5	41	97	123
ADULT PROGRAMS:	-34.48	4	2	19	29
TOTAL ATTENDANCE:	14.60	578	221	1,350	1,178
TEEN PROGRAMS:		1	0	5	0
TOTAL ATTENDANCE:		100	0	139	0
CLASS VISITS					
Children's Visits: 1 Teen Visits: X					
TOTAL CHILDREN'S ATTENDANCE	-11.34751773	16	33	125	141
TOTAL TEEN ATTENDANCE		0	0	0	0
TOTAL ATTENDANCE	-11.34751773	16	33	125	141

LIBRARIAN'S MONTHLY REPORT

February 29, 2016

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult			223	223	1203	1203
Leased			136	115	1132	875
Reference			6	6	85	63
Youth Services			200	200	821	821
Audio			34	34	268	268
Video			75	75	275	275
TOTAL:			674	653	3,784	3,505
HOLDINGS TO DATE						
HML Main Library Building			48,866	63750 titles		
Park Branch Library			20,530	held in both bldgs		
TOTAL ITEMS HELD:			69,396			
TOTAL TITLES HELD:				63,750		
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		4 this month, 25 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		3 this month, 23 YTD				

LIBRARIAN'S MONTHLY REPORT

February 29, 2016

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	208.33	35.00	33.00	259.00	84.0
Local History	-19.57	10.00	10.00	111.00	138.0
Reference	-40.97	5.25	2.00	21.25	36.0
Technical Services	-12.70	19.00	12.00	110.00	126.0
Youth Services	0.00	0.00	0.00	2.00	2.0
TOTALS:	18.20	69.25	57.00	456.25	386.0
OVERDRIVE					
Patron Registrations	-45.98	11	10	94	174
Checkouts	-62.86	120	133	1038	2795
OTHER DIGITAL RESOURCES					
Checkouts	224.98	520	593	4085	1257
Total electronic checkouts	150.79	520	593	4617	1841
BRAINFUUSE:	-47.62	0	0	44	84
Scienceflix:		0	0	59	N/A
SELF CHECK PATRONS :					
Main Library	-33.21	375	391	3299	4939
Youth Services	-47.09	45	70	582	1100
TOTAL:	-35.73	420	461	3881	6039

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended January 31, 2016

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
January 31, 2016

CURRENT ASSETS

Wells Fargo Checking	144,497.62
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	369,652.36
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	226,000.00

Total Current Assets 1,062,484.28

TOTAL ASSETS 1,062,484.28

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	(3,089.08)

Total Net Assets 1,062,484.28

TOTAL LIABILITIES AND NET ASSETS 1,062,484.28

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

	December 2015		YTD		Annual		Budget Balance
	Actual		Actual		Budget		
Income							
41000 · California State Library	-		-		-		-
43000 · CPLF Revenue	-		-		-		-
43200 · CPLF-Children's Services	-		-		-		-
43400 · CPLF-Library Materials/Support	-		145,550.00		280,000.00		(134,450.00)
43600 · CPLF-Senior Outreach	-		-		-		-
43700- CPLF-Designated Gift	-		-		-		-
43000 · CPLF Revenue - Other	-		-		-		-
Total 43000 · CPLF Revenue	-		<u>145,550.00</u>		<u>280,000.00</u>		<u>(134,450.00)</u>
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	-		<u>500.00</u>		<u>500.00</u>		-
45000 · Interest Income							
45100 · Interest-Bradney	84.85		261.00		1,000.00		(739.00)
45000 · Interest Income - Other	763.58		2,348.47		-		2,348.47
Total 45000 · Interest Income	<u>848.43</u>		<u>2,609.47</u>		<u>1,000.00</u>		<u>1,609.47</u>
46000 · Friends of HML							
48000 · Library Operations	-		22,500.00		21,000.00		1,500.00
48005 - Books 4 U Grant	1,558.67		10,549.83		14,450.00		(3,900.17)
Total Income	<u>2,407.10</u>		<u>181,709.30</u>		<u>316,950.00</u>		<u>(135,240.70)</u>
Expense							

