

**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
June 22, 2016
9:00 AM

Timothy Blomgren
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 May 25, 2016 Meeting (pp. 1 – 2)**
- V. **Orders of Business**
 - A. Introduction of Local History Librarian Kathleen O’Connell
 - B. Receive report from the Carmel Public Library Foundation regarding CPLF Activities
 - C. Review annual request to the Carmel Public Library Foundation for Fiscal Year 2016/17 funding (pp. 3 – 59)
 - D. Consideration of a request from the Carmel Public Library Foundation to hold the annual Donor Salute event and serve wine in the Main Library on Sunday, March 5, 2017. (pp. 60-61)
- VI. **Librarian’s Report**
Review of monthly statistics (pp. 62 - 67)
City Council action regarding Fiscal Year 2016/17 requests for additional library hours, new HVAC and heating equipment for both buildings, and interior paint and carpet for the Park Branch Library.
- VII. **Treasurer’s Report:**
 - A. Receive Treasurer’s Report
 - B. Accept May 31, 2016 Check Register (pp. 67 – 73)
- VIII. **Adjournment**

The next regularly scheduled Library Board of Trustees meeting will be held July 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.

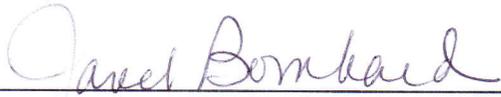
**CITY OF CARMEL-BY-THE-SEA
HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
AGENDA**

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 June 17, 2016.

Dated this 17th day of June 2016 at the hour of 5 p.m.



Janet Bombard
Library and Community Activities Director

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

May 25, 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:

Library Director Janet Bombard informed the board that she is working on scheduling an appointment with the Ad Hoc committee and the architects to talk about the buildings. She will notify the board when this meeting will take place.

IV. APPEARANCES:

No appearances.

V. APPROVAL OF MINUTES:

Board Member REIMERS moved to, **Approve the Minutes of the April 27, 2016 Regular Meeting**, seconded by Board Member COLLINS 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 representative from CPLF was present.

B. Receive report from Circulation Supervisor Amy Rector and Youth Services Librarian Grace Melady regarding the adult and youth Summer Reading programs

The summer reading program this year is Read for the Win. Both Circulation Supervisor Amy Rector and Youth Services Librarian Grace Melady talked about the summer reading program, the scheduled performers and prizes for patrons/children that complete the required reading.

The program will run from June 6th – July 16th. This year teens will have the opportunity to participate in the bookmark contest sponsored by the Friends of the Library.

C. Consideration of the request to close both library buildings Tuesday, August 16th, 2016 for a library staff training day.

The Library Director spoke to the subject of the staff training: serving library patrons with mental illness.

Board Member REIMERS moved to, **close both library buildings Tuesday, August 16th, 2016 for the library staff training day**, seconded by Board Member COLLINS and carried by the following roll call vote:

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

VII. LIBRARIAN'S REPORT:

The Library Director reviewed the monthly statistics with the Board. Bombard also informed the Board that the library has a new part-time reference librarian and two other people are almost through with the city's hiring process. Bombard updated the Board on the Cenic broadband internet project, installation of which will begin in July.

VIII. TREASURERS REPORT:

Board Treasurer Twomey reviewed the April 2016 financial statements and check register. There were no extraordinary expenses that needed special attention from the Board. Twomey reported that assets are up but should be headed down soon. The broadband equipment grant issue on the financial statements has been resolved.

Board Member COLLINS moved to, **Accept the April 2016 financial statements**, seconded by Board Member REIMERS and carried by the following roll call vote:

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

X. ADJOURNMENT:

There being no further business to come before the Board, President Flower declared the meeting adjourned at 9:41 am. The next regular meeting is scheduled for June 29, 2016.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

Approved by:

Richard Flower, President, Library Board of Trustees

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
June 22, 2016

To: Harrison Memorial Library Board of Trustees
From: Janet Bombard, Library Director
Subject: Review annual request to the Carmel Public Library Foundation for Fiscal Year 2016/17 funding

EXECUTIVE SUMMARY:

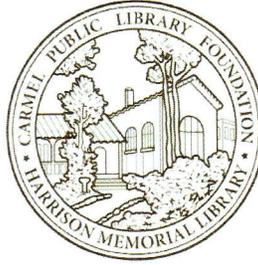
In Fiscal Year 2012/13 the Carmel Public Library Foundation (CPLF) implemented a new procedure with regard to the disbursement of fiscal year budget funds. After the Library Board of Trustees adopts a new fiscal year budget, the Library Director submits a formal, written request for funding to the Carmel Public Library Foundation.

The Fiscal Year 2016/17 request for funding follows this report. In addition to the \$291,000 disbursed to the library by CPLF during FY 2015/16, staff requested an additional \$8,000 to cover the purchase of new furniture for the Park Branch Library lobby.

The request was presented to the Carmel Public Library Foundation at its June 13, 2016 board meeting. The CPLF board will make a determination as to whether to grant the funding request at its September 2016 Board Retreat.

ATTACHMENTS:

Attachment 1: Request for Fiscal Year 2016/17 funding



Carmel Public Library Foundation

**Harrison Memorial Library
Partnership Agreement
FY 2016-17**

Request for Funds

1. Amount requested: \$299,000
2. Last awarded FY 2015-2016: \$291,100
3. Reason for increase: Requested funding for operating support, plus new furniture for the Park Branch Library lobby lounge / small group meeting area.
4. Funds for:

Operating support: \$291,000

Furniture for the Park Branch lobby: \$8,000

5. Schedule of disbursements (to be planned by CPLF)

1st Qtr: _____

2nd Qtr: _____

3rd Qtr: _____

4th Qtr: _____

Summary of Goals & Objectives

One page summary statement (or attach current strategic plan – ATTACHMENT B)
including:

Key goals & activities

Scope of services

Current program(s)/activities

New programs(s)/activities

Current Organization Chart - ATTACHMENT C

Attachments

Current annual budget showing both income and expenses
ATTACHMENT D

Projected next year budget ATTACHMENT E

Most current month year-to-date balance sheet and income statement
ATTACHMENT F

Most recent audit ATTACHMENT G

Last year-end (June) *Librarian's Report* ATTACHMENT H

Most current month *Librarian's Report* ATTACHMENT I

Signatures

Executive Director _____

Library Director _____

CPLF Board President _____

President Library Trustee _____

Date _____

HARRISON MEMORIAL LIBRARY

STRATEGIC WORK PLAN

2013 - 2015

**City of Carmel-by-the-Sea, California
January 2013**

Introduction

In November 2012, staff conducted a six-week community survey in order to ascertain what our library users want and expect from the library. The intention of the survey questions was to determine what is important to our users, not only with regard to library services, but their personal priorities as well. We asked what people like most about their community and what they would change. We wanted to know what they want for their children and grandchildren. And, of course, we asked how they would change the library to suit their needs. Our goal was to take their responses and integrate their personal and community priorities into our service plan.

Guided by input from our users and the Carmel-by-the-Sea City Council's objectives of community character, long-term vitality, organizational effectiveness and fiscal stability, library staff engaged in a planning workshop which became the basis of this new three-year work plan.

21st century libraries must be flexible. We are no longer a physical space that houses only books; we provide a variety of formats and materials, and our virtual presence extends beyond four walls. A recent New York Times article discusses the void that libraries are filling now that many communities no longer have bookstores. Our survey responses indicate that our library users do want us to function more like a bookstore while still retaining a library atmosphere. People's lives today are hectic and our library patrons also want their library services and hours to fit around their busy schedules. It is our duty to make careful choices that respond to the changing needs and expectations of our 21st century users. We created this work plan with those needs in mind.

