

**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  
April 27, 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 – 3)**

**V. Orders of Business**

A. Receive report from Local History Librarian Ashlee Wright regarding the Oral History project

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

C. Receive and approve proposed Fiscal Year 2016/17 Library Budget (pp. 4 – 9)

**VI. Librarian's Report**

Review of monthly statistics

Library staff recruitments

**VII. Treasurer's Report:**

A. Receive Treasurer's Report

B. Accept March 31, 2016 Financial Statements and Check Register.

**VIII. Adjournment**

The next regularly scheduled Library Board of Trustees meeting will be held May 25, 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.

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.

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

**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 April 20, 2016.*

Dated this 20th day of April 2016 at the hour of 1 p.m.



Janet Bombard  
Library and Community Activities Director

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

**March 23, 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 Twomey commended the program featuring Bree Mathers. Board member Collins commended the Donor Salute held at the Main Library. Board member Reimers complemented the Brown Act seminar.

**IV. APPEARANCES:**

No appearances.

**V. APPROVAL OF MINUTES:**

Board Member REIMERS moved to, **Approve the Minutes of the February 24, 2016 Regular 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

**VI. ORDERS OF BUSINESS:**

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

No one from CPLF was present.

**B. Receive mid-year budget report**

Library Director Janet Bombard gave a report and answered questions from the Board.

**C. Accept third and fourth quarter Fiscal Year 2015/16 distributions from the Carmel Public Library Foundation in the total amount of \$145,550**

Board Member REIMERS, moved to, **Accept the third and fourth quarter fiscal year 2015/16 quarterly distribution from the Carmel Public Library Foundation in the total amount of \$145,550**, seconded by Board Member COLLINS and carried by the following roll call vote:

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

**D. Receive Fiscal year 2014/15 California Public Library Survey report**

Library Director Janet Bombard gave a report and answered questions from the board.

**VII. LIBRARIAN'S REPORT:**

The Library Director reviewed the monthly statistics with the Board. The director presented an update on the library staff recruitments. The City Council expects to appoint a Library Board member in June. The City is continuing to work on the Park Branch Library basement.

**VIII. TREASURERS REPORT:**

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

Board Member COLLINS moved to, **Accept the January 2016 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 February 2016 financial statements and 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 10:00 am. The next regular meeting is scheduled for April 27, 2016.

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Respectfully submitted,  
Carolina Lopez, Administrative Assistant

Approved by:





HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES  
Staff Report  
April 27, 2016

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**To:** Harrison Memorial Library Board of Trustees  
**From:** Janet Bombard, Library Director  
**Subject:** Receive and approve proposed Fiscal Year 2016/17 library budget

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**RECOMMENDATION:**  
Approve Fiscal Year 2016/17 library budget.

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**SUMMARY:**  
The Fiscal Year 2016/17 library budget projects a small increase in revenues and expenditures.

Revenues from library operations, interest income and the Friends of the Library donation are projected to increase; the remaining income categories are projected to stay the same.

With the exception of New Equipment, for which projected costs decreased, all other expense categories rose slightly.

A new line item – Strategic Plan Implementation – was added to the budget this year in anticipation of the forthcoming strategic plan, the draft of which will be presented to the board after completion of the facilities report from Group 4 Architects.

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Staff will review the budget in detail at the meeting.

**FY 16/17 LIBRARY BUDGET**

| <b>EXPENDITURES - ADMINISTRATION</b>                            |              | <b>FY 15/16</b> | <b>YTD ACTUAL<br/>4/12/16</b> | <b>FY 16/17</b> |
|---|--------------|-----------------|-------------------------------|-----------------|
|   |              |                 |                               |                 |
| <b>Telephone</b>  | <b>Total</b> | <b>\$9,400</b>  | <b>\$7,276</b>                | <b>\$9,700</b>  |
| <b>Contracted Services:</b>                                     |              |                 |                               |                 |
| <b>Bookkeeping Services</b> Golden Gate Bookkeeping             |              | <b>\$4,225</b>  | <b>\$3,250</b>                | <b>\$4,333</b>  |
| <b>P.G. Self Storage</b>  |              | <b>\$2,400</b>  | <b>\$1,800</b>                | <b>\$2,400</b>  |
| <b>Overdue Materials Collection</b> Transworld                  |              | <b>\$700</b>    | <b>\$800</b>                  | <b>\$800</b>    |
| <b>Building Alarm Fees</b> Sentry, Concept Security             |              | <b>\$1,650</b>  | <b>\$816</b>                  | <b>\$1,100</b>  |
| <b>Copy Services</b> Copies by the Sea, Copy King, Welcome pkts |              | <b>\$1,400</b>  | <b>\$556</b>                  | <b>\$1,500</b>  |
| <b>Advertising</b> Constant Contact                             |              | <b>\$1,550</b>  | <b>\$229</b>                  | <b>\$900</b>    |
| <b>Courier Services</b> Kal West                                |              | <b>\$1,800</b>  | <b>\$900</b>                  | <b>\$1,800</b>  |
|   | <b>Total</b> | <b>\$13,725</b> | <b>\$8,351</b>                | <b>\$12,833</b> |
| <b>Professional Development:</b>                                |              |                 |                               |                 |
| <b>Staff Training</b> Internet Libn., Infopeople                |              | <b>\$3,500</b>  | <b>\$1,412</b>                | <b>\$2,500</b>  |
| <b>Mileage</b>  |              | <b>\$1,000</b>  | <b>\$261</b>                  | <b>\$500</b>    |
| <b>Professional Memberships</b> ALA, CLA, Am Archivists         |              | <b>\$1,700</b>  | <b>\$1,014</b>                | <b>\$1,700</b>  |
| <b>PLP Membership Fees</b>                                      |              | <b>\$8,641</b>  | <b>\$8,641</b>                | <b>\$11,641</b> |
|   | <b>Total</b> | <b>\$14,841</b> | <b>\$11,328</b>               | <b>\$16,341</b> |
| <b>Supplies:</b>  |              |                 |                               |                 |
| <b>Teen room</b>  |              | <b>\$0</b>      |                               | <b>\$400</b>    |
| <b>Office / Custodial /Equipment /</b>                          |              | <b>\$11,700</b> | <b>\$5,811</b>                | <b>\$11,700</b> |
|   | <b>Total</b> | <b>\$11,700</b> | <b>\$5,811</b>                | <b>\$12,100</b> |
| <b>Postage: Stamps, PO Box Rental</b>                           |              |                 |                               |                 |
|   | <b>Total</b> | <b>\$1,500</b>  | <b>\$803</b>                  | <b>\$1,050</b>  |
| <b>Facility Maintenance:</b>                                    |              |                 |                               |                 |
| <b>Furnishings-Repair/Maintenance</b>                           | <b>Total</b> | <b>\$500</b>    | <b>\$0</b>                    | <b>\$500</b>    |
| <b>Donor Acknowledgement/Signs:</b>                             |              |                 |                               |                 |
| <b>Volunteer Recognition</b>                                    |              | <b>\$300</b>    | <b>\$250</b>                  | <b>\$300</b>    |
| <b>Signs</b>  |              | <b>\$700</b>    | <b>\$0</b>                    | <b>\$1,000</b>  |
|   | <b>Total</b> | <b>\$1,000</b>  | <b>\$250</b>                  | <b>\$1,300</b>  |
| <b>Bank Charges/Retd Checks:</b>                                | <b>Total</b> | <b>\$125</b>    | <b>\$113</b>                  | <b>\$125</b>    |
| <b>Documents-Refunds/Lost:</b>                                  | <b>Total</b> | <b>\$75</b>     | <b>\$7</b>                    | <b>\$50</b>     |
|   |              |                 |                               |                 |
| <b>ADMINISTRATION TOTAL:</b>                                    |              | <b>\$52,866</b> | <b>\$33,939</b>               | <b>\$53,999</b> |