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

	December 2015		YTD		Annual		Budget Balance
	Actual		Actual		Budget		
60000 · ADMINISTRATION							
60010 · Cash (Over)/ Short	12.54		4.43		-		-
60015 · Over-Ring Cash	-		4.75		-		-
60020 · Documents-Refunds/Lost	-		6.60		75.00		(68.40)
60030 · Telephone	2,283.20		5,689.34		9,400.00		(3,710.66)
60040 · Facility Maintenance	-		-		-		-
60041- Cleaning Services	-		-		-		-
60043- Furnishings-Repair/Maintenance	-		-		500.00		(500.00)
60050 · Donor Acknowledgement/Signs	250.00		250.00		1,000.00		(750.00)
60060 · Bank Charges/Returned Checks	-		110.00		125.00		(15.00)
60070 · Supplies	422.81		4,584.50		11,700.00		(7,115.50)
60080 · Postage	66.65		636.45		1,500.00		(863.55)
60100- Contractual Services	-		-		-		-
60130 · Bookkeeping Services	650.00		2,600.00		4,225.00		(1,625.00)
60140- Audit Services	-		-		-		-
60150 · Building Alarm & Fees	-		621.00		1,650.00		(1,029.00)
60160 · Copy Services	103.19		306.86		14,000.00		(13,693.14)
60170 · Overdue Materials Collection	-		800.00		700.00		100.00
60180 · Advertising	-		-		1,550.00		(1,550.00)
60185 · P.G. Self Storage	200.00		1,400.00		2,400.00		(1,000.00)
60190 · Courier Services	100.00		600.00		1,800.00		(1,200.00)
60195 · Professional Services	-		-		-		-
60100 · Contractual Services	-		-		-		-
60205 · MOBAC/PLP Membership	-		8,641.00		8,641.00		-
60210 · Staff Training	15.00		1,411.93		3,500.00		(2,088.07)
60220 · Mileage	-		231.25		1,000.00		(768.75)
60230 · Professional Memberships	600.00		859.00		1,700.00		(841.00)
60240 · Administration- Contingency	-		-		-		-

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

	December 2015		YTD		Annual		Budget Balance
	Actual		Actual		Budget		
Total 60000 · ADMINISTRATION	4,703.39		28,757.11		65,466.00		(36,718.07)
61000 · EQUIPMENT							
61050 · Other Professional Services	-		-		600.00		(600.00)
61100 · Equipment Maintenance/Contracts	129.57		9,421.27		14,700.00		(5,278.73)
61105- Equipment-Maint/Supply-PB	-		-		-		-
61200 · Equipment-New	1,968.29		11,315.71		13,960.00		(2,644.29)
61300-Equipment-Replacement	-		-		-		-
Total 61000 · EQUIPMENT	2,097.86		20,736.98		29,260.00		(8,523.02)
62000 · DOCUMENTS							
62005 - Books 4 U Grant Expense	-		-		-		-
62105 · MAIN-Audio Visual	1,412.37		8,243.85		22,000.00		(13,756.15)
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	486.38		2,332.66		5,300.00		(2,967.34)
62140 · MAIN-NF-Travel Cont.	348.84		3,745.71		5,000.00		(1,254.29)
62150 · MAIN-Non Fiction	1,998.02		10,903.46		23,000.00		(12,096.54)
62155 - MAIN-Online Subscription	-		-		2,100.00		(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	2,401.69		4,501.69		5,500.00		(998.31)
62180 · MAIN-Special Category	-		-		100.00		(100.00)
62190 · MAIN-Teen Fiction	193.09		683.16		1,200.00		(516.84)
62200- MAIN-Amazon Prime Membership	-		107.54		120.00		(12.46)
62205- MAIN-Adult Graphic Novel	23.47		340.69		1,000.00		(659.31)
62210- MAIN-Teen Nonfiction	106.34		594.13		800.00		(205.87)
62215-MAIN-Teen DVD	47.91		47.91		200.00		(152.09)