Vision Statement

Harrison Memorial Library will:

Be a welcoming community center that connects diverse users from multiple generations to their community and to each other by offering a wide range of educational and cultural programs

Provide outstanding customer service

Be a safe and inviting place for the community's youth while providing materials, spaces, and activities to engage their interest and promote life-long learning

Be innovative and continually changing, adopting new and emerging technologies to meet the community's informational and service needs

Provide collections that are broad in scope and depth, in a wide range of formats

Be a respected and sustainable organization that functions as the cultural, intellectual and informational heart of the community

Harrison Memorial Library Mission Statement

The Harrison Memorial Library provides collections, resources and programs that support educational, informational, and recreational pursuits and document the history and development of Carmel-by-the-Sea and the surrounding region.

Carmel Public Library Foundation Mission Statement

The mission of the Carmel Public Library Foundation is to provide supplemental funds for Harrison Memorial Library that will ensure free library service in perpetuity.

GOAL 1: Enhance the user experience by making the library more accessible, convenient and easy to use.

First Year Objectives:

- Allow the reasonable use of cell phones in the Park Branch Lobby, and in the Teen Room and the balcony adjacent to the Reference Department in the Main Library.
- Designate the Main Library Reading Room as a quiet zone.
- Through training, ensure that each staff member is able to assist patrons with any technology in either building.
- Investigate options for "self-serve" pick up of books that have been placed on hold for patrons.
- Raise the limit at which library user privileges are blocked due to unpaid late fees.
- Develop a welcome packet to hand out with new library cards.
- Interfile oversized books in the Main Library with regular collections.
- Allow coffee in covered containers.
- Put out water bowls and dog biscuits at both buildings.

Second Year Objectives:

- Install catalog computers on mezzanine and in stacks area of the Main Library.
- Investigate the possibility of adding an additional "Food for Fines" month during the year to offset user requests for the elimination of late fees.
- Investigate installing either a "Red Box" style machine in front of the Main Library that will allow users to check out library materials 24 hours a day or a kiosk that will be stocked with free books.
- Develop clear and user-friendly signage. Significantly reduce the number of "do not" and "no" signs, and eliminate the clutter of too much signage in the library.
- Expand the fiction collection to include more literary fiction (works claimed to have literary merit).
- Add additional shelving for Main Library Audio Visual collections.
- Add a map feature to the online catalog to help users find materials in the library.

Third Year Objectives:

- Explore implementation of Radio Frequency Identification Technology (RFID) that will allow library users to simultaneously check out stacks of materials from self checkout units.

Years One Through Three:

- Improve and create catalog records, indexes and finding aids to make all Local History department materials accessible to the public.
- Develop clear and user-friendly signage. Significantly reduce the number of “do not” and “no” signs, and eliminate the clutter of too much signage in the library.
- Explore ways to better market library programs and services, and to more effectively convey messages that affect library users (closures, for example).
- Improve in-house marketing of materials through:
 - Displays
 - Materials that face out
 - “If you like..., try...” bookmarks and handouts
 - Expanded booklists in the Youth Services department
 - Installing more end-cap shelving
- Continuously weed all library collections.
- Staff in both buildings will, whenever possible, escort library users to service desks and/or the stacks to locate materials.

GOAL 2: Continue to provide a variety of interesting and informative programs for all ages

First Year Objectives:

- Recruit volunteers to help staff with library programs.
- Continue to provide at least two adult programs per month.
- Develop an Oral History program.
- Explore ways in which to make movie nights a successful program.
- Increase the number of teen programs.
- Develop programming targeted to the 20 to 30-year-old demographic.
- Develop programming targeted to the 31 to 50-year old demographic.
- Make DVD's of past and current recorded programs and add them the circulating collection.

Second Year Objectives:

- Provide relevant, useful local history workshops. Possible workshops include preserving family photographs and how to research your family tree.
- Increase the number of once-monthly drop in programs (such as the First Saturday Tech Workshops).
- Provide opportunities to the public to learn and use new technologies.
- Increase outreach to preschools.

- Implement programming targeted to the 20 to 30-year-old demographic.
- Implement programming targeted to the 31 to 50-year old demographic.

Third Year Objectives:

- Recruit a program coordinator to help staff increase and effectively manage programs.

GOAL 3: Use technology to enhance and support public service to the community

First Year Objectives:

- Make the digitized Devendorf-Galante Collection available online through the library and City websites.
- Provide scanning and faxing services at the Main Library.
- Install a public computer terminal in the Local History department.
- Investigate additional sources for purchasing or leasing eBooks. Add more eBook titles to the collection as options become available,.
- Launch pilot program to circulate eReaders with pre-loaded titles.
- Record library programs whenever possible. Make them available on the library website and Facebook pages via video streaming.
- Install additional AWE early literacy computer stations in Youth Services. Upgrade existing AWE stations.

Second Year Objectives:

- Begin to digitize and make Local History collections available online.
- Redesign library website to make it more functional and user friendly. Address website accessibility issues.
- Implement online library card registration through library website.
- Add map feature to the online card catalog to help library users determine location of the materials they are seeking in the library.

Third Year Objective:

- Develop a series of “History Pin” app walking tours of Carmel which will be accessed by residents and visitors through their smartphones.
- Continue digitization and online posting of Local History collections.
- Expand virtual services by adding streaming video and music platforms that can be accessed from the library website.
- Install a print kiosk in the Reference Department to enable users to print their own documents from public computers.

GOAL 4: Implement solutions that promote staff efficiency and effective workflow

First Year Objectives:

- Continue to cross train staff so that there are at least two other staff members who can perform each job function.
- Expand the library’s volunteer base by:
 - creating a wider variety of jobs
 - creating virtual listings on Volunteer Match to reach a wider audience of interested volunteers
- Identify and increase professional training opportunities for staff.
- Revise staff work schedules to provide better workflow and maximize efficiency during off-desk periods.
- Reassign staff work tasks to better distribute workloads and continue with library’s stated objective of cross training staff. Encourage staff to look at their new assignments with an eye toward modifying processes and improving workflow.

Second Year Objectives:

- Install an ergonomic Book Return in the Park Branch library parking lot.

Third Year Objectives:

- Investigate implementing Radio Frequency Identification Technology (RFID), which will allow easy location of incorrectly shelved material and improve theft detection.

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- Investigate the possibility of removing a wall in the Main Library lobby in order to expand the materials check-in area.
 - Investigate the possibility of installing automatic book sorters in one or both buildings that will allow materials to be returned and automatically logged back in to the system 24 hours /day.

Years One Through Three:

- Systematically review all existing library contracts, beginning with the McNaughton book leasing plan, the Baker & Taylor contract for materials processing, and the library's current banking services. Compare with competing vendors' services in order to identify the best and most cost-effective solutions.

GOAL 5: Modify library spaces to provide a more welcoming and functional environment

First Year Objectives:

- Remove locking cabinet doors in the Local History department.
 - Reconfigure and weed local history department collections to make more space in the Local History department vault. Install additional shelving.
 - Add taller shelving in the AV (audio book and DVD) section of the Main Library to accommodate expanding collections.
 - Replace hard, wooden chairs in the Main Library with craftsman style padded chairs.
 - Create a small, free community meeting space in the Teen Lounge of the Main Library by removing the shelving in the middle of the room and reducing retention periods of the magazines stored in the room. Purchase a folding table and chairs, to be stored in the adjacent computer room, which can be set up for meetings.
 - Explore feasibility of increasing the leased books plan to include more nonfiction so that time sensitive titles can be returned instead of going onto the Reading Room shelves.
 - Maximize space in the Main Library Reading Room:
 - Revise weeding criteria and thoroughly weed nonfiction section of Main Library
 - Investigate removing or relocating one of the large tables in the Main Library Reading Room and installing comfortable seating in its place in order to facilitate easier access to collections near the table
- 7

Second Year Objectives:

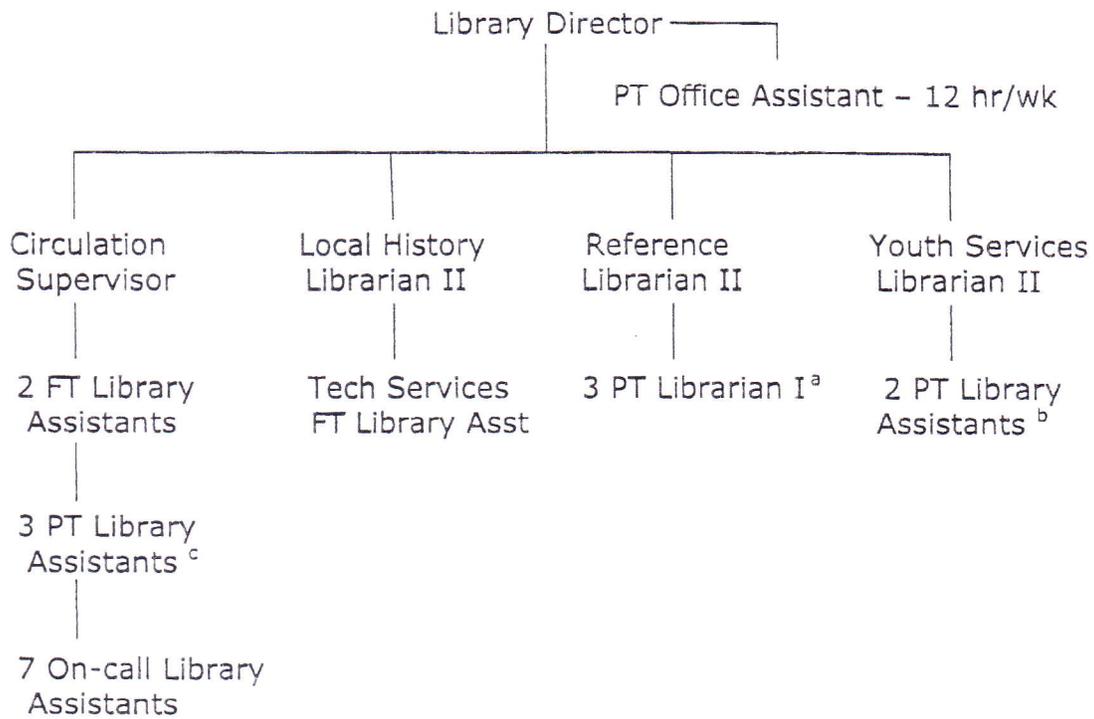
- Add taller shelving for new fiction and nonfiction books in the Main Library Lobby in order to expand collections of new materials and to allow for longer retention of the materials.
- Develop a library accessibility plan for users with disabilities.
- Add bean bags and other comfortable furniture in the Youth Services department that will allow parents and caregivers to read to children.
- Investigate ways in which air quality and ventilation in the Main Library might be improved
- Paint the Teen Lounge and add more furniture. Install a White Board on one wall. Paint one wall green or blue to facilitate the making of videos.
- Reconfigure staff office spaces in both buildings to provide better workflow, more functionality, and to provide work spaces for staff that currently do not have them.

Third Year Objectives:

- Re-do the color scheme in the Youth Services department to freshen it up and make it more attractive to young users.
- Create age-appropriate zones (1 – 4 years, 5 – 8 years, and 9 – 12 years) in the Youth Services Department so that all age ranges served by the department will have their own “place” to use library materials and socialize.
- Work with the Carmel Public Library Foundation to fundraise for new gas fireplace logs that will look more attractive and offer better heating of the Main Library Reading Room.
- Update the Main Library hall and restrooms with better lighting, paint and new electric hand dryers.
- Determine cost and feasibility of installing moveable shelving on coasters in both buildings.
- Remodel Main Library and Youth Services circulation desks to make them more functional.
- Investigate the possibility of locating the reference and circulation desks on the same floor.

Library Staff Organization Chart

2014



a. two 17 hr/wk, one 8 hr/wk

b. one 30 hr/wk, one 17hr/wk

c. one 17 hr/wk, one 15 hr/wk, one 12 hr/wk

Attachment D

FY 15/16 LIBRARY BUDGET

EXPENDITURES - ADMINISTRATION	FY 14/15	YTD ACTUAL 4/14/15	FY 15/16
Telephone	\$9,566	\$6,606	\$9,400
Total			
Contracted Services:			
✓ Bookkeeping Services Golden Gate Bookkeeping	\$4,225	\$3,125	\$4,225
✓ P.G. Self Storage	\$2,400	\$1,800	\$2,400
✓ Audit Services	\$3,500	\$0	\$0
✓ Overdue Materials Collection Transworld	\$700	\$0	\$700
✓ Building Alarm Fees Sentry, Concept Security	\$1,000	\$756	\$1,650
✓ Copy Services Copies by the Sea, Copy King, Welcome packets	\$1,900	\$954	\$1,400
✓ Advertising Ads, Yellow Pages, Constant Contact, Engaged Patrons	\$1,445	\$1,351	\$1,550
✓ Courier Services Kal West	\$2,000	\$1,000	\$1,800
Total	\$17,170	\$8,986	\$13,725
Professional Development:			
✓ Staff Training Internet Libn., Infopeople	\$3,500	\$2,145	\$3,500
✓ Mileage	\$1,200	\$265	\$1,000
✓ Professional Memberships ALA, CLA, American Archivists	\$1,200	\$1,118	\$1,700
✓ Pacific Library Partnership Membership Fees	\$8,645	\$8,641	\$8,641
Total	\$14,545	\$12,169	\$14,841
Supplies: Office / Custodial / Borrower / Equipment / Info Systems			
Total	\$11,000	\$8,045	\$11,700
Postage: Stamps, PO Box Rental			
Total	\$1,250	\$1,083	\$1,500
Facility Maintenance:			
✓ Furnishings-Repair/Maintenance	\$500	\$0	\$500
Donor Acknowledgement/Signs:			
✓ Volunteer Recognition	\$500	\$250	\$300
✓ Signs	\$500	\$669	\$700
Total	\$1,000	\$919	\$1,000
✓ Bank Charges/Retd Checks:	\$250	\$51	\$125
Documents-Refunds/Lost:	\$100	\$0	\$75
ADMINISTRATION TOTAL:	\$55,381	\$37,859	\$52,866

D

FY 15/16 LIBRARY BUDGET

EXPENDITURES - DOCUMENTS	FY 14/15	YTD ACTUAL 4/14/15	FY15/16
Main Collection:			
Non Fiction	\$23,000	\$17,640	\$23,000
Non Fiction-Travel Cont.	\$5,000	\$3,722	\$5,000
Fiction*	\$5,000	\$3,331	\$5,300
Amazon Prime Membership	\$99	\$108	\$120
Book Rental	\$33,100	\$24,813	\$29,661
McNaughton Buyback	\$0	\$0	\$500
Large Print	\$3,000	\$1,639	\$2,500
Audiovisual	\$22,000	\$13,767	\$22,000
Online Subscription - Overdrive	\$2,100	\$2,100	\$2,100
Additional Overdrive Titles	\$4,000	\$4,274	\$5,500
Special Category	\$100	\$0	\$100
Teen Fiction - Main	\$1,200	\$1,101	\$1,200
Adult Graphic Novel Collection	\$1,000	\$618	\$1,000
Teen Nonfiction - Main	\$800	\$682	\$800
Teen DVD Collection <i>62215</i>	\$0	\$0	\$200
Teen Audio Collection <i>62220</i>	\$0	\$0	\$200
Total	\$100,399	\$73,795	\$99,181
Reference Collection:			
General Reference	\$4,500	3,361	\$4,000
Continuations	\$16,000	12,745	\$16,000
Reference Databases <small>new: Hoopla, Zinnio</small>	\$23,030	15,563	\$23,030
Total	\$43,530	\$31,669	\$43,030
Youth Services Collection:			
YS Collection	\$13,000	\$12,358	\$13,000
YS Audio Video	\$4,500	\$3,624	\$4,500
YS Online Database <small>Brainfuse, Scienceflix</small>	\$1,500	\$1,500	\$2,250
Total	\$19,000	\$17,482	\$19,750
Local History Collection:			
Documents & Digital Preservation	\$2,500	\$1,705	\$2,500
Conservation & Supplies	\$2,500	\$1,327	\$2,500
Total	\$5,000	\$3,032	\$5,000
Professional Collection:			
Total	\$300	\$36	\$250
Serials (Including Bookpage):			
Total	\$12,100	\$6,402	\$12,450
DOCUMENTS TOTAL:			
	\$180,329	\$132,416	\$179,661