**FY 16/17 LIBRARY BUDGET**

| <b>EXPENDITURES - DOCUMENTS</b>           | <b>FY 15/16</b>  | <b>YTD ACTUAL<br/>4/12/16</b> | <b>FY16/17</b>   |                 |
|---|------------------|-------------------------------|------------------|-----------------|
| <b>Main Collection:</b>                   |                  |                               |                  |                 |
| Non Fiction                               | \$23,000         | \$14,842                      | \$23,000         |                 |
| Non Fiction-Travel Cont.                  | \$5,000          | \$4,503                       | \$5,000          |                 |
| Fiction*                                  | \$5,300          | \$3,612                       | \$5,300          |                 |
| Amazon Prime Membership                   | \$120            | \$108                         | \$120            |                 |
| Book Rental                               | \$29,661         | \$31,626                      | \$32,000         |                 |
| Leased Book Buyback                       | \$500            | \$0                           | \$1,200          |                 |
| Large Print                               | \$2,500          | \$1,099                       | \$2,000          |                 |
| Audiovisual                               | \$22,000         | \$12,781                      | \$22,000         |                 |
| Online Subscription - Overdrive           | \$2,100          | \$2,100                       | \$2,100          |                 |
| Additional Overdrive Titles               | \$5,500          | \$2,540                       | \$5,500          |                 |
| Special Category                          | \$100            | \$0                           | \$50             |                 |
| Teen Fiction - Main                       | \$1,200          | \$928                         | \$1,200          |                 |
| Adult Graphic Novel Collection            | \$1,000          | \$556                         | \$1,000          |                 |
| Teen Nonfiction - Main                    | \$800            | \$729                         | \$800            |                 |
| Teen DVD Collection                       | \$200            | \$140                         | \$200            |                 |
| Teen Audio Collection                     | \$200            | \$102                         | \$200            |                 |
| <b>Total</b>                              | <b>\$99,181</b>  | <b>\$75,666</b>               | <b>\$101,670</b> |                 |
| <b>Reference Collection:</b>              |                  |                               |                  |                 |
| General Reference                         | \$4,000          | \$1,987                       | \$3,500          |                 |
| Continuations                             | \$16,000         | \$6,543                       | \$11,000         |                 |
| Reference Databases new: Hoopla, Zinnio   | \$23,030         | \$19,316                      | \$28,500         |                 |
| <b>Total</b>                              | <b>\$43,030</b>  | <b>\$27,846</b>               | <b>\$43,000</b>  |                 |
| <b>Youth Services Collection:</b>         |                  |                               |                  |                 |
| YS Collection                             | \$13,000         | \$10,917                      | \$13,000         |                 |
| YS Audio Video                            | \$4,500          | \$3,031                       | \$4,500          |                 |
| YS Online Database Brainfuse, Scienceflix | \$2,250          | \$2,294                       | \$2,294          |                 |
| <b>Total</b>                              | <b>\$19,750</b>  | <b>\$16,242</b>               | <b>\$19,794</b>  |                 |
| <b>Local History Collection:</b>          |                  |                               |                  |                 |
| Documents & Digital Preservation          | \$2,500          | \$334                         | \$2,500          |                 |
| Conservation & Supplies                   | \$2,500          | \$0                           | \$2,500          |                 |
| <b>Total</b>                              | <b>\$5,000</b>   | <b>\$334</b>                  | <b>\$5,000</b>   |                 |
| <b>Professional Collection:</b>           | <b>Total</b>     | <b>\$250</b>                  | <b>\$0</b>       | <b>\$200</b>    |
| <b>Serials (Including Bookpage):</b>      | <b>Total</b>     | <b>\$12,450</b>               | <b>\$6,689</b>   | <b>\$12,000</b> |
| <b>DOCUMENTS TOTAL:</b>                   | <b>\$179,661</b> | <b>\$126,777</b>              | <b>\$181,664</b> |                 |

**FY 16/17 LIBRARY BUDGET**

| <b>EXPENDITURES-EQUIPMENT</b>   | <b>FY 15/16</b> | <b>YTD<br/>ACTUAL<br/>4/12/16</b> | <b>FY 16/17</b> |
|---|-----------------|-----------------------------------|-----------------|
| <b>Equipment Maintenance / Contracts:</b>   |                 |                                   |                 |
| LH scanner,copy machines,elevators,AWE,Thumper,<br>SelfCheck, Security Gates, Envisionware, Xerox, 3M |                 |                                   |                 |
| <b>Total</b>  | <b>\$14,700</b> | <b>\$10,387</b>                   | <b>\$13,000</b> |
| <b>Other Professional Services:</b> Docutec, Applied Microfilm, typewriters                           |                 |                                   |                 |
| <b>Total</b>  | <b>\$600</b>    | <b>\$0</b>                        | <b>\$300</b>    |
| <b>New Equipment:</b>   |                 |                                   |                 |
| Refrigerator for Park Branch  |                 |                                   | \$545           |
| Office chair - 2  |                 |                                   | \$850           |
| Mail cart   |                 |                                   | \$350           |
| Hand truck  |                 |                                   | \$150           |
| Book truck  |                 |                                   | \$300           |
| Teen Lounge furniture: rug, 6 chairs  |                 |                                   | \$950           |
| Magazine files  |                 |                                   | \$100           |
| AV cases  |                 |                                   | \$350           |
| Barcode scanner w/ stand  |                 |                                   | \$154           |
| Printer for Reference   |                 |                                   | \$310           |
| AWE headphones  |                 |                                   | \$100           |
| <b>Total</b>  |                 | <b>\$9,094</b>                    | <b>\$4,159</b>  |
| <b>EQUIPMENT TOTAL:</b>   |                 | <b>\$19,481</b>                   | <b>\$17,459</b> |
| <b>EXPENDITURES - CATALOGING</b>  | <b>FY 15/16</b> | <b>YTD</b>                        | <b>FY 16/17</b> |
| <b>Material Processing:</b> OCLC Cataloging (including IFM)   | <b>\$9,000</b>  | <b>6,685</b>                      | <b>\$9,050</b>  |
| <b>Library Cards</b>  | <b>\$800</b>    | <b>\$789</b>                      | <b>\$900</b>    |
| <b>CATALOGING TOTAL:</b>  | <b>\$9,850</b>  | <b>\$7,474</b>                    | <b>\$9,950</b>  |

**FY 16/17 LIBRARY BUDGET**

| <b>EXPENDITURES - INFORMATION SYSTEMS</b>   |              | <b>FY 15/16</b> | <b>YTD ACTUAL<br/>4/12/16</b> | <b>FY 16/17</b> |
|---|--------------|-----------------|-------------------------------|-----------------|
|   |              |                 |                               |                 |
| <b>Equipment:</b> Computers, Monitors, etc.   | <b>Total</b> | <b>\$29,000</b> | <b>\$24,106</b>               | <b>\$29,000</b> |
|   |              |                 |                               |                 |
| <b>Support &amp; Maintenance:</b>   |              |                 |                               |                 |
| ByWater Solutions Hosting and Maintenance   |              | \$8,750         | \$8,300                       | \$8,750         |
| Icell upgrade   |              | \$0             | \$0                           | \$0             |
| Other Technical Support - Computer/Phone:   |              | \$1,000         | \$285                         | \$400           |
|   | <b>Total</b> | <b>\$9,750</b>  | <b>\$8,585</b>                | <b>\$9,150</b>  |
|   |              |                 |                               |                 |
| <b>MobilePrint subscription + one-time professional svcs fee</b>                      |              | <b>\$0</b>      |                               | <b>\$1,025</b>  |
|   |              |                 |                               |                 |
| <b>Telecommunication Provider:</b>  |              |                 |                               |                 |
| Comcast, Redshift   | <b>Total</b> | <b>\$2,415</b>  | <b>\$1,290</b>                | <b>\$7,204</b>  |
|   |              |                 |                               |                 |
| <b>Software:</b> Ipswitch, Faronics   |              | <b>Total</b>    | <b>\$500</b>                  | <b>\$263</b>    |
|   |              |                 |                               |                 |
| <b>Website Maintenance / Enhancement :</b>  |              |                 |                               |                 |
| Domain Name, Cloud Trax, Engaged Patrons Calendar,<br>Library Anywhere, Author Alerts |              | <b>Total</b>    | <b>\$2,200</b>                | <b>\$550</b>    |
|   |              |                 |                               |                 |
|   |              |                 |                               |                 |
| <b>INFORMATION SYSTEMS TOTAL:</b>   |              | <b>\$43,865</b> | <b>\$34,794</b>               | <b>\$45,854</b> |
|   |              |                 |                               |                 |
| <b>EXPENDITURES - PROGRAMS</b>  |              | <b>FY 15/16</b> | <b>YTD</b>                    | <b>FY 16/17</b> |
| <b>Programs:</b>  |              |                 |                               |                 |
| Youth Reading Programs  |              | \$6,000         | \$4,757                       | \$6,000         |
| YS Summer Reading Program   |              | \$5,000         | \$1,128                       | \$5,000         |
| Teen Programs   |              | \$400           | \$155                         | \$2,502         |
| Adult / Local History Programs  |              | \$1,500         | \$146                         | \$3,000         |
| <b>PROGRAMS TOTAL:</b>  |              | <b>\$12,900</b> | <b>\$6,186</b>                | <b>\$16,502</b> |
|   |              |                 |                               |                 |
| <b>CONTINGENCY TOTAL:</b>   |              | <b>\$500</b>    | <b>\$0</b>                    | <b>\$500</b>    |
|   |              |                 |                               |                 |
| <b>STRATEGIC PLAN IMPLEMENTATION TOTAL:</b>   |              |                 |                               | <b>\$7,900</b>  |