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

	December 2015		YTD		Annual		Budget Balance
	Actual		Actual		Budget		
62220- MAIN- Teen Audio	-		64.72		200.00		(135.28)
62310 · REF-Database	281.12		17,734.19		23,030.00		(5,295.81)
62320 · REF-Continuation	954.09		5,843.81		16,000.00		(10,156.19)
62330 · REF-General	176.97		1,845.39		4,000.00		(2,154.61)
62340-HML Designated Gift-Materials	-		-		-		-
62400 · YS-Collection	1,107.69		7,841.50		13,000.00		(5,158.50)
62410 · YS-DataBases	-		2,294.00		2,250.00		44.00
62420 · YS-Audio/Video	621.48		1,692.66		4,500.00		(2,807.34)
62510 · LH-Conservation Supplies	-		35.60		2,500.00		(2,464.40)
62520 · LH-Documents/ Digital Preserv.	-		290.84		2,500.00		(2,209.16)
62600 · Serials Subscriptions	32.28		5,789.10		12,450.00		(6,660.90)
62700 · Professional Collection	-		-		250.00		(250.00)
62800- HML Designated Gift-YS	-		-		-		-
62530 - LH-Restricted gift	-		-		-		-
Total 62000 · DOCUMENTS	10,191.74		106,656.03		179,661.00		(73,004.97)
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	682.95		2,850.49		6,000.00		(3,149.51)
66600 · Teen Programs	-		51.28		400.00		(348.72)
66700 · OCLC Cataloging	591.91		5,501.34		9,000.00		(3,498.66)
66750 · Library Cards	-		-		800.00		(800.00)
66760- IFM for ILL	-		-		50.00		(50.00)
66800 · Programs/Cataloging Contingency	-		-		-		-
Total 66000 · PROGRAMS/SUPPLIES	1,274.86		9,690.24		22,750.00		(13,059.76)
67000 · INFORMATION SYSTEMS	-		-		-		-
67100 · IS-Equipment	-		16,866.41		18,000.00		(1,133.59)

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

	December 2015	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 · IS-Hosting and Maintenance	-	-	8,750.00	(8,750.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	145.41	994.12	2,415.00	(1,420.88)
67500 · IS-Software	96.50	262.49	500.00	(237.51)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	285.00	1,000.00	(715.00)
Total 67000 · INFORMATION SYSTEMS	241.91	18,958.02	32,865.00	(13,906.98)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	18,509.76	184,798.38	330,002.00	(145,212.80)
Net Income	(16,102.66)	(3,089.08)	(13,052.00)	9,972.10

FINANCIAL STATEMENTS

of

HARRISON MEMORIAL LIBRARY

For the Period Ended February 28, 2016

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
February 28, 2016

CURRENT ASSETS

Wells Fargo Checking	271,170.27
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAI F	369,652.36
LAI F-Operating Reserve	175,127.25
LAI F-Bradney	46,747.05
LAI F-Equipment Replacement	100,000.00
LAI F-Evans Restricted Fund	<u>226,000.00</u>

Total Current Assets 1,189,156.93

TOTAL ASSETS 1,189,156.93

LIABILITIES AND NET ASSETS

NET ASSETS

LAI F-Operating Reserve	175,127.25
LAI F-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>123,583.57</u>

Total Net Assets 1,189,156.93

TOTAL LIABILITIES AND NET ASSETS 1,189,156.93

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

	February 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue				
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	145,550.00	291,100.00	280,000.00	11,100.00
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	<u>145,550.00</u>	<u>291,100.00</u>	<u>280,000.00</u>	<u>11,100.00</u>
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	<u>-</u>	<u>500.00</u>	<u>500.00</u>	<u>-</u>
45000 · Interest Income				
45100 · Interest-Bradney	-	261.00	1,000.00	(739.00)
45000 · Interest Income - Other	-	2,348.47	-	2,348.47
Total 45000 · Interest Income	<u>-</u>	<u>2,609.47</u>	<u>1,000.00</u>	<u>1,609.47</u>
46000 · Friends of HML				
48000 · Library Operations	1,827.68	12,377.51	14,450.00	(2,072.49)
48005 - Books 4 U Grant	-	-	-	-
Total Income	<u>147,377.68</u>	<u>329,086.98</u>	<u>316,950.00</u>	<u>12,136.98</u>
Expense				