D

FY 15/16 LIBRARY BUDGET

EXPENDITURES-EQUIPMENT	FY 14/15	YTD ACTUAL 4/14/15	FY 15/16
Equipment Maintenance / Contracts:			
LH scanner, copy machines, elevators, AWE, Thumper, SelfCheck, Security Gates, Envisionware, Xerox, 3M			
Total	\$14,700	\$11,858	\$14,700
Other Professional Services: Docutec, Applied Microfilm, typewriters			
Total	\$600	\$453	\$600
New Equipment:			
Shelving for Technical Services			\$65
1 ipad with hardware - cataloguing station			\$1,000
High chair Local History back workstation			\$375
Blinds for reference room			\$500
administration copy machine			\$7,595
4 office chairs			\$1,400
AV cases			\$350
card catalog local history			\$2,300
Color printer - Youth Services			\$375
Total	\$12,320	\$9,094	\$13,960
EQUIPMENT TOTAL:	\$27,620	\$21,405	\$29,260
EXPENDITURES - CATALOGING	FY 13/14	YTD	FY 14/15
Material Processing: OCLC Cataloging	\$9,000	6,496	\$9,000
Library Cards	\$600	\$578	\$800
IFM for Interlibrary Loan <i>120700</i>	\$100	\$0	\$50
CATALOGING TOTAL:	\$9,700	\$7,074	\$9,850

D

FY 15/16 LIBRARY BUDGET

EXPENDITURES - INFORMATION SYSTEMS	FY 14/15	YTD ACTUAL 4/14/15	FY 15/16
Equipment: Computers, Monitors, etc. Total	\$12,525	\$15,219	\$18,000
Support & Maintenance:			
ByWater Solutions Hosting and Maintenance	\$9,000	\$8,300	\$8,750
ILS Modification / Support:	\$350	\$0	\$0
Icell upgrade	\$1,200	\$1,200	\$0
Other Technical Support - Computer/Phone:	\$1,000	\$880	\$1,000
Total	\$11,550	\$10,380	\$9,750
Telecommunication Provider:			
Comcast, Redshift Total	\$1,810	\$1,331	\$2,415
Software: Ipswitch, Faronics Total	\$850	\$80	\$500
Website Maintenance / Enhancement :			
Domain Name, Cloud Trax, Engaged Patrons Calendar, Library Anywhere, Author Alerts Total	\$2,185	\$1,127	\$2,200
INFORMATION SYSTEMS TOTAL:	\$28,920	\$28,137	\$32,365
EXPENDITURES - PROGRAMS	FY 14/15	YTD	FY 15/16
Programs:			
Youth Reading Programs	\$5,000	\$4,728	\$6,000
YS Summer Reading Program	\$5,000	\$1,793	\$5,000
Teen Programs	\$600	\$56	\$400
Adult / Local History Programs	\$3,500	\$191	\$1,500
PROGRAMS TOTAL:	\$14,100	\$6,768	\$12,900
CONTINGENCY TOTAL:	\$500	\$0	\$0

0

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

Attachment E

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

E

FY 16/17 LIBRARY BUDGET				
EXPENDITURES - DOCUMENTS		FY 15/16	YTD ACTUAL 4/12/16	FY16/17
Main Collection:				
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
	Total	\$99,181	\$75,666	\$101,670
Reference Collection:				
General Reference		\$4,000	\$1,987	\$3,500
Continuations		\$16,000	\$6,543	\$11,000
Reference Databases	new: Hoopla, Zinio, <i>pl, poster</i>	\$23,030	\$19,316	\$28,500
	Total	\$43,030	\$27,846	\$43,000
Youth Services Collection:				
YS Collection		\$13,000	\$10,917	\$13,000
YS Audio Video		\$4,500	\$3,031	\$4,500
YS Online Database	Brainfuse, Sciencefix	\$2,250	\$2,294	\$2,294
	Total	\$19,750	\$16,242	\$19,794
Local History Collection:				
Documents & Digital Preservation		\$2,500	\$334	\$2,500
Conservation & Supplies		\$2,500	\$0	\$2,500
	Total	\$5,000	\$334	\$5,000
Professional Collection:				
Serials (Including Bookpage):	Total	\$250	\$0	\$200
	Total	\$12,450	\$6,689	\$12,000
DOCUMENTS TOTAL:				
		\$179,661	\$126,777	\$181,664

E

FY 16/17 LIBRARY BUDGET				
EXPENDITURES-EQUIPMENT		FY 15/16	YTD ACTUAL 4/12/16	FY 16/17
Equipment Maintenance / Contracts:				
LH scanner, copy machines, elevators, AWE, Thumper, SelfCheck, Security Gates, Envisionware, Xerox, 3M				
Total		\$14,700	\$10,387	\$13,000
Other Professional Services: Docutec, Applied Microfilm, typewriters				
Total		\$600	\$0	\$300
New Equipment:				
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
Total			\$9,094	\$4,159
EQUIPMENT TOTAL:			\$19,481	\$17,459
EXPENDITURES - CATALOGING				
		FY 15/16	YTD	FY 16/17
Material Processing: OCLC Cataloging (including IFM)		\$9,000	6,685	\$9,050
Library Cards		\$800	\$789	\$900
CATALOGING TOTAL:		\$9,850	\$7,474	\$9,950

E

FY 16/17 LIBRARY BUDGET				
EXPENDITURES - INFORMATION SYSTEMS		FY 15/16	YTD ACTUAL 4/12/16	FY 16/17
Equipment: Computers, Monitors, etc.		\$29,000	\$24,106	\$29,000
Total				
Support & Maintenance:				
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
Total		\$9,750	\$8,585	\$9,150
MobilePrint subscription + one-time professional svcs fee		\$0		\$1,025
Telecommunication Provider:				
Comcast, Redshift		\$2,415	\$1,290	\$7,204
Total				
Software: Ipswitch, Faronics		\$500	\$263	\$500
Total				
Website Maintenance / Enhancement :				
Domain Name, Cloud Trax, Engaged Patrons Calendar, Library Anywhere, Author Alerts		\$2,200	\$550	\$1,500
Total				
INFORMATION SYSTEMS TOTAL:		\$43,865	\$34,794	\$45,854
EXPENDITURES - PROGRAMS		FY 15/16	YTD	FY 16/17
Programs:				
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
PROGRAMS TOTAL:		\$12,900	\$6,186	\$16,502
CONTINGENCY TOTAL:		\$500	\$0	\$500
STRATEGIC PLAN IMPLEMENTATION TOTAL:				\$7,900

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E

FY 16/17 LIBRARY BUDGET SUMMARY

		BUDGET 2015/16	YTD ACTUAL 4/12/2016	BUDGET 2016/17
REVENUES				
Library Operations		\$14,450	\$12,236	\$16,000
CA State Library		\$0	\$0	\$0
Friends of HML		\$21,000	\$22,500	\$21,500
Interest Income		\$1,000	\$2,609	\$2,000
CPLF- Unrestricted Donations		\$291,000	\$291,000	\$291,000
Donations		\$500	\$500	\$500
Total		\$327,950	\$328,845	\$331,000
EXPENDITURES				
Administration		\$52,866	\$33,935	\$53,999
Documents		\$179,661	\$127,078	\$181,644
Equipment		\$40,360	\$21,897	\$17,459
Cataloging		\$9,850	\$6,840	\$9,950
Information Systems		\$32,365	\$34,794	\$45,854
Programs		\$12,900	\$6,826	\$14,150
Strategic Plan Implementation		\$0	\$0	\$7,900
Total		\$328,002	\$231,370	\$330,956

Fly

TOTAL UNRESTRICTED RESERVE FUNDS:

\$306,514

Attachment F

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended April 30, 2016

F

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
April 30, 2016

CURRENT ASSETS	
Wells Fargo Checking	230,568.42
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	370,711.48
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	<u>226,000.00</u>
Total Current Assets	<u>1,149,614.20</u>
TOTAL ASSETS	<u><u>1,149,614.20</u></u>

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	<u>84,071.84</u>
Total Net Assets	<u>1,149,614.20</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>1,149,614.20</u></u>

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

	April 2016 Actual	YTD Actual	Annual Budget	Budget Balance
Income				
41000 · California State Library	-	-	-	-
43000 · CPLF Revenue	-	-	-	-
43200 · CPLF-Children's Services	-	-	-	-
43400 · CPLF-Library Materials/Support	-	291,100.00	280,000.00	11,100.00
43600 · CPLF-Senior Outreach	-	-	-	-
43700 · CPLF-Designated Gift	-	-	-	-
43000 · CPLF Revenue - Other	-	-	-	-
Total 43000 · CPLF Revenue	-	291,100.00	280,000.00	11,100.00
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	105.92	366.92	1,000.00	(633.08)
45000 · Interest Income - Other	953.20	3,301.67	-	3,301.67
Total 45000 · Interest Income	1,059.12	3,668.59	1,000.00	2,668.59
46000 · Friends of HML				
48000 · Library Operations	-	22,500.00	21,000.00	1,500.00
48005 - Books 4 U Grant	1,358.15	15,166.60	14,450.00	716.60
Total Income	2,417.27	332,935.19	316,950.00	15,985.19
Expense				

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

	April 2016 Actual	YTD Actual	Annual Budget	Budget Balance
60000 · ADMINISTRATION				
60010 · Cash (Over)/ Short	(36.53)	(43.75)	-	-
60015 · Over-Ring Cash	-	4.75	-	-
60020 · Documents-Refunds/Lost	-	6.60	75.00	(68.40)
60030 · Telephone	78.94	7,354.74	9,400.00	(2,045.26)
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	116.00	125.00	(9.00)
60070 · Supplies	1,657.65	7,040.39	11,700.00	(4,659.61)
60080 · Postage	42.59	845.06	1,500.00	(654.94)
60100- Contractual Services	-	-	-	-
60130 · Bookkeeping Services	325.00	3,250.00	4,225.00	(975.00)
60140- Audit Services	-	-	-	-
60150 · Building Alarm & Fees	231.00	1,047.00	1,650.00	(603.00)
60160 · Copy Services	-	555.61	14,000.00	(13,444.39)
60170 · Overdue Materials Collection	-	800.00	700.00	100.00
60180 · Advertising	561.00	790.00	1,550.00	(760.00)
60185 · P.G. Self Storage	200.00	2,000.00	2,400.00	(400.00)
60190 · Courier Services	100.00	900.00	1,800.00	(900.00)
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	-	261.15	1,000.00	(738.85)
60230 · Professional Memberships	-	1,014.00	1,700.00	(686.00)
60240 · Administration- Contingency	-	-	-	-

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

	April 2016 Actual	YTD Actual	Annual Budget	Budget Balance
Total 60000 · ADMINISTRATION	3,162.65	36,244.48	65,466.00	(29,182.52)
61000 · EQUIPMENT				
61050 · Other Professional Services	-	-	600.00	(600.00)
61100 · Equipment Maintenance/Contracts	1,668.50	11,917.55	14,700.00	(2,782.45)
61105- Equipment-Maint/Supply-PB	-	-	-	-
61200 · Equipment-New	-	11,510.12	13,960.00	(2,449.88)
61300-Equipment-Replacement	-	-	-	-
Total 61000 · EQUIPMENT	1,668.50	23,427.67	29,260.00	(5,832.33)
62000 · DOCUMENTS				
62005 - Books 4 U Grant Expense	-	-	-	-
62105 · MAIN-Audio Visual	3,561.16	15,237.09	22,000.00	(6,762.91)
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	65.83	1,098.91	2,500.00	(1,401.09)
62130 · MAIN-Fiction	428.11	4,024.29	5,300.00	(1,275.71)
62140 · MAIN-NF-Travel Cont.	511.47	4,837.25	5,000.00	(162.75)
62150 · MAIN-Non Fiction	2,398.09	17,133.54	23,000.00	(5,866.46)
62155 - MAIN-Online Subscription	-	2,401.69	2,100.00	301.69
62160 · MAIN-Ebooks/Additional Titles	-	2,539.91	5,500.00	(2,960.09)
62180 · MAIN-Special Category	-	-	100.00	(100.00)
62190 · MAIN-Teen Fiction	142.16	1,049.62	1,200.00	(150.38)
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	45.58	774.98	800.00	(25.02)
62215-MAIN-Teen DVD	-	139.98	200.00	(60.02)

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

	April 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
62220- MAIN- Teen Audio	-	102.21	200.00	(97.79)
62310 · REF-Database	411.82	19,315.66	23,030.00	(3,714.34)
62320 · REF-Continuation	211.79	6,682.49	16,000.00	(9,317.51)
62330 · REF-General	-	1,986.80	4,000.00	(2,013.20)
62340-HML Designated Gift-Materials	-	-	-	-
62400 · YS-Collection	1,007.76	11,677.40	13,000.00	(1,322.60)
62410 · YS-DataBases	-	2,294.00	2,250.00	44.00
62420 · YS-Audio/Video	1,219.60	4,251.05	4,500.00	(248.95)
62510 · LH-Conservation Supplies	-	35.60	2,500.00	(2,464.40)
62520 · LH-Documents/ Digital Preserv.	-	333.84	2,500.00	(2,166.16)
62600 · Serials Subscriptions	181.84	6,837.34	12,450.00	(5,612.66)
62700 · Professional Collection	-	-	250.00	(250.00)
62800- HML Designated Gift-YS	-	-	-	-
62530 - LH-Restricted gift	-	-	-	-
Total 62000 · DOCUMENTS	10,185.21	135,042.61	179,661.00	(44,618.39)
66000 · PROGRAMS AND CATALOGING	-	-	-	-
66100 · Adult/LH Programming	215.10	540.69	1,500.00	(959.31)
66300 · YS-Summer Reading Program	150.00	1,978.14	5,000.00	(3,021.86)
66400 · YS-Reading Programs	642.40	5,368.18	6,000.00	(631.82)
66600 · Teen Programs	113.10	267.85	400.00	(132.15)
66700 · OCLC Cataloging	591.91	7,277.07	9,000.00	(1,722.93)
66750 · Library Cards	-	789.02	800.00	(10.98)
66760- IFM for ILL	-	-	50.00	(50.00)
66800 · Programs/Cataloging Contingency	-	-	-	-
Total 66000 · PROGRAMS/SUPPLIES	1,712.51	16,220.95	22,750.00	(6,529.05)
67000 · INFORMATION SYSTEMS	-	-	-	-
67100 · IS-Equipment	2,730.44	26,836.86	29,000.00	(2,163.14)

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Harrison Memorial Library

Statement of Revenues and Expenses - Cash Basis

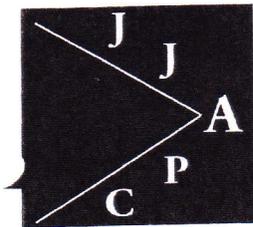
For the Period Ended April 2016

	April 2016	YTD	Annual	Budget Balance
	Actual	Actual	Budget	
67200 · IS-Hosting and Maintenance	-	8,300.00	8,750.00	(450.00)
67300 · IS-Supplies	-	-	-	-
67400 · IS-Telecom Provider	140.66	1,416.10	2,415.00	(998.90)
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	277.19	562.19	1,000.00	(437.81)
Total 67000 · INFORMATION SYSTEMS	3,148.29	37,927.64	43,865.00	(5,937.36)
68000 - RESERVE EXPENDITURES				
61260-LH-Air Conditioning	-	-	-	-
61300-Equipment-Replacement Reserve	-	-	-	-
Total 68000- RESERVE EXPENDITURES	-	-	-	-
Total Expense	19,877.16	248,863.35	341,002.00	(92,099.65)
Net Income	(17,459.89)	84,071.84	(24,052.00)	108,084.84

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HARRISON MEMORIAL LIBRARY
BASIC FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2013



JJACPA, Inc.