# LIBRARIAN'S MONTHLY REPORT

March 31, 2016

| CIRCULATION                               | YTD Percentage Change | This Month    | Last Month   | This YTD      | Last YTD       |
|---|-----------------------|---------------|--------------|---------------|----------------|
| <b>Adult Circulation Transactions:</b>    |                       |               |              |               |                |
| Fiction                                   | -15.81                | 2,484         | 2,174        | 22,089        | 26,236         |
| Non-Fiction                               | -15.94                | 1,810         | 1,513        | 13,747        | 16,354         |
| Magazines                                 | -16.25                | 203           | 116          | 1,278         | 1,526          |
| Audio/Video                               | -19.17                | 2,953         | 2,466        | 23,190        | 28,690         |
| <b>ADULT CIRCULATION TOTAL:</b>           | <b>-17.17</b>         | <b>7,450</b>  | <b>6,269</b> | <b>60,304</b> | <b>72,806</b>  |
| <b>Juvenile Circulation Transactions:</b> |                       |               |              |               |                |
| Fiction                                   | -28.17                | 1,980         | 1,339        | 17,296        | 24,078         |
| Non-Fiction                               | -32.61                | 305           | 362          | 2,751         | 4,082          |
| Magazines                                 | 6.14                  | 21            | 17           | 242           | 228            |
| Audio/Video                               | -25.37                | 342           | 350          | 3,625         | 4,857          |
| <b>JUVENILE CIRCULATION TOTAL:</b>        | <b>-28.07</b>         | <b>2,648</b>  | <b>2,068</b> | <b>23,914</b> | <b>33,245</b>  |
| <b>CIRCULATION TOTAL:</b>                 | <b>-20.59</b>         | <b>10,098</b> | <b>8,337</b> | <b>84,218</b> | <b>106,051</b> |
| <b>Reserve Requests:</b>                  | <b>24.70</b>          | <b>851</b>    | <b>853</b>   | <b>7,497</b>  | <b>6,012</b>   |
| <b>Patron Visit Count</b>                 |                       |               |              |               |                |
| HML Building                              | -8.55                 | 5,444         | 5,366        | 49,824        | 54,482         |
| Park Branch Building                      | -13.25                | 1,957         | 1,512        | 15,597        | 17,980         |
| Local History                             | -48.31                | 57            | 42           | 382           | 739            |
| Youth Services Dept.                      | -12.51                | 1,900         | 1,470        | 15,263        | 17,445         |
| <b>PATRON VISIT TOTAL:</b>                | <b>-9.72</b>          | <b>7,401</b>  | <b>8,390</b> | <b>65,421</b> | <b>72,462</b>  |
| <b>PATRON REGISTRATION:</b>               |                       |               |              |               |                |
| Patron Data Base Purge 08/15              |                       |               |              |               |                |
| Carmel-by-the-Sea Residents               | -7.59                 | 18            | 14           | 146           | 158            |
| Monterey City Residents                   | -20.69                | 17            | 19           | 115           | 145            |
| Unincorp. Monterey City Residents         | -19.17                | 38            | 28           | 291           | 360            |
| Visitor Cards                             | 0.00                  | 2             | 5            | 42            | 42             |
| Other Borrowers                           | -13.73                | 15            | 7            | 88            | 102            |
| <b>REGISTRATION TOTAL:</b>                | <b>-15.49</b>         | <b>90</b>     | <b>73</b>    | <b>682</b>    | <b>807</b>     |
| <b>TOTAL # OF CARDHOLDERS:</b>            | <b>-0.46</b>          |               |              | <b>11,849</b> | <b>11,904</b>  |



# LIBRARIAN'S MONTHLY REPORT

March 31, 2016

| CIRCULATION BY BORROWERS       |  | YTD Percentage Change | This Month   | Last Month   | This YTD      | Last YTD      |
|--------------------------------|--|-----------------------|--------------|--------------|---------------|---------------|
| <b>PLACE OF RESIDENCE</b>      |  |                       |              |              |               |               |
| <b>Residents:</b>              |  |                       |              |              |               |               |
| Carmel-by-the-Sea              |  | -18.39                | 2,758        | 1,917        | 23,110        | 28,317        |
| Outreach                       |  | -66.97                | 34           | 48           | 328           | 993           |
| <b>RESIDENTS TOTAL:</b>        |  | <b>-20.03</b>         | <b>2,792</b> | <b>1,965</b> | <b>23,438</b> | <b>29,310</b> |
| <b>Non-Residents:</b>          |  |                       |              |              |               |               |
| Other Monterey County Cities   |  | -18.03                | 1,304        | 1,265        | 10,846        | 13,232        |
| Unincorporated Monterey County |  | -21.18                | 5,566        | 4,785        | 46,832        | 59,414        |
| Other Zip Codes                |  | -22.47                | 374          | 262          | 2,739         | 3,533         |
| <b>NON-RESIDENTS TOTAL:</b>    |  | <b>-20.69</b>         | <b>7,244</b> | <b>6,312</b> | <b>60,417</b> | <b>76,179</b> |
| <b>OUTREACH SERVICES:</b>      |  |                       |              |              |               |               |
| Visits                         |  | -12.20                | 4            | 4            | 36            | 41            |
| Circulation                    |  | -66.97                | 34           | 48           | 328           | 993           |
| <b>LOCAL HISTORY:</b>          |  |                       |              |              |               |               |
| Visitors                       |  | -49.40                | 57           | 42           | 382           | 755           |
| Digital Items Added            |  | #DIV/0!               | 0            | 0            | 0             | 0             |
| Physical Items Added           |  | #DIV/0!               | 0            | 0            | 0             | 0             |
| Programs Attendance            |  | -100.00               | 0            | 0            | 0             | 60            |
| <b>TELEPHONE CALLS:</b>        |  |                       |              |              |               |               |
| Reference Desk                 |  | -19.49                | 269          | 287          | 2,512         | 3,120         |
| Youth Services Desk            |  | -54.07                | 53           | 45           | 542           | 1,180         |
| Local History Desk             |  | -64.54                | 22           | 27           | 200           | 564           |
| Circulation Desk               |  | -8.95                 | 1,111        | 1,099        | 9,446         | 10,374        |
| <b>TOTAL TELEPHONE CALLS:</b>  |  | <b>-16.66</b>         | <b>1,455</b> | <b>1,458</b> | <b>12,700</b> | <b>15,238</b> |

# LIBRARIAN'S MONTHLY REPORT

March 31, 2016

| REFERENCE SERVICES                     | YTD Percentage Change | This Month  | Last Month  | This YTD     | Last YTD     |
|--|-----------------------|-------------|-------------|--------------|--------------|
| <b>Reference Questions Answered:</b>   |                       |             |             |              |              |
| Reference Desk                         | -29.80                | 630         | 524         | 4233         | 6030         |
| Youth Services Desk                    | -48.61                | 263         | 233         | 2074         | 4036         |
| Local History Desk                     | -42.14                | 181         | 148         | 1285         | 2221         |
| Circulation Desk                       | 6.06                  | 886         | 812         | 7474         | 7047         |
| <b>TOTAL REFERENCE QUESTIONS:</b>      | <b>-22.08</b>         | <b>1960</b> | <b>1717</b> | <b>15066</b> | <b>19334</b> |
| <b>Information Questions Answered:</b> |                       |             |             |              |              |
| Reference Desk                         | -26.28                | 203         | 207         | 1635         | 2218         |
| Youth Services Desk                    | -72.77                | 103         | 117         | 1151         | 4227         |
| Local History Desk                     | -39.96                | 39          | 36          | 305          | 508          |
| Circulation Desk                       | -10.19                | 759         | 699         | 6730         | 7494         |
| <b>TOTAL INFORMATION QUESTIONS:</b>    | <b>-32.02</b>         | <b>1104</b> | <b>1059</b> | <b>9821</b>  | <b>14447</b> |
| <b>INTERLIBRARY LOAN:</b>              |                       |             |             |              |              |
| MOBAC ILL to Other Libraries           | -29.66                | 37          | 24          | 230          | 327          |
| MOBAC ILL from Other Libraries         | 15.52                 | 15          | 14          | 134          | 116          |
|  |                       |             |             |              |              |

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# LIBRARIAN'S MONTHLY REPORT