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

	February 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(7.73)	(3.30)	-	-
60015 · Over-Ring Cash	-	4.75	-	-
60020 · Documents-Refunds/Lost	-	6.60	75.00	(68.40)
60030 · Telephone	710.65	6,399.99	9,400.00	(3,000.01)
60040 · Facility Maintenance	-	-	-	-
60041- Cleaning Services	-	-	-	-
60043- Furnishings-Repair/Maintenance	-	-	500.00	(500.00)
60050 · Donor Acknowledgement/Signs	-	250.00	1,000.00	(750.00)
60060 · Bank Charges/Returned Checks	3.00	113.00	125.00	(12.00)
60070 · Supplies	250.51	4,835.01	11,700.00	(6,864.99)
60080 · Postage	73.44	709.89	1,500.00	(790.11)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	-	2,600.00	4,225.00	(1,625.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	-	621.00	1,650.00	(1,029.00)
60160 · Copy Services	248.75	555.61	14,000.00	(13,444.39)
60170 · Overdue Materials Collection	-	800.00	700.00	100.00
60180 · Advertising	229.00	229.00	1,550.00	(1,321.00)
60185 · P.G. Self Storage	200.00	1,600.00	2,400.00	(800.00)
60190 · Courier Services	100.00	700.00	1,800.00	(1,100.00)
60195 · Professional Services	-	-	-	-
60100 · Contractual Services	-	-	-	-
60205 · MOBAC/PLP Membership	-	8,641.00	8,641.00	-
60210 · Staff Training	-	1,411.93	3,500.00	(2,088.07)
60220 · Mileage	13.80	245.05	1,000.00	(754.95)
60230 · Professional Memberships	-	859.00	1,700.00	(841.00)
60240 · Administration- Contingency	-	-	-	-

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

	February 2016 Actual	YTD Actual	Annual Budget	Budget Balance
Total 60000 · ADMINISTRATION	1,821.42	30,578.53	65,466.00	(34,888.92)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	600.00	(600.00)
61100 · Equipment Maintenance/Contracts	68.10	9,489.37	14,700.00	(5,210.63)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	194.41	11,510.12	13,960.00	(2,449.88)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	262.51	20,999.49	29,260.00	(8,260.51)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	813.15	9,057.00	22,000.00	(12,943.00)
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	308.76	406.78	2,500.00	(2,093.22)
62130 · MAIN-Fiction	465.38	2,798.04	5,300.00	(2,501.96)
62140 · MAIN-NF-Travel Cont.	220.45	3,966.16	5,000.00	(1,033.84)
62150 · MAIN-Non Fiction	1,788.85	12,692.31	23,000.00	(10,307.69)
62155 - MAIN-Online Subscription	-	-	2,100.00	(2,100.00)
62160 · MAIN-Ebooks/Additional Titles	439.91	4,941.60	5,500.00	(558.40)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	128.40	811.56	1,200.00	(388.44)
62200- MAIN-Amazon Prime Membership	-	107.54	120.00	(12.46)
62205- MAIN-Adult Graphic Novel	215.33	556.02	1,000.00	(443.98)
62210- MAIN-Teen Nonfiction	35.58	629.71	800.00	(170.29)
62215-MAIN-Teen DVD	-	47.91	200.00	(152.09)

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

	February 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	37.49	102.21	200.00	(97.79)
62310 · REF-Database	776.93	18,511.12	23,030.00	(4,518.88)
62320 · REF-Continuation	177.54	6,021.35	16,000.00	(9,978.65)
62330 · REF-General	141.41	1,986.80	4,000.00	(2,013.20)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	1,382.27	9,223.77	13,000.00	(3,776.23)
62410 · YS-DataBases	-	2,294.00	2,250.00	44.00
62420 · YS-Audio/Video	315.66	2,008.32	4,500.00	(2,491.68)
62510 · LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)
62520 · LH-Documents/ Digital Preserv.	-	290.84	2,500.00	(2,209.16)
62600 · Serials Subscriptions	718.20	6,507.30	12,450.00	(5,942.70)
62700 · Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	7,965.31	114,621.34	179,661.00	(65,039.66)
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	733.48	3,583.97	6,000.00	(2,416.03)
66600 · Teen Programs	-	51.28	400.00	(348.72)
66700 · OCLC Cataloging	591.91	6,093.25	9,000.00	(2,906.75)
66750 · Library Cards	789.02	789.02	800.00	(10.98)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	2,114.41	11,804.65	22,750.00	(10,945.35)
67000 · INFORMATION SYSTEMS	-	-	-	-
67100 · IS-Equipment	100.72	16,967.13	18,000.00	(1,032.87)