A Professional Accounting Services Corp.

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INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of the
Harrison Memorial Library
Carmel-by-the-Sea, California

Report on the Financial Statements

We have audited the accompanying basic financial statements of the Harrison Memorial Library ("Library"), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents. The prior year comparative total information presented has been derived from the Library's 2012 basic financial statements and, in our report dated February 25, 2013 we expressed an unqualified opinion on the those financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Harrison Memorial Library
Management's Discussion and Analysis
For the year ended June 30, 2013

6

Management's Discussion and Analysis

This section of the Harrison Memorial Library's (the Library) basic financial statements presents management's discussion and analysis of the Library's financial performance during the fiscal year ended June 30, 2013. Since this management's discussion and analysis is designed to focus on current activities, resulting change, and current known facts, please read it in conjunction with the Library's basic financial statements (pages 12 and 13) as well as the footnotes to the financial statements (pages 15 - 22).

Financial Highlights

At June 30, 2013, net position ended the year at \$614,752.

Using This Report

In June 1999, the Governmental Accounting Standards Board (GASB) released Statement No. 34, *Basic Financial Statements -- and Management's Discussion and Analysis -- for State and Local Governments*. Changes in Statement No. 34 require a comprehensive one-line look at the entity as a whole and capitalization of assets and depreciation. The major reconciling items necessary were capitalization and depreciation of capital assets and inclusion of long-term liabilities. The Library has selected the single governmental fund (General Fund) presentation since this reflects the most concise and easily readable presentation for the Library's operations.

The annual financial statements include the Independent Auditor's Report, this management's discussion and analysis, the basic financial statements, and notes to basic financial statements and required supplementary information.

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Harrison Memorial Library
Management's Discussion and Analysis, Continued
For the year ended June 30, 2013

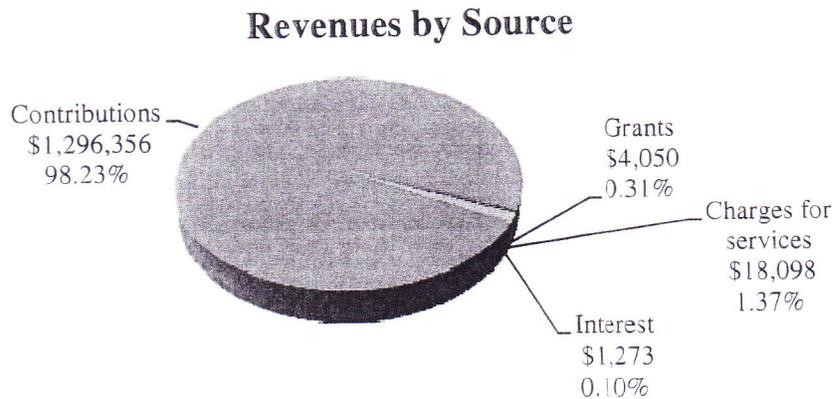
Financial Analysis of the Library as a Whole, Continued

Operating Results
For the year ended June 30, 2013 and 2012

	2013	2012	Increase (Decrease)	Percent Change
Operating expenses:	\$ 1,225,641	\$ 1,170,363	\$ 55,278	5%
Program revenue:				
Contributions	1,296,356	1,188,843	107,513	9%
Grants	4,050	10,764	(6,714)	-62%
Charges for services	18,098	19,154	(1,056)	-6%
Total Program Revenue	<u>1,318,504</u>	<u>1,218,761</u>	<u>99,743</u>	8%
Net operating expenses	<u>(92,863)</u>	<u>(48,398)</u>	<u>(44,465)</u>	92%
General revenue:				
Interest	1,273	1,579	(306)	-19%
Total general revenue	<u>1,273</u>	<u>1,579</u>	<u>(306)</u>	-19%
Increase in net position	94,136	49,977	44,159	88%
Net position:				
Beginning of year	520,616	470,639	49,977	0%
End of year	<u>\$ 614,752</u>	<u>\$ 520,616</u>	<u>\$ 94,136</u>	18%

In fiscal 2013, program revenues were primarily from contributions, which consisted of \$1,318,504. General revenues were primarily of contributions from the City and the Foundation as well as CLSA grants.

The following is a graphic illustration of revenues by source for the year ended June 30, 2013:



Harrison Memorial Library
Management's Discussion and Analysis, Continued
For the year ended June 30, 2013

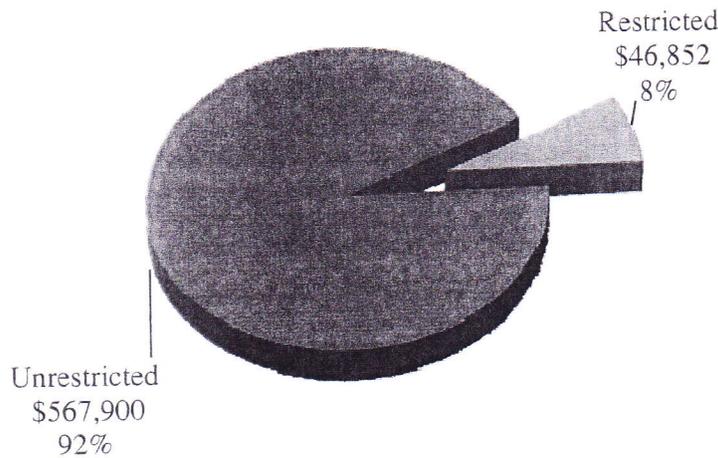
Financial Analysis of the Library as a Whole, Continued

Analysis of Net Position
As of June, 2013 and 2012

	2013	2012	Increase (Decrease)	Percent Change
Net Position				
Restricted	\$ 46,852	\$ 46,852	\$ -	0%
Unrestricted	567,900	473,764	94,136	20%
Total	\$ 614,752	\$ 520,616	\$ 94,136	18%

The change in net position of \$94,136 is primarily due to program revenues exceeding program expenses for the year.

The following is a graphic illustration of net position for June 30, 2013:



ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

In considering the Library's Budget for fiscal year 2013-2014, the Board of Trustees and management used the following criteria:

The key assumptions in our revenue forecast were:

1. Interest earnings should be approximately the same.
2. Program revenues are expected to be approximately the same.

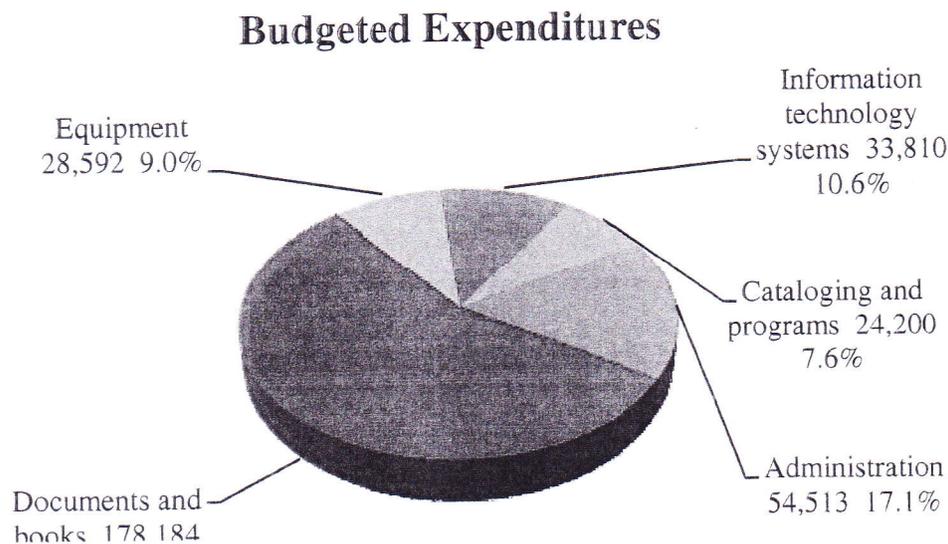
Continuing items specifically addressed in the budget were:

Concern over economic budget reductions from contributors, especially in the Foundation category, and avoiding further excesses of service costs over revenues.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES, Continued

1. Administration - Shows a combined decrease of approximately 7.10%, which is due to anticipated operating cost decreases.
2. Documents and books – Show a combined increase of approximately 1.3% due to an increase in service costs.
3. Equipment - Shows a combined increase of approximately 47.5% due to equipment to be purchased in support of Library Strategic Plan first-year goals.
4. Information technology systems - Show a combined decrease of approximately 18.4% due to a reduction in the need for new equipment or enhancements to website.
5. Cataloging and programs - Show a combined decrease of approximately 7.4% due to a decrease in program related costs.