March 31, 2016

| ELECTRONIC SEARCH ACTIVITY            | YTD Percentage Change | This Month | Last Month | This YTD     | Last YTD     |
|---------------------------------------|-----------------------|------------|------------|--------------|--------------|
| Public in-Library Computer Use:       | -21.98                | 760        | 713        | 6091         | 7807         |
| Electronic Search/Visits Total:       | -21.81                | 3,388      | 3,206      | 29,329       | 37,512       |
| Public WiFi Use                       | -12.18                | 384        | 385        | 3,071        | 3,497        |
| Use of HML Web Page Averages:         |                       |            |            |              |              |
| Number of Pages Viewed Per Day:       | -16.22                | 197        | 195        | 1,797        | 2,145        |
| Number of Pages Viewed Per Visit:     |                       | 2          | 2          |              |              |
| Length of Visit                       |                       | 1.5 MIN    | 1.5 MIN    |              |              |
| <b>YOUTH SERVICES PROGRAMS</b>        |                       |            |            |              |              |
| Storytime Programs:                   | 3.33                  | 5          | 4          | 31           | 30           |
| Summer Reading/Special Programs:      | -18.75                | 1          | 1          | 13           | 16           |
| <b>TOTAL PROGRAMS:</b>                | <b>-4.35</b>          | <b>6</b>   | <b>5</b>   | <b>44</b>    | <b>46</b>    |
| <b>Attendance At Programs:</b>        |                       |            |            |              |              |
| Storytime-Children:                   | 13.84                 | 155        | 124        | 872          | 766          |
| Summer Reading/Special-Children:      | -2.81                 | 16         | 12         | 381          | 392          |
| <b>TOTAL CHILDREN'S ATTENDANCE:</b>   | <b>-6.56</b>          | <b>171</b> | <b>136</b> | <b>1,082</b> | <b>1,158</b> |
| <b>TOTAL ADULT ATTENDANCE:</b>        | <b>18.35</b>          | <b>165</b> | <b>128</b> | <b>1,019</b> | <b>861</b>   |
| <b>TOTAL YS PROGRAM ATTENDANCE :</b>  | <b>4.06</b>           | <b>336</b> | <b>264</b> | <b>2,101</b> | <b>2,019</b> |
| <b>PROGRAMS FOR 9 - 12 YEAR OLDS:</b> | <b>0.00</b>           | <b>1</b>   | <b>1</b>   | <b>8</b>     | <b>8</b>     |
| <b>TOTAL ATTENDANCE:</b>              | <b>77.86</b>          | <b>13</b>  | <b>5</b>   | <b>110</b>   | <b>131</b>   |
| <b>ADULT PROGRAMS:</b>                | <b>-32.26</b>         | <b>2</b>   | <b>4</b>   | <b>21</b>    | <b>31</b>    |
| <b>TOTAL ATTENDANCE:</b>              | <b>5.96</b>           | <b>2</b>   | <b>578</b> | <b>1,352</b> | <b>1,276</b> |
| <b>TEEN PROGRAMS:</b>                 | <b>200.00</b>         | <b>1</b>   | <b>1</b>   | <b>6</b>     | <b>2</b>     |
| <b>TOTAL ATTENDANCE:</b>              | <b>44.00</b>          | <b>5</b>   | <b>100</b> | <b>144</b>   | <b>100</b>   |
| <b>CLASS VISITS</b>                   |                       |            |            |              |              |
| Children's Visits: 4 Teen Visits: X   |                       |            |            |              |              |
| <b>TOTAL CHILDREN'S ATTENDANCE</b>    | <b>#DIV/0!</b>        | 80         | 16         | 205          | 0            |
| <b>TOTAL TEEN ATTENDANCE</b>          | <b>#DIV/0!</b>        | 164        | 0          | 164          | 0            |
| <b>TOTAL ATTENDANCE</b>               | <b>#DIV/0!</b>        | 244        | 16         | 369          | 0            |

# LIBRARIAN'S MONTHLY REPORT

March 31, 2016

| TECHNICAL SERVICES  |  | DATA BASE MAINTENANCE | ITEMS ACQUIRED | TITLES ACQUIRED    | YTD ITEMS | YTD TITLES |
|---|--|-----------------------|----------------|--------------------|-----------|------------|
| <b>BOOKS CATALOGED:</b>   |  |                       |                |                    |           |            |
| Adult   |  |                       | 256            | 256                | 1459      | 1459       |
| Leased  |  |                       | 183            | 183                | 1315      | 1026       |
| Reference   |  |                       | 3              | 3                  | 88        | 66         |
| Youth Services  |  |                       | 153            | 153                | 974       | 974        |
| Audio   |  |                       | 37             | 37                 | 305       | 305        |
| Video   |  |                       | 58             | 58                 | 333       | 333        |
| <b>TOTAL:</b>   |  |                       | 690            | 690                | 4,474     | 4,163      |
| <b>HOLDINGS TO DATE</b>   |  |                       |                |                    |           |            |
| HML Main Library Building                                       |  |                       | 48,932         | 63776 titles       |           |            |
| Park Branch Library   |  |                       | 20,508         | held in both bldgs |           |            |
| <b>TOTAL ITEMS HELD:</b>  |  |                       | 69,440         |                    |           |            |
| <b>TOTAL TITLES HELD:</b>                                       |  |                       |                | <b>63,776</b>      |           |            |
| <b>DATA BASE MAINTENANCE:</b>                                   |  |                       |                |                    |           |            |
| Corrections Made to Bibliographic & Item Databases              |  | 5 this month, 30 YTD  |                |                    |           |            |
| Titles Retrospectively Converted to Machine Readable Cataloging |  | 4 this month, 27 YTD  |                |                    |           |            |
|   |  |                       |                |                    |           |            |

# LIBRARIAN'S MONTHLY REPORT

March 31, 2016

| <b>VOLUNTEER HOURS:</b>        | YTD Percentage Change | This Month   | Last Month   | This YTD      | Last YTD     |
|--------------------------------|-----------------------|--------------|--------------|---------------|--------------|
| Circulation                    | <b>213.04</b>         | 29.00        | 35.00        | 288.00        | 92.0         |
| Local History                  | <b>-23.42</b>         | 10.00        | 10.00        | 121.00        | 158.0        |
| Reference                      | <b>-33.55</b>         | 4.00         | 5.25         | 25.25         | 38.0         |
| Technical Services             | <b>-11.81</b>         | 17.00        | 19.00        | 127.00        | 144.0        |
| Youth Services                 | <b>75.00</b>          | 1.50         | 0.00         | 3.50          | 2.0          |
| <b>TOTALS:</b>                 | <b>30.13</b>          | <b>61.50</b> | <b>69.25</b> | <b>564.75</b> | <b>434.0</b> |
| <b>OVERDRIVE</b>               |                       |              |              |               |              |
| Patron Registrations           | <b>-44.27</b>         | 13           | 11           | 107           | 192          |
| Checkouts                      | <b>-62.89</b>         | 131          | 120          | 1169          | 3150         |
| <b>OTHER DIGITAL RESOURCES</b> |                       |              |              |               |              |
| Checkouts                      | <b>178.31</b>         | 496          | 520          | 4581          | 1646         |
| Total electronic checkouts     | <b>97.79</b>          | 496          | 520          | 5113          | 2585         |
| <b>BRAINFUSE:</b>              | <b>-48.84</b>         | <b>0</b>     | <b>0</b>     | <b>44</b>     | <b>86</b>    |
| <b>Sciencefix:</b>             | <b>#DIV/0!</b>        | <b>0</b>     | <b>0</b>     | <b>59</b>     | <b>0</b>     |
| <b>SELF CHECK PATRONS :</b>    |                       |              |              |               |              |
| Main Library                   | <b>-16.10</b>         | 401          | 375          | 3700          | 4410         |
| Youth Services                 | <b>-51.62</b>         | 61           | 45           | 643           | 1329         |
| <b>TOTAL:</b>                  | <b>-24.32</b>         | <b>462</b>   | <b>420</b>   | <b>4343</b>   | <b>5739</b>  |

**FINANCIAL STATEMENTS**

**of**

**HARRISON MEMORIAL LIBRARY**

**For the Period Ended March 31, 2016**

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

**CURRENT ASSETS**

|                            |            |
|----------------------------|------------|
| Wells Fargo Checking       | 249,087.43 |
| 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** 1,167,074.09

**TOTAL ASSETS** 1,167,074.09

**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    | 740,183.49 |
| Net Income / Loss          | 101,531.73 |

**Total Net Assets** 1,167,074.09

**TOTAL LIABILITIES AND NET ASSETS** 1,167,074.09



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

|   | <u>March 2016</u> | <u>YTD</u>        | <u>Annual</u>     | <u>Budget Balance</u> |
|---|-------------------|-------------------|-------------------|-----------------------|
|   | Actual            | Actual            | Budget            |                       |
| <b>Income</b>                                 |                   |                   |                   |                       |
| 41000 · California State Library              | -                 | -                 | -                 | -                     |
| 43000 · CPLF Revenue                          | -                 | -                 | -                 | -                     |
| 43200 · CPLF-Children's Services              | -                 | -                 | -                 | -                     |
| 43400 · CPLF-Library Materials/Support        | -                 | 291,100.00        | 280,000.00        | 11,100.00             |
| 43600 · CPLF-Senior Outreach                  | -                 | -                 | -                 | -                     |
| 43700- CPLF-Designated Gift                   | -                 | -                 | -                 | -                     |
| 43000 · CPLF Revenue - Other                  | -                 | -                 | -                 | -                     |
| <b>Total 43000 · CPLF Revenue</b>             | <u>-</u>          | <u>291,100.00</u> | <u>280,000.00</u> | <u>11,100.00</u>      |
| <b>44000-HML Donations-Unrestricted</b>       |                   |                   |                   |                       |
| 44100-HML Donations-Youth Services            | -                 | -                 | -                 | -                     |
| 44400-HML Donations-Unrestricted              | -                 | 500.00            | 500.00            | -                     |
| 44500-HML Donations-Materials                 | -                 | -                 | -                 | -                     |
| <b>Total 44000-HML Donations-Unrestricted</b> | <u>-</u>          | <u>500.00</u>     | <u>500.00</u>     | <u>-</u>              |
| <b>45000 · Interest Income</b>                |                   |                   |                   |                       |
| 45100 · Interest-Bradney                      | -                 | 261.00            | 1,000.00          | (739.00)              |
| 45000 · Interest Income - Other               | -                 | 2,348.47          | -                 | 2,348.47              |
| <b>Total 45000 · Interest Income</b>          | <u>-</u>          | <u>2,609.47</u>   | <u>1,000.00</u>   | <u>1,609.47</u>       |
| <b>46000 · Friends of HML</b>                 |                   |                   |                   |                       |
| 48000 · Library Operations                    | 1,430.94          | 13,808.45         | 14,450.00         | (641.55)              |
| 48005 - Books 4 U Grant                       | -                 | -                 | -                 | -                     |
| <b>Total Income</b>                           | <u>1,430.94</u>   | <u>330,517.92</u> | <u>316,950.00</u> | <u>13,567.92</u>      |
| <b>Expense</b>                                |                   |                   |                   |                       |