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

	February 2016 Actual	YTD Actual	Annual Budget	Budget Balance
67200 · IS-Hosting and Maintenance	8,300.00	8,300.00	8,750.00	(450.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.66	1,134.78	2,415.00	(1,280.22)
67500 · IS-Software	-	262.49	500.00	(237.51)
67600- IS-Website Development	-	550.00	2,200.00	(1,650.00)
67700 - IS-ILS Modification/Support	-	-	-	-
67800 - IS-Other Technical Support	-	285.00	1,000.00	(715.00)
Total 67000 · INFORMATION SYSTEMS	8,541.38	27,499.40	32,865.00	(5,365.60)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	20,705.03	205,503.41	330,002.00	(124,500.04)
Net Income	126,672.65	123,583.57	(13,052.00)	136,637.02

Harrison Memorial Library
 Check Detail
 February 2016

10:28 AM
 03/15/16

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	3010	02/11/2016	COMCAST		10000 · Wells Farg...		0.00
TOTAL						0.00	0.00
Check	3011	02/11/2016	OCLC		10000 · Wells Farg...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3391	02/02/2016	AMAZON		10000 · Wells Farg...		-20.86
Bill	111-0...	02/02/2016			62330 · REF-General	-20.86	20.86
TOTAL						-20.86	20.86
Bill Pmt -Check	3392	02/02/2016	JOHN VASQUEZ		10000 · Wells Farg...		-400.00
Bill	1302...	02/02/2016			66400 · YS-Readin...	-400.00	400.00
TOTAL						-400.00	400.00
Bill Pmt -Check	3393	02/02/2016	TEI Landmark Audio		10000 · Wells Farg...		-89.25
Bill	1183...	02/02/2016			62105 · MAIN-Audi...	-51.76	51.76
					62220 · MAIN_Tee...	-37.49	37.49
TOTAL						-89.25	89.25
Bill Pmt -Check	3394	02/03/2016	AT&T		10000 · Wells Farg...		-85.73
Bill	8316...	02/03/2016			60030 · Telephone	-41.61	41.61
Bill	8316...	02/03/2016			60030 · Telephone	-44.12	44.12
TOTAL						-85.73	85.73
Bill Pmt -Check	3395	02/03/2016	AT&T CALNET 3		10000 · Wells Farg...		-624.92
Bill	7598...	02/03/2016			60030 · Telephone	-605.12	605.12
Bill	7598...	02/03/2016			60030 · Telephone	-19.80	19.80
TOTAL						-624.92	624.92
Bill Pmt -Check	3396	02/03/2016	HOOPLA		10000 · Wells Farg...		-334.93
Bill	9364...	02/03/2016			62310 · REF-Datab...	-334.93	334.93