The following is a graphic illustration of appropriations for 2013-14:



Contacting the Library

This financial report is designed to provide our customers and creditors a general overview of the Library's finances and to demonstrate the Library's accountability for the money it receives and is allocated to it. If you have questions about this report, contact the Harrison Memorial Library, P.O. Box 800 Carmel, CA 93921, telephone number (831) 624-1366.

BASIC FINANCIAL STATEMENTS

Harrison Memorial Library
Statement of Governmental Fund Revenues, Expenditures, and
Changes in Fund Balances/Statement of Activities
For the year ended June 30, 2013

	<u>Governmental Funds</u>	<u>Adjustments (Note 10)</u>	<u>Statement of Activities</u>	<u>2012</u>
EXPENDITURES/EXPENSES:				
Administration and operations	\$ 41,006	\$ -	\$ 41,006	\$ 46,261
Documents and books	173,216	-	173,216	161,836
Equipment	17,684	-	17,684	22,993
Cataloging and programs	19,211	-	19,211	20,027
Information technology systems	29,069	-	29,069	32,733
City staffing agreement	945,455	-	945,455	886,513
Total expenditures/expenses	<u>1,225,641</u>	<u>-</u>	<u>1,225,641</u>	<u>1,170,363</u>
REVENUES:				
Program revenues:				
Contributions:				
Carmel Public Library Foundation	281,000	-	281,000	280,000
Friends of Harrison Memorial Library	19,000	-	19,000	20,200
Individuals/businesses	50,901	-	50,901	2,130
City of Carmel	945,455	-	945,455	886,513
California State Library	4,050	-	4,050	10,764
Charges for services	18,098	-	18,098	19,154
Total program revenues	<u>1,318,504</u>	<u>-</u>	<u>1,318,504</u>	<u>1,218,761</u>
Net program expense	<u>(92,863)</u>	<u>-</u>	<u>(92,863)</u>	<u>(48,398)</u>
General revenues:				
Interest	1,273	-	1,273	1,579
Reimbursements	-	-	-	-
Total general revenues	<u>1,273</u>	<u>-</u>	<u>1,273</u>	<u>1,579</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>94,136</u>			
CHANGE IN NET POSITION		<u>-</u>	<u>94,136</u>	<u>49,977</u>
FUND BALANCES/NET POSITION:				
Beginning of the year	<u>520,616</u>	<u>-</u>	<u>520,616</u>	<u>470,639</u>
End of the year	<u>\$ 614,752</u>	<u>\$ -</u>	<u>\$ 614,752</u>	<u>\$ 520,616</u>

The accompanying notes are an integral part of these basic financial statements

1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Harrison Memorial Library (“the Library”) is a component unit of the City of Carmel-by-the-Sea (City) established and opened in 1928 its Main Library building and expanded services by adding its Park Branch facility in 1989 by City Ordinance pursuant to statutory authority provided by the California Education Code, which has the powers necessary to establish, improve and extend library services to the Carmel area. The Main Library building was designed by renowned California architect Bernard Maybeck and financed by a bequest from Ella Reid Harrison as a memorial to her husband, California Supreme Court Justice Ralph Chandler Harrison.

The Library is governed by a Board of Trustees appointed by the Carmel City Council. Oversight responsibility, the ability to conduct independent financial affairs, issue debt instruments, approve budgets, and otherwise influence operations and account for fiscal matters is exercised by the Library's Board of Trustees. The Library is a separate reporting entity for financial reporting purposes and the accompanying basic financial statements reflect the assets, liabilities, fund balances/net position, revenues, and expenditures/expenses of the Library only and are reported in the City's financial statements as a “blended” component unit. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government, which for the Library would be the City.

The financial statements of the Library have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The following is a summary of the more significant policies:

In June 1999, the GASB released Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. The Library has selected the single governmental fund (General Fund) presentation since this reflects the most concise and easily readable presentation for the Library's operations.

A. Reporting Entity

As defined by GASB Statement No.39, *The Financial Reporting Entity*, the Library is not financially accountable for any other entity other than itself, nor are there any other entities for which the nature and significance of their relationship with the Library are such that exclusion would cause the Library's financial statements to be misleading or incomplete.

B. Basis of Accounting

The fund-based financial statement columns (Governmental Funds column) on Pages 12 and 13 are accounted for using the modified accrual basis of accounting and reflect balances for the Library's General Fund and Endowment Permanent Fund. These funds revenues are recognized when they become measurable and available as net current assets. Measurable means the amount of the transaction can be determined and available means the amount is collectible within the current period or soon enough thereafter (generally sixty days) to be used to pay liabilities of the current period. Amounts, which could not be measured or were not available, were not accrued as revenue in the current fiscal year. The statements of Net Position and Activities columns on Pages 12 and 13 have been prepared on the accrual basis of accounting whereby all revenues are recorded when earned and all expenses are recorded when they have been reduced to a legal or contractual obligation to pay.

Harrison Memorial Library
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

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1. ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,
Continued

E. Cash and Investments

The Library pools cash and investments from all funds for the purpose of increasing income through investment activities. Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value in accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Market value is used as fair value for those securities for which market quotations are readily available.

The Library participates in an investment pool managed by the State of California titled Local Agency Investment Fund (LAIF) which has invested a portion of the pool funds in Structured Notes and Asset-Backed Securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these Structured Notes and Asset-Backed Securities are subject to market risk as to changes in interest rates.

F. Capital Assets

Capital assets are carried at cost or estimated cost if actual cost was not available. Donated assets are valued at their estimated fair value on the date donated.

Depreciation is calculated on a straight line basis using the following useful life schedule:

Furniture and fixtures	5 to 10 years
Automobiles	5 years
Office equipment	5 to 10 years
Computer equipment	5 to 10 years

2. CASH AND INVESTMENTS

The Library had the following cash and investments at June 30, 2013:

	FDIC/ SIPC insured	Not rated	Fair Value
Local Agency Investment Fund (LAIF)		\$ 437,926	\$ 437,926
Cash deposits	179,869	176,366	179,869
Petty cash		460	460
Total	<u>\$ 179,869</u>	<u>\$ 614,752</u>	<u>\$ 618,255</u>

Harrison Memorial Library
Notes to Basic Financial Statements, Continued
For the year ended June 30, 2013

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2. CASH AND INVESTMENTS, Continued

Investment in LAIF: LAIF is stated at amortized cost, which approximates fair value. The LAIF is a special fund of the California State Treasury through which local governments may pool investments. The total fair value amount invested by all public agencies in LAIF is \$58,828,474,533 of which the Library had a balance of \$437,926 which approximated market value and was managed by the State Treasurer. Of the total invested, 98.12% was invested in non-derivative financial products and 1.88 % in structured notes and asset-backed securities. The Local Investment Advisory Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. The fair value of the Library's investment in this pool is reported in the accompanying financial statements at amounts based upon the Library's pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

3. RELATED PARTY TRANSACTIONS

The Library operates under the terms of a 2008 Memorandum of Understanding under which the City pays for all library personnel costs and the operating and capital improvement costs of the two library buildings. These amounts were reported as City staffing agreement expenses and City building expenses in the Statement of Activities along with the offsetting City contribution amount in program revenues.