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

|                                       | March 2016 | YTD      | Annual    | Budget Balance |
|---------------------------------------|------------|----------|-----------|----------------|
|                                       | Actual     | Actual   | Budget    |                |
| <b>60000 · ADMINISTRATION</b>         |            |          |           |                |
| 60010 · Cash (Over)/ Short            | (3.92)     | (7.22)   | -         | -              |
| 60015 - Over-Ring Cash                | -          | 4.75     | -         | -              |
| 60020 · Documents-Refunds/Lost        | -          | 6.60     | 75.00     | (68.40)        |
| 60030 · Telephone                     | 875.81     | 7,275.80 | 9,400.00  | (2,124.20)     |
| 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  | -          | 113.00   | 125.00    | (12.00)        |
| 60070 · Supplies                      | 547.73     | 5,382.74 | 11,700.00 | (6,317.26)     |
| 60080 · Postage                       | 92.58      | 802.47   | 1,500.00  | (697.53)       |
| 60100- Contractual Services           | -          | -        | -         | -              |
| 60130 · Bookkeeping Services          | 325.00     | 2,925.00 | 4,225.00  | (1,300.00)     |
| 60140- Audit Services                 | -          | -        | -         | -              |
| 60150 · Building Alarm & Fees         | 195.00     | 816.00   | 1,650.00  | (834.00)       |
| 60160 · Copy Services                 | -          | 555.61   | 14,000.00 | (13,444.39)    |
| 60170 · Overdue Materials Collection  | -          | 800.00   | 700.00    | 100.00         |
| 60180 · Advertising                   | -          | 229.00   | 1,550.00  | (1,321.00)     |
| 60185 · P.G. Self Storage             | 200.00     | 1,800.00 | 2,400.00  | (600.00)       |
| 60190 · Courier Services              | 100.00     | 800.00   | 1,800.00  | (1,000.00)     |
| 60195 · Professional Services         | -          | -        | -         | -              |
| 60100 · Contractual Services          | -          | -        | -         | -              |
| 60205 · MOBAC/PLP Membership          | -          | 8,641.00 | 8,641.00  | -              |
| 60210 · Staff Training                | -          | 1,411.93 | 3,500.00  | (2,088.07)     |
| 60220 · Mileage                       | 16.10      | 261.15   | 1,000.00  | (738.85)       |
| 60230 · Professional Memberships      | 155.00     | 1,014.00 | 1,700.00  | (686.00)       |
| 60240 · Administration- Contingency   | -          | -        | -         | -              |

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

|   | March 2016<br>Actual | YTD<br>Actual    | Annual<br>Budget | Budget Balance    |
|---|----------------------|------------------|------------------|-------------------|
| <b>Total 60000 · ADMINISTRATION</b>     | 2,503.30             | 33,081.83        | 65,466.00        | (32,381.70)       |
| <b>61000 · EQUIPMENT</b>                |                      |                  |                  |                   |
| 61050 · Other Professional Services     | -                    | -                | 600.00           | (600.00)          |
| 61100 · Equipment Maintenance/Contracts | 759.68               | 10,249.05        | 14,700.00        | (4,450.95)        |
| 61105- Equipment-Maint/Supply-PB        | -                    | -                | -                | -                 |
| 61200 · Equipment-New                   | -                    | 11,510.12        | 13,960.00        | (2,449.88)        |
| 61300-Equipment-Replacement             | -                    | -                | -                | -                 |
| <b>Total 61000 · EQUIPMENT</b>          | <b>759.68</b>        | <b>21,759.17</b> | <b>29,260.00</b> | <b>(7,500.83)</b> |
| <b>62000 · DOCUMENTS</b>                |                      |                  |                  |                   |
| 62005 - Books 4 U Grant Expense         | -                    | -                | -                | -                 |
| 62105 · MAIN-Audio Visual               | 2,618.93             | 11,675.93        | 22,000.00        | (10,324.07)       |
| 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                | 626.30               | 1,033.08         | 2,500.00         | (1,466.92)        |
| 62130 · MAIN-Fiction                    | 798.14               | 3,596.18         | 5,300.00         | (1,703.82)        |
| 62140 · MAIN-NF-Travel Cont.            | 359.62               | 4,325.78         | 5,000.00         | (674.22)          |
| 62150 · MAIN-Non Fiction                | 2,043.14             | 14,735.45        | 23,000.00        | (8,264.55)        |
| 62155 - MAIN-Online Subscription        | -                    | -                | 2,100.00         | (2,100.00)        |
| 62160 · MAIN-Ebooks/Additional Titles   | -                    | 4,941.60         | 5,500.00         | (558.40)          |
| 62180 · MAIN-Special Category           | -                    | -                | 100.00           | (100.00)          |
| 62190 · MAIN-Teen Fiction               | 95.90                | 907.46           | 1,200.00         | (292.54)          |
| 62200- MAIN-Amazon Prime Membership     | -                    | 107.54           | 120.00           | (12.46)           |
| 62205- MAIN-Adult Graphic Novel         | -                    | 556.02           | 1,000.00         | (443.98)          |
| 62210- MAIN-Teen Nonfiction             | 99.69                | 729.40           | 800.00           | (70.60)           |
| 62215-MAIN-Teen DVD                     | 92.07                | 139.98           | 200.00           | (60.02)           |

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

|   | March 2016       | YTD               | Annual            | Budget Balance     |
|---|------------------|-------------------|-------------------|--------------------|
|   | Actual           | Actual            | Budget            |                    |
| 62220- MAIN- Teen Audio                 | -                | 102.21            | 200.00            | (97.79)            |
| 62310 · REF-Database                    | 392.72           | 18,903.84         | 23,030.00         | (4,126.16)         |
| 62320 · REF-Continuation                | 449.35           | 6,470.70          | 16,000.00         | (9,529.30)         |
| 62330 · REF-General                     | -                | 1,986.80          | 4,000.00          | (2,013.20)         |
| 62340-HML Designated Gift-Materials     | -                | -                 | -                 | -                  |
| 62400 · YS-Collection                   | 1,445.87         | 10,669.64         | 13,000.00         | (2,330.36)         |
| 62410 · YS-DataBases                    | -                | 2,294.00          | 2,250.00          | 44.00              |
| 62420 · YS-Audio/Video                  | 1,023.13         | 3,031.45          | 4,500.00          | (1,468.55)         |
| 62510 · LH-Conservation Supplies        | -                | 35.60             | 2,500.00          | (2,464.40)         |
| 62520 · LH-Documents/ Digital Preserv.  | 43.00            | 333.84            | 2,500.00          | (2,166.16)         |
| 62600 · Serials Subscriptions           | 148.20           | 6,655.50          | 12,450.00         | (5,794.50)         |
| 62700 · Professional Collection         | -                | -                 | 250.00            | (250.00)           |
| 62800- HML Designated Gift-YS           | -                | -                 | -                 | -                  |
| 62530 - LH-Restricted gift              | -                | -                 | -                 | -                  |
| <b>Total 62000 · DOCUMENTS</b>          | <b>10,236.06</b> | <b>124,857.40</b> | <b>179,661.00</b> | <b>(54,803.60)</b> |
| <b>66000 · PROGRAMS AND CATALOGING</b>  |                  |                   |                   |                    |
| 66100 · Adult/LH Programming            | -                | 325.59            | 1,500.00          | (1,174.41)         |
| 66300 · YS-Summer Reading Program       | 866.60           | 1,828.14          | 5,000.00          | (3,171.86)         |
| 66400 · YS-Reading Programs             | 1,141.81         | 4,725.78          | 6,000.00          | (1,274.22)         |
| 66600 · Teen Programs                   | 103.47           | 154.75            | 400.00            | (245.25)           |
| 66700 · OCLC Cataloging                 | 591.91           | 6,685.16          | 9,000.00          | (2,314.84)         |
| 66750 · Library Cards                   | -                | 789.02            | 800.00            | (10.98)            |
| 66760- IFM for ILL                      | -                | -                 | 50.00             | (50.00)            |
| 66800 · Programs/Cataloging Contingency | -                | -                 | -                 | -                  |
| <b>Total 66000 · PROGRAMS/SUPPLIES</b>  | <b>2,703.79</b>  | <b>14,508.44</b>  | <b>22,750.00</b>  | <b>(8,241.56)</b>  |
| <b>67000 · INFORMATION SYSTEMS</b>      |                  |                   |                   |                    |
| 67100 · IS-Equipment                    | 7,139.29         | 24,106.42         | 29,000.00         | (4,893.58)         |