Harrison Memorial Library
 Check Detail
 February 2016

10:28 AM
 03/15/16

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-334.93	334.93
Bill Pmt -Check	3397	02/03/2016	OFFICE DEPOT		10000 · Wells Farg...		-86.60
Bill	8195...	02/03/2016			60070 · Supplies	-73.84	73.84
Bill	8206...	02/03/2016			60070 · Supplies	-12.76	12.76
TOTAL						-86.60	86.60
Bill Pmt -Check	3398	02/03/2016	RECORDED BOOKS		10000 · Wells Farg...		-23.17
Bill	7527...	02/03/2016			62105 · MAIN-Audi...	-23.17	23.17
TOTAL						-23.17	23.17
Bill Pmt -Check	3399	02/03/2016	XEROX		10000 · Wells Farg...		-37.19
Bill	0832...	02/03/2016			61100 · Equipment ...	-37.19	37.19
TOTAL						-37.19	37.19
Bill Pmt -Check	3400	02/09/2016	BAKER & TAYLOR		10000 · Wells Farg...		-1,711.10
Bill	5013...	02/09/2016			62140 · MAIN-NF-T...	-37.18	37.18
Bill	5013...	02/09/2016			62140 · MAIN-NF-T...	-118.68	118.68
Bill	4011...	02/09/2016			62105 · MAIN-Audi...	-18.74	18.74
Bill	4011...	02/09/2016			62420 · YS-AudioV...	-156.28	156.28
Bill	4011...	02/09/2016			62150 · MAIN-Non ...	-126.60	126.60
Bill	4011...	02/09/2016			62330 · REF-General	-30.55	30.55
Bill	4011...	02/09/2016			62400 · YS-Collection	-165.34	165.34
Bill	4011...	02/09/2016			62400 · YS-Collection	-1,027.71	1,027.71
TOTAL						-30.02	30.02
TOTAL						-1,711.10	1,711.10
Bill Pmt -Check	3401	02/09/2016	BOOK PAGE		10000 · Wells Farg...		-480.00
Bill	S23638	02/09/2016			62600 · Serials Sub...	-480.00	480.00
TOTAL						-480.00	480.00
Bill Pmt -Check	3402	02/09/2016	COPIES BY THE S...		10000 · Wells Farg...		-248.75
Bill	1126	02/09/2016			60160 · Copy Servi...	-248.75	248.75
TOTAL						-248.75	248.75

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3403	02/09/2016	KAL-WEST		10000 · Wells Fargo...	-100.00	-100.00
Bill	00601	02/09/2016			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3404	02/09/2016	PEAK ENTERPRIS...		10000 · Wells Fargo...	-232.20	-232.20
Bill	P-HA...	02/09/2016			62600 · Serials Sub...	-232.20	232.20
TOTAL						-232.20	232.20
Bill Pmt -Check	3405	02/09/2016	RECORDED BOOKS		10000 · Wells Fargo...	-23.17	-23.17
Bill	7527...	02/09/2016			62420 · YS-Audio/V...	-23.17	23.17
TOTAL						-23.17	23.17
Bill Pmt -Check	3406	02/09/2016	REDSHIFT		10000 · Wells Fargo...	-14.95	-14.95
Bill	1719...	02/09/2016			67400 · IS-Telecom...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3407	02/09/2016	TRI-COUNTY BUSI...		10000 · Wells Fargo...	-100.72	-100.72
Bill	CNIN...	02/09/2016			67100 · IS-Equipment	-100.72	100.72
TOTAL						-100.72	100.72
Bill Pmt -Check	3408	02/09/2016	COMCAST		10000 · Wells Fargo...	-125.71	-125.71
Bill	2/24/16	02/09/2016			67400 · IS-Telecom...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3409	02/09/2016	OCLC		10000 · Wells Fargo...	-591.91	-591.91
Bill	444326	02/09/2016			66700 · OCLC Cata...	-591.91	591.91
TOTAL						-591.91	591.91
Bill Pmt -Check	3412	02/11/2016	AMAZON		10000 · Wells Fargo...	-30.42	-30.42
Bill	104-9...	02/11/2016			62190 · MAIN-Teen...	-15.21	15.21
TOTAL					62400 · YS-Collection	-15.21	15.21
						-30.42	30.42