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

|  | March 2016<br>Actual | YTD<br>Actual     | Annual<br>Budget   | Budget Balance      |
|--|----------------------|-------------------|--------------------|---------------------|
| 67200 · IS-Hosting and Maintenance       | -                    | 8,300.00          | 8,750.00           | (450.00)            |
| 67300 · IS-Supplies                      | -                    | -                 | -                  | -                   |
| 67400 · IS-Telecom Provider              | 140.66               | 1,275.44          | 2,415.00           | (1,139.56)          |
| 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)            |
| <b>Total 67000 · INFORMATION SYSTEMS</b> | <u>7,279.95</u>      | <u>34,779.35</u>  | <u>43,865.00</u>   | <u>(9,085.65)</u>   |
| <b>68000 - RESERVE EXPENDITURES</b>      |                      |                   |                    |                     |
| 61260-LH-Air Conditioning                | -                    | -                 | -                  | -                   |
| 61300-Equipment-Replacement Reserve      | -                    | -                 | -                  | -                   |
| <b>Total 68000- RESERVE EXPENDITURES</b> | <u>-</u>             | <u>-</u>          | <u>-</u>           | <u>-</u>            |
| <b>Total Expense</b>                     | <u>23,482.78</u>     | <u>228,986.19</u> | <u>341,002.00</u>  | <u>(112,013.34)</u> |
| <b>Net Income</b>                        | <u>(22,051.84)</u>   | <u>101,531.73</u> | <u>(24,052.00)</u> | <u>125,581.26</u>   |

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| Type            | Num     | Date       | Name           | Item | Account                | Paid Amount | Original Amount |
|-----------------|---------|------------|----------------|------|------------------------|-------------|-----------------|
| Bill Pmt -Check | 3428    | 03/01/2016 | AMAZON         |      | 10000 · Wells Fargo... |             | -1,285.20       |
| Bill            | 0574... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -37.99      | 37.99           |
| Bill            | 0866... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -33.11      | 33.11           |
| Bill            | 0535... | 03/01/2016 |                |      | 62150 · MAIN-Non ...   | -14.07      | 14.07           |
| Bill            | 0535... | 03/01/2016 |                |      | 62150 · MAIN-Non ...   | -26.85      | 26.85           |
| Bill            | 0535... | 03/01/2016 |                |      | 62150 · MAIN-Non ...   | -64.52      | 64.52           |
| Bill            | 1083... | 03/01/2016 |                |      | 62215 · MAIN_Tee...    | -92.07      | 92.07           |
| Bill            | 0574... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -174.42     | 174.42          |
| Bill            | 2334... | 03/01/2016 |                |      | 62420 · YS-Audio/V...  | -63.02      | 63.02           |
| Bill            | 1319... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -51.45      | 51.45           |
| Bill            | 1319... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -115.99     | 115.99          |
| Bill            | 2419... | 03/01/2016 |                |      | 60070 · Supplies       | -22.16      | 22.16           |
| Bill            | 1911... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -120.21     | 120.21          |
| Bill            | 1911... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -42.37      | 42.37           |
| Bill            | 0629... | 03/01/2016 |                |      | 62150 · MAIN-Non ...   | -15.49      | 15.49           |
| Bill            | 2137... | 03/01/2016 |                |      | 62150 · MAIN-Non ...   | -11.43      | 11.43           |
| Bill            | 1911... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -282.06     | 282.06          |
| Bill            | 1089... | 03/01/2016 |                |      | 62210 · MAIN_Tee...    | -19.00      | 19.00           |
| Bill            | 1089... | 03/01/2016 |                |      | 62150 · MAIN-Non ...   | -16.79      | 16.79           |
| Bill            | 1089... | 03/01/2016 |                |      | 62210 · MAIN_Tee...    | -20.73      | 20.73           |
| Bill            | 1089... | 03/01/2016 |                |      | 62150 · MAIN-Non ...   | -45.00      | 45.00           |
| Bill            | 1089... | 03/01/2016 |                |      | 62210 · MAIN_Tee...    | -2.98       | 2.98            |
| Bill            | 1089... | 03/01/2016 |                |      | 62150 · MAIN-Non ...   | -13.49      | 13.49           |
| TOTAL           |         |            |                |      |                        | -1,285.20   | 1,285.20        |
| Bill Pmt -Check | 3429    | 03/01/2016 | BAKER & TAYLOR |      | 10000 · Wells Fargo... |             | -237.41         |
| Bill            | 4011... | 03/01/2016 |                |      | 62105 · MAIN-Audi...   | -196.38     | 196.38          |
|                 |         |            |                |      | 62420 · YS-Audio/V...  | -41.03      | 41.03           |
| TOTAL           |         |            |                |      |                        | -237.41     | 237.41          |
| Bill Pmt -Check | 3430    | 03/01/2016 | BRODART        |      | 10000 · Wells Fargo... |             | -127.97         |
| Bill            | 425794  | 03/01/2016 |                |      | 60070 · Supplies       | -127.97     | 127.97          |
| TOTAL           |         |            |                |      |                        | -127.97     | 127.97          |
| Bill Pmt -Check | 3431    | 03/01/2016 | EBSCO          |      | 10000 · Wells Fargo... |             | -421.73         |
| Bill            | 1000... | 03/01/2016 |                |      | 62130 · MAIN-Fiction   | -421.73     | 421.73          |
| TOTAL           |         |            |                |      |                        | -421.73     | 421.73          |
| Bill Pmt -Check | 3432    | 03/01/2016 | RECORDED BOOKS |      | 10000 · Wells Fargo... |             | -41.60          |

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| Type            | Num     | Date       | Name              | Item | Account               | Paid Amount | Original Amount |
|-----------------|---------|------------|-------------------|------|-----------------------|-------------|-----------------|
| Bill            | 7528... | 03/01/2016 |                   |      | 62105 · MAIN-Audi...  | -41.60      | 41.60           |
| TOTAL           |         |            |                   |      |                       | -41.60      | 41.60           |
| Bill Pmt -Check | 3433    | 03/01/2016 | SUNSERI, MARYL... |      | 10000 · Wells Farg... |             | -150.00         |
| Bill            | 2242... | 03/01/2016 |                   |      | 66400 · YS-Readin...  | -150.00     | 150.00          |
| TOTAL           |         |            |                   |      |                       | -150.00     | 150.00          |
| Bill Pmt -Check | 3434    | 03/03/2016 | AT&T              |      | 10000 · Wells Farg... |             | -153.86         |
| Bill            | 2/16/16 | 03/03/2016 |                   |      | 60030 · Telephone     | -115.80     | 115.80          |
| Bill            | 2/16/16 | 03/03/2016 |                   |      | 60030 · Telephone     | -38.06      | 38.06           |
| TOTAL           |         |            |                   |      |                       | -153.86     | 153.86          |
| Bill Pmt -Check | 3435    | 03/03/2016 | BAKER & TAYLOR    |      | 10000 · Wells Farg... |             | -518.88         |
| Bill            | 4011... | 03/03/2016 |                   |      | 62400 · YS-Collection | -124.35     | 124.35          |
|                 |         |            |                   |      | 62120 · MAIN-Larg...  | -312.49     | 312.49          |
|                 |         |            |                   |      | 62150 · MAIN-Non ...  | -72.57      | 72.57           |
|                 |         |            |                   |      | 62130 · MAIN-Fiction  | -9.47       | 9.47            |
| TOTAL           |         |            |                   |      |                       | -518.88     | 518.88          |
| Bill Pmt -Check | 3436    | 03/03/2016 | HOOPLA            |      | 10000 · Wells Farg... |             | -392.72         |
| Bill            | 9373... | 03/03/2016 |                   |      | 62310 · REF-Datab...  | -392.72     | 392.72          |
| TOTAL           |         |            |                   |      |                       | -392.72     | 392.72          |
| Bill Pmt -Check | 3437    | 03/03/2016 | XEROX             |      | 10000 · Wells Farg... |             | -37.19          |
| Bill            | 0836... | 03/03/2016 |                   |      | 61100 · Equipment ... | -37.19      | 37.19           |
| TOTAL           |         |            |                   |      |                       | -37.19      | 37.19           |
| Bill Pmt -Check | 3438    | 03/08/2016 | AT&T CALNET 3     |      | 10000 · Wells Farg... |             | -628.47         |
| Bill            | 7729... | 03/08/2016 |                   |      | 60030 · Telephone     | -19.76      | 19.76           |
| Bill            | 7729... | 03/08/2016 |                   |      | 60030 · Telephone     | -608.71     | 608.71          |
| TOTAL           |         |            |                   |      |                       | -628.47     | 628.47          |
| Bill Pmt -Check | 3439    | 03/08/2016 | BAKER & TAYLOR    |      | 10000 · Wells Farg... |             | -1,118.53       |

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| Type            | Num     | Date       | Name             | Item | Account                | Paid Amount | Original Amount |
|-----------------|---------|------------|------------------|------|------------------------|-------------|-----------------|
| Bill            | 5013... | 03/08/2016 |                  |      | 62140 · MAIN-NF-T...   | -147.51     | 147.51          |
| Bill            | 4011... | 03/08/2016 |                  |      | 62400 · YS-Collection  | -118.08     | 118.08          |
| Bill            | 4011... | 03/08/2016 |                  |      | 62120 · MAIN-Larg...   | -313.81     | 313.81          |
|                 |         |            |                  |      | 62400 · YS-Collection  | -396.18     | 396.18          |
|                 |         |            |                  |      | 62130 · MAIN-Fiction   | -27.23      | 27.23           |
|                 |         |            |                  |      | 62150 · MAIN-Non ...   | -22.73      | 22.73           |
|                 |         |            |                  |      | 62140 · MAIN-NF-T...   | -92.99      | 92.99           |
| TOTAL           |         |            |                  |      |                        | -1,118.53   | 1,118.53        |
| Bill Pmt -Check | 3440    | 03/08/2016 | GOLDEN GATE B... |      | 10000 · Wells Farg...  |             | -325.00         |
| Bill            | 6798    | 03/08/2016 |                  |      | 60130 · Bookkeepin...  | -325.00     | 325.00          |
| TOTAL           |         |            |                  |      |                        | -325.00     | 325.00          |
| Bill Pmt -Check | 3441    | 03/08/2016 | KAL-WEST         |      | 10000 · Wells Farg...  |             | -100.00         |
| Bill            | 00601   | 03/08/2016 |                  |      | 60190 · Courier Ser... | -100.00     | 100.00          |
| TOTAL           |         |            |                  |      |                        | -100.00     | 100.00          |
| Bill Pmt -Check | 3442    | 03/08/2016 | REDSHIFT         |      | 10000 · Wells Farg...  |             | -14.95          |
| Bill            | 1723... | 03/08/2016 |                  |      | 67400 · IS-Telecom...  | -14.95      | 14.95           |
| TOTAL           |         |            |                  |      |                        | -14.95      | 14.95           |
| Bill Pmt -Check | 3443    | 03/09/2016 | OCLC             |      | 10000 · Wells Farg...  |             | -591.91         |
| Bill            | 450041  | 03/09/2016 |                  |      | 66700 · OCLC Cata...   | -591.91     | 591.91          |
| TOTAL           |         |            |                  |      |                        | -591.91     | 591.91          |
| Bill Pmt -Check | 3444    | 03/09/2016 | RECORDED BOOKS   |      | 10000 · Wells Farg...  |             | -42.07          |
| Bill            | 7529... | 03/09/2016 |                  |      | 62420 · YS-AudioV...   | -42.07      | 42.07           |
| TOTAL           |         |            |                  |      |                        | -42.07      | 42.07           |
| Bill Pmt -Check | 3445    | 03/10/2016 | WELLS FARGO B... |      | 10000 · Wells Farg...  |             | -167.50         |
| Bill            | 0302... | 03/10/2016 |                  |      | 60070 · Supplies       | -167.50     | 167.50          |
| TOTAL           |         |            |                  |      |                        | -167.50     | 167.50          |
| Bill Pmt -Check | 3446    | 03/10/2016 | WELLS FARGO B... |      | 10000 · Wells Farg...  |             | -139.46         |

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| Type            | Num     | Date       | Name                | Item | Account               | Paid Amount | Original Amount |
|-----------------|---------|------------|---------------------|------|-----------------------|-------------|-----------------|
| Bill            | 0302... | 03/10/2016 |                     |      | 66600 · Teen Progr... | -53.47      | 53.47           |
|                 |         |            |                     |      | 62520 · LH-Docum...   | -43.00      | 43.00           |
|                 |         |            |                     |      | 62150 · MAIN-Non ...  | -42.99      | 42.99           |
| TOTAL           |         |            |                     |      |                       | -139.46     | 139.46          |
| Bill Pmt -Check | 3447    | 03/10/2016 | OFFICE DEPOT        |      | 10000 · Wells Farg... |             | -111.18         |
| Bill            | 8254... | 03/10/2016 |                     |      | 60070 · Supplies      | -57.67      | 57.67           |
| Bill            | 8266... | 03/10/2016 |                     |      | 60070 · Supplies      | -53.51      | 53.51           |
| TOTAL           |         |            |                     |      |                       | -111.18     | 111.18          |
| Bill Pmt -Check | 3448    | 03/10/2016 | WESTON WOODS ...    |      | 10000 · Wells Farg... |             | -27.07          |
| Bill            | 1272... | 03/10/2016 |                     |      | 62420 · YS-Audio/V... | -27.07      | 27.07           |
| TOTAL           |         |            |                     |      |                       | -27.07      | 27.07           |
| Bill Pmt -Check | 3449    | 03/15/2016 | BAKER & TAYLOR      |      | 10000 · Wells Farg... |             | -3,698.46       |
| Bill            | 4011... | 03/15/2016 |                     |      | 62400 · YS-Collection | -678.29     | 678.29          |
| Bill            | 4011... | 03/15/2016 |                     |      | 62150 · MAIN-Non ...  | -33.55      | 33.55           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62105 · MAIN-Audi...  | -69.90      | 69.90           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62420 · YS-Audio/V... | -34.00      | 34.00           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62150 · MAIN-Non ...  | -702.36     | 702.36          |
| Bill            | 4011... | 03/15/2016 |                     |      | 62400 · YS-Collection | -10.77      | 10.77           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62400 · YS-Collection | -13.09      | 13.09           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62130 · MAIN-Fiction  | -13.37      | 13.37           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62150 · MAIN-Non ...  | -678.27     | 678.27          |
| Bill            | 5014... | 03/15/2016 |                     |      | 62140 · MAIN-NF-T...  | -49.07      | 49.07           |
| Bill            | 5014... | 03/15/2016 |                     |      | 62320 · REF-Contin... | -121.99     | 121.99          |
| Bill            | 4011... | 03/15/2016 |                     |      | 62130 · MAIN-Fiction  | -312.94     | 312.94          |
| Bill            | 4011... | 03/15/2016 |                     |      | 62150 · MAIN-Non ...  | -18.20      | 18.20           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62400 · YS-Collection | -59.01      | 59.01           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62190 · MAIN-Teen...  | -95.90      | 95.90           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62210 · MAIN_Tee...   | -56.98      | 56.98           |
| Bill            | 4011... | 03/15/2016 |                     |      | 62105 · MAIN-Audi...  | -750.77     | 750.77          |
| TOTAL           |         |            |                     |      |                       | -3,698.46   | 3,698.46        |
| Bill Pmt -Check | 3450    | 03/15/2016 | ILLINOIS LIBRARY... |      | 10000 · Wells Farg... |             | -448.30         |
| Bill            | 107762  | 03/15/2016 |                     |      | 66300 · YS-Summe...   | -448.30     | 448.30          |
| TOTAL           |         |            |                     |      |                       | -448.30     | 448.30          |
| Bill Pmt -Check | 3451    | 03/15/2016 | NOLO PRESS OC...    |      | 10000 · Wells Farg... |             | -55.45          |



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| Type            | Num      | Date       | Name             | Item | Account               | Paid Amount | Original Amount |
|-----------------|----------|------------|------------------|------|-----------------------|-------------|-----------------|
| Bill            | 39954    | 03/15/2016 |                  |      | 62320 · REF-Contin... | -55.45      | 55.45           |
| TOTAL           |          |            |                  |      |                       | -55.45      | 55.45           |
| Bill Pmt -Check | 3452     | 03/15/2016 | AMYAH CZERNY     |      | 10000 · Wells Farg... |             | -200.00         |
| Bill            | 3/12/... | 03/15/2016 |                  |      | 66400 · YS-Readin...  | -200.00     | 200.00          |
| TOTAL           |          |            |                  |      |                       | -200.00     | 200.00          |
| Bill Pmt -Check | 3453     | 03/16/2016 | COMCAST          |      | 10000 · Wells Farg... |             | -125.71         |
| Bill            | 04/03... | 03/16/2016 |                  |      | 67400 · IS-Telecom... | -125.71     | 125.71          |
| TOTAL           |          |            |                  |      |                       | -125.71     | 125.71          |
| Bill Pmt -Check | 3454     | 03/16/2016 | KIPP BROTHERS    |      | 10000 · Wells Farg... |             | -278.88         |
| Bill            | 1019...  | 03/16/2016 |                  |      | 66300 · YS-Summe...   | -278.88     | 278.88          |
| TOTAL           |          |            |                  |      |                       | -278.88     | 278.88          |
| Bill Pmt -Check | 3455     | 03/16/2016 | ROBIN GREGORY... |      | 10000 · Wells Farg... |             | -50.00          |
| Bill            | 006      | 03/16/2016 |                  |      | 66600 · Teen Progr... | -50.00      | 50.00           |
| TOTAL           |          |            |                  |      |                       | -50.00      | 50.00           |
| Bill Pmt -Check | 3456     | 03/22/2016 | AT&T             |      | 10000 · Wells Farg... |             | -93.48          |
| Bill            | 8316...  | 03/22/2016 |                  |      | 60030 · Telephone     | -38.06      | 38.06           |
| Bill            | 8316...  | 03/22/2016 |                  |      | 60030 · Telephone     | -55.42      | 55.42           |
| TOTAL           |          |            |                  |      |                       | -93.48      | 93.48           |
| Bill Pmt -Check | 3457     | 03/22/2016 | BAKER & TAYLOR   |      | 10000 · Wells Farg... |             | -342.60         |
| Bill            | 4011...  | 03/22/2016 |                  |      | 62420 · YS-Audio/V... | -18.27      | 18.27           |
| Bill            | 4011...  | 03/22/2016 |                  |      | 62400 · YS-Collection | -46.10      | 46.10           |
|                 |          |            |                  |      | 62150 · MAIN-Non ...  | -264.83     | 264.83          |
|                 |          |            |                  |      | 62130 · MAIN-Fiction  | -13.40      | 13.40           |
| TOTAL           |          |            |                  |      |                       | -342.60     | 342.60          |
| Bill Pmt -Check | 3458     | 03/22/2016 | KIPP TOYS        |      | 10000 · Wells Farg... |             | -139.42         |
| Bill            | 1019...  | 03/22/2016 |                  |      | 66300 · YS-Summe...   | -139.42     | 139.42          |