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3413	02/11/2016	BAKER & TAYLOR		10000 · Wells Farg...		-49.29
Bill	5013...	02/11/2016			62140 · MAIN-NF-T...	-49.29	49.29
TOTAL						-49.29	49.29
Bill Pmt -Check	3414	02/11/2016	QUILL.COM		10000 · Wells Farg...		-21.29
Bill	2825...	02/11/2016			60070 · Supplies	-21.29	21.29
TOTAL						-21.29	21.29
Bill Pmt -Check	3415	02/11/2016	WELLS FARGO B...		10000 · Wells Farg...		-337.03
Bill	020216	02/11/2016			61200 · Equipment...	-194.41	194.41
					60070 · Supplies	-83.62	83.62
					60070 · Supplies	-33.04	33.04
					60070 · Supplies	-25.96	25.96
TOTAL						-337.03	337.03
Bill Pmt -Check	3416	02/23/2016	AMERICAN LIBRA...		10000 · Wells Farg...		-88.50
Bill	1093...	02/23/2016			66400 · YS-Readin...	-52.50	52.50
Bill	1093...	02/23/2016			66400 · YS-Readin...	-36.00	36.00
TOTAL						-88.50	88.50
Bill Pmt -Check	3417	02/23/2016	BAKER & TAYLOR		10000 · Wells Farg...		-4,068.84
Bill	5013...	02/23/2016			62320 · REF-Contin...	-72.45	72.45
Bill	4011...	02/23/2016			62105 · MAIN-Audi...	-167.27	167.27
Bill	4011...	02/23/2016			62420 · YS-Audio/V...	-122.04	122.04
Bill	5013...	02/23/2016			62320 · REF-Contin...	-30.86	30.86
Bill	4011...	02/23/2016			62150 · MAIN-Non ...	-815.53	815.53
					62130 · MAIN-Fiction	-63.72	63.72
					62400 · YS-Collection	-63.20	63.20
					62120 · MAIN-Larg...	-308.76	308.76
					62205 · MAIN_Adul...	-215.33	215.33
					62210 · MAIN_Tee...	-25.14	25.14
Bill	4011...	02/23/2016			62105 · MAIN-Audi...	-552.21	552.21
Bill	5013...	02/23/2016			62140 · MAIN-NF-T...	-15.30	15.30
					62320 · REF-Contin...	-74.23	74.23
Bill	4011...	02/23/2016			62150 · MAIN-Non ...	-753.22	753.22
					62130 · MAIN-Fiction	-346.20	346.20
Bill	4011...	02/23/2016			62190 · MAIN-Teen...	-113.19	113.19
					62130 · MAIN-Fiction	-25.44	25.44

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TOTAL					62210 · MAIN_Tee... 62150 · MAIN-Non ... 62400 · YS-Collection 62330 · REF-General	-10.44 -93.50 -110.81 -90.00	10.44 93.50 110.81 90.00
						-4,068.84	4,068.84
Bill Pmt -Check	3418	02/23/2016	BYWATER SOLUTI...		10000 · Wells Farg...		-8,300.00
Bill	2812	02/23/2016			67200 · IS-Hosting ...	-8,300.00	8,300.00
TOTAL						-8,300.00	8,300.00
Bill Pmt -Check	3419	02/23/2016	DATAFLOW		10000 · Wells Farg...		-30.91
Bill	175917	02/23/2016			61100 · Equipment ...	-30.91	30.91
TOTAL						-30.91	30.91
Bill Pmt -Check	3420	02/23/2016	EBSCO		10000 · Wells Farg...		-442.00
Bill	1000...	02/23/2016			62310 · REF-Datab...	-442.00	442.00
TOTAL						-442.00	442.00
Bill Pmt -Check	3421	02/23/2016	ENGAGED PATRO...		10000 · Wells Farg...		-229.00
Bill	7019...	02/23/2016			60180 · Advertising	-229.00	229.00
TOTAL						-229.00	229.00
Bill Pmt -Check	3422	02/23/2016	MOST-RONDO, DA...		10000 · Wells Farg...		-200.00
Bill	0219...	02/23/2016			66400 · YS-Readin...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3423	02/23/2016	ORIENTAL TRADI...		10000 · Wells Farg...		-44.98
Bill	6761...	02/23/2016			66400 · YS-Readin...	-44.98	44.98
TOTAL						-44.98	44.98
Bill Pmt -Check	3424	02/23/2016	OVERDRIVE		10000 · Wells Farg...		-439.91
Bill	0910...	02/23/2016			62160 · MAIN-EBoo...	-439.91	439.91
TOTAL						-439.91	439.91

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3425	02/23/2016	PACIFIC GROVE S...		10000 · Wells Fargo...		-200.00
Bill	27284	02/23/2016			60185 · P.G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3426	02/23/2016	RECORDED BOOKS		10000 · Wells Fargo...		-14.17
Bill	7528...	02/23/2016			62420 · YS-AudioV...	-14.17	14.17
TOTAL						-14.17	14.17
Bill Pmt -Check	3427	02/23/2016	VANGUARD		10000 · Wells Fargo...		-789.02
Bill	8084...	02/23/2016			66750 · Library Cards	-789.02	789.02
TOTAL						-789.02	789.02