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| Type            | Num      | Date       | Name               | Item | Account                 | Paid Amount | Original Amount |
|-----------------|----------|------------|--------------------|------|-------------------------|-------------|-----------------|
| TOTAL           |          |            |                    |      |                         | -139.42     | 139.42          |
| Bill Pmt -Check | 3459     | 03/22/2016 | MERCURY NEWS       |      | 10000 · Wells Farg...   |             | -148.20         |
| Bill            | 511463   | 03/22/2016 |                    |      | 62600 · Serials Sub...  | -148.20     | 148.20          |
| TOTAL           |          |            |                    |      |                         | -148.20     | 148.20          |
| Bill Pmt -Check | 3460     | 03/22/2016 | ORIENTAL TRADI...  |      | 10000 · Wells Farg...   |             | -128.94         |
| Bill            | 6767 ... | 03/22/2016 |                    |      | 66400 · YS-Readin...    | -128.94     | 128.94          |
| TOTAL           |          |            |                    |      |                         | -128.94     | 128.94          |
| Bill Pmt -Check | 3461     | 03/22/2016 | OTIS ELEVATOR      |      | 10000 · Wells Farg...   |             | -722.49         |
| Bill            | sjm66... | 03/22/2016 |                    |      | 61100 · Equipment ...   | -389.04     | 389.04          |
| Bill            | SJM6...  | 03/22/2016 |                    |      | 61100 · Equipment ...   | -333.45     | 333.45          |
| TOTAL           |          |            |                    |      |                         | -722.49     | 722.49          |
| Bill Pmt -Check | 3462     | 03/22/2016 | PACIFIC GROVE S... |      | 10000 · Wells Farg...   |             | -200.00         |
| Bill            | 27628    | 03/22/2016 |                    |      | 60185 · P.G. Self St... | -200.00     | 200.00          |
| TOTAL           |          |            |                    |      |                         | -200.00     | 200.00          |
| Bill Pmt -Check | 3463     | 03/22/2016 | RECORDED BOOKS     |      | 10000 · Wells Farg...   |             | -23.17          |
| Bill            | 7530...  | 03/22/2016 |                    |      | 62420 · YS-AudioV...    | -23.17      | 23.17           |
| TOTAL           |          |            |                    |      |                         | -23.17      | 23.17           |
| Bill Pmt -Check | 3464     | 03/22/2016 | SENTRY             |      | 10000 · Wells Farg...   |             | -195.00         |
| Bill            | 2027...  | 03/22/2016 |                    |      | 60150 · Building Ala... | -195.00     | 195.00          |
| TOTAL           |          |            |                    |      |                         | -195.00     | 195.00          |
| Bill Pmt -Check | 3465     | 03/22/2016 | TODD FISHER        |      | 10000 · Wells Farg...   |             | -300.00         |
| Bill            | 32116    | 03/22/2016 |                    |      | 66400 · YS-Readin...    | -300.00     | 300.00          |
| TOTAL           |          |            |                    |      |                         | -300.00     | 300.00          |
| Bill Pmt -Check | 3466     | 03/22/2016 | TRI-COUNTY BUSI... |      | 10000 · Wells Farg...   |             | -20.52          |

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| Type            | Num     | Date       | Name              | Item | Account               | Paid Amount | Original Amount |
|-----------------|---------|------------|-------------------|------|-----------------------|-------------|-----------------|
| Bill            | CNIN... | 03/22/2016 |                   |      | 67100 · IS-Equipment  | -20.52      | 20.52           |
| TOTAL           |         |            |                   |      |                       | -20.52      | 20.52           |
| Bill Pmt -Check | 3467    | 03/24/2016 | BAKER & TAYLOR    |      | 10000 · Wells Farg... |             | -176.50         |
| Bill            | 5014... | 03/24/2016 |                   |      | 62140 · MAIN-NF-T...  | -31.21      | 31.21           |
| Bill            | 5014... | 03/24/2016 |                   |      | 62320 · REF-Contin... | -145.29     | 145.29          |
| TOTAL           |         |            |                   |      |                       | -176.50     | 176.50          |
| Bill Pmt -Check | 3468    | 03/24/2016 | BELLA QUATTRO     |      | 10000 · Wells Farg... |             | -250.00         |
| Bill            | 158     | 03/24/2016 |                   |      | 66400 · YS-Readin...  | -250.00     | 250.00          |
| TOTAL           |         |            |                   |      |                       | -250.00     | 250.00          |
| Bill Pmt -Check | 3469    | 03/24/2016 | ORIENTAL TRADI... |      | 10000 · Wells Farg... |             | -44.99          |
| Bill            | 6768... | 03/24/2016 |                   |      | 66400 · YS-Readin...  | -44.99      | 44.99           |
| TOTAL           |         |            |                   |      |                       | -44.99      | 44.99           |
| Bill Pmt -Check | 3470    | 03/24/2016 | AMAZON            |      | 10000 · Wells Farg... |             | -1,477.18       |
| Bill            | 1911... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -133.36     | 133.36          |
| Bill            | 1911... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -51.11      | 51.11           |
| Bill            | 0295... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -85.68      | 85.68           |
| Bill            | 0596... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -60.77      | 60.77           |
| Bill            | 0295... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -58.63      | 58.63           |
| Bill            | 2935... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -80.34      | 80.34           |
| Bill            | 1022... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -70.52      | 70.52           |
| Bill            | 1847... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -26.75      | 26.75           |
| Bill            | 2935... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -126.50     | 126.50          |
| Bill            | 0295... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -10.17      | 10.17           |
| Bill            | 1911... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -72.26      | 72.26           |
| Bill            | 0295... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -82.46      | 82.46           |
| Bill            | 2935... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -16.07      | 16.07           |
| Bill            | 1847... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -100.49     | 100.49          |
| Bill            | 1022... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -24.43      | 24.43           |
| Bill            | 1847... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -19.60      | 19.60           |
| Bill            | 1911... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -18.46      | 18.46           |
| Bill            | 2935... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -24.97      | 24.97           |
| Bill            | 0596... | 03/24/2016 |                   |      | 62105 · MAIN-Audi...  | -23.89      | 23.89           |
| Bill            | 0028... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -16.28      | 16.28           |
| Bill            | 0028... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -28.80      | 28.80           |
| Bill            | 0028... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -186.33     | 186.33          |
| Bill            | 0028... | 03/24/2016 |                   |      | 62420 · YS-AudioV...  | -143.33     | 143.33          |

Harrison Memorial Library  
Check Detail  
March 2016

| Type            | Num     | Date       | Name              | Item | Account                | Paid Amount | Original Amount |
|-----------------|---------|------------|-------------------|------|------------------------|-------------|-----------------|
| Bill            | 0028... | 03/24/2016 |                   |      | 62420 · YS-Audio/V...  | -15.98      | 15.98           |
| TOTAL           |         |            |                   |      |                        | -1,477.18   | 1,477.18        |
| Bill Pmt -Check | 3471    | 03/29/2016 | AASLH             |      | 10000 · Wells Farg...  |             | -115.00         |
| Bill            | 138706  | 03/29/2016 |                   |      | 60230 · Professiona... | -115.00     | 115.00          |
| TOTAL           |         |            |                   |      |                        | -115.00     | 115.00          |
| Bill Pmt -Check | 3472    | 03/29/2016 | BAKER & TAYLOR    |      | 10000 · Wells Farg...  |             | -165.46         |
| Bill            | 5014... | 03/29/2016 |                   |      | 62320 · REF-Contin...  | -126.62     | 126.62          |
| Bill            | 5014... | 03/29/2016 |                   |      | 62140 · MAIN-NF-T...   | -38.84      | 38.84           |
| TOTAL           |         |            |                   |      |                        | -165.46     | 165.46          |
| Bill Pmt -Check | 3473    | 03/29/2016 | CONFERENCE OF ... |      | 10000 · Wells Farg...  |             | -40.00          |
| Bill            | 3/29/13 | 03/29/2016 |                   |      | 60230 · Professiona... | -40.00      | 40.00           |
| TOTAL           |         |            |                   |      |                        | -40.00      | 40.00           |
| Bill Pmt -Check | 3474    | 03/29/2016 | QUILL.COM         |      | 10000 · Wells Farg...  |             | -95.03          |
| Bill            | 4176... | 03/29/2016 |                   |      | 60070 · Supplies       | -95.03      | 95.03           |
| TOTAL           |         |            |                   |      |                        | -95.03      | 95.03           |
| Bill Pmt -Check | 3475    | 03/29/2016 | CDW               |      | 10000 · Wells Farg...  |             | -7,118.77       |
| Bill            | GXG...  | 03/29/2016 |                   |      | 67100 · IS-Equipment   | -7,118.77   | 7,118.77        |
| TOTAL           |         |            |                   |      |                        | -7,118.77   | 7,118.77        |