4. FUND BALANCES/NET POSITION

Fund Balances consist of the following: Nonspendable, restricted, committed, assigned and unassigned. Nonspendable fund balance consists of investments that will not convert to cash soon enough to affect the current period. Restricted fund balance consists of resources that are subject to externally enforceable legal restrictions imposed by parties altogether outside the government. Committed fund balance consists of amounts that can only be used for specific purposes pursuant to constraints imposed by a formal action of the Library's highest level of decision-making authority. Assigned fund balance consists of amounts where intent is expressed by the governing body itself or a body or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes. Unassigned amounts represent deficits in fund balance as reflected by the necessity to show nonspendable and restricted balances in an amount greater than total fund balance. Currently, the Library uses only the nonspendable, restricted and unassigned categories.

Nonspendable	46,747
Restricted	105
Unassigned	567,900
	<u>\$ 614,752</u>

6. EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND BALANCE SHEETS AND THE STATEMENTS OF NET POSITION

“Total fund balances” of the Library’s Governmental funds of \$614,752 remained the same as “net position” of governmental activities reported in the Statement of Net Position because a difference would result primarily from the long-term economic focus of the statement of net position versus the current financial resources focus of the Governmental funds balance sheets. The effect of the difference is illustrated below:

Balance Sheet/Statement of Net Position

	<u>General Fund</u>	<u>Reclassifications and Eliminations ¹</u>	<u>Statement of Net Position</u>
Assets:			
Cash and investments	\$ 614,752	\$ -	\$ 614,752
Total assets	<u>\$ 614,752</u>	<u>\$ -</u>	<u>\$ 614,752</u>
Liabilities			
Accounts payable	\$ -	\$ -	\$ -
Total Liabilities	-	-	-
Fund Balances/Net Position			
Total Fund balances/net position	<u>614,752</u>	<u>-</u>	<u>614,752</u>
Total liabilities and fund balances/net position	<u>\$ 614,752</u>	<u>\$ -</u>	<u>\$ 614,752</u>

¹ When capital assets (land, buildings, equipment) that are to be used in governmental activities are purchased or constructed, the costs of those assets are reported in expenditures in governmental funds. However, the statement of net position includes these capital assets among the assets of the Library as a whole. Long-term liabilities such as compensated absences are not due and payable in the current period and therefore they are not reported in the government’s fund balance sheet.

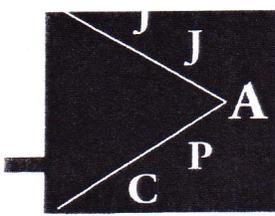
REQUIRED SUPPLEMENTARY INFORMATION

Harrison Memorial Library
Required Supplementary Information
For the year ended June 30, 2013

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Budgetary Comparison Schedule
General Fund
For the year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Budgetary Fund Balance, July 1, 2012	\$ 520,616	\$ 520,616	\$ 520,616	\$ -
Resources (inflows):				
Contributions:				
Carmel Public Library Foundation	280,000	280,000	281,000	1,000
Friends of Harrison Memorial Library	19,000	19,000	19,000	-
Individuals/businesses	1,200	1,200	50,901	49,701
City of Carmel	987,576	955,228	945,455	(9,773)
Grants	-	-	4,050	4,050
Interest	1,000	1,000	1,273	273
Charges for services	19,000	19,000	18,098	902
Amounts available for appropriation	<u>1,828,392</u>	<u>1,796,044</u>	<u>1,840,393</u>	<u>(44,349)</u>
Changes to appropriations (outflows):				
Administration	58,677	58,677	41,006	17,671
Documents and books	175,979	175,979	173,216	2,763
Equipment	19,387	19,387	17,684	1,703
Information technology systems	41,412	41,412	29,069	12,343
Cataloging and programs	26,145	26,145	19,211	6,934
City staffing agreement	-	-	945,455	(945,455)
Total charges to appropriations	<u>321,600</u>	<u>321,600</u>	<u>1,225,641</u>	<u>41,414</u>
Budgetary Fund Balance, June 30, 2013	<u>\$ 1,506,792</u>	<u>\$ 1,474,444</u>	<u>\$ 614,752</u>	<u>\$ (85,763)</u>



REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees of the
Harrison Memorial Library
Carmel-by-the-Sea, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic of the Harrison Memorial Library ("Library"), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated January 31, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

LIBRARIAN'S MONTHLY REPORT

June 30, 2015

Attachment H

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-5.09	3,021	2,938	35,046	36,926
Non-Fiction	-6.20	1,832	1,856	21,876	23,321
Magazines	-90.75	176	130	176	1,902
Audio/Video	-5.51	3,149	3,275	38,446	40,687
ADULT CIRCULATION TOTAL:	-7.09	8,178	8,199	95,544	102,836
Juvenile Circulation Transactions:					
Fiction	-8.34	3,985	2,552	33,156	36,173
Non-Fiction	-11.36	506	349	5,331	6,014
Magazines	-22.85	47	20	314	407
Audio/Video	-16.60	695	472	6,503	7,797
JUVENILE CIRCULATION TOTAL:	-10.10	5,233	3,393	45,304	50,391
CIRCULATION TOTAL:	-8.08	13,411	11,592	140,848	153,227
Reserve Requests:	-0.71	721	814	8,395	8,455
Patron Visit Count					
HML Building	-4.86	6,041	5782	72,074	75,757
Park Branch Building	-5.38	2,627	1,890	24,367	25,753
Local History	-4.05	59	202	1,091	1,137
Youth Services Dept.	-5.97	2,568	1688	23,480	24,970
PATRON VISIT TOTAL:	-4.99	8,668	7,672	96,441	101,510
PATRON REGISTRATION:	Patron Data Base Purge 08/13				
Carmel by-the-Sea Residents	-9.25	14	12	206	227
Monterey City Residents	-1.92	20	22	204	208
Unincorp. Monterey Cty Residents	-18.53	53	23	466	572
Visitor Cards	-7.27	7	2	51	55
Other Borrowers	5.65	14	8	131	124
REGISTRATION TOTAL:	-10.79	108	67	1,058	1,186
TOTAL # OF CARDHOLDERS:	-1.35		12,012	12,047	12,212

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LIBRARIAN'S MONTHLY REPORT

June 30, 2015

Attachment H

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE					
Residents:					
Carmel-by-the-Sea	-6.95	3,634	3,466	38,875	41,777
Outreach	-25.22	25	69	1,130	1,511
RESIDENTS TOTAL:	-7.58	3,659	3,535	40,005	43,288
Non-Residents:					
Other Monterey County Cities		2,008	1,429	17,904	20,692
Unincorporated Monterey County		7,181	6,355	79,574	83,250
Other Zip Codes		483	207	4,416	5,051
NON-RESIDENTS TOTAL:	-6.51	9,672	7,991	101,894	108,993
OUTREACH SERVICES:					
Visits	-39.77	4	4	53	88
Circulation	-25.22	25	69	1,130	1,511
LOCAL HISTORY:					
Visitors	-3.34	51	202	1,099	1,137
Digital Items Added	#DIV/0!	0	0	0	0
Physical Items Added	-100.00	0	0	0	320
Programs Attendance	-66.84	0	0	129	389
TELEPHONE CALLS:					
Reference Desk	-5.16	263	331	4,042	4,262
Youth Services Desk	-19.90	100	55	1,413	1,764
Local History Desk	17.01	30	63	729	623
Circulation Desk	-16.56	988	939	13,333	15,980
TOTAL TELEPHONE CALLS:	-13.75	1,381	1,388	19,517	22,629

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LIBRARIAN'S MONTHLY REPORT

June 30, 2015

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-12.08	568	660	7943	9034
Youth Services Desk	-44.01	329	264	4938	8820
Local History Desk	-11.56	144	265	2916	3297
Circulation Desk	-46.27	521	471	8521	15859
TOTAL REFERENCE QUESTIONS:	-13.08	1562	1660	24318	27976
Information Questions Answered:					
Reference Desk	-4.88	209	213	2843	2989
Youth Services Desk	-49.84	311	206	4855	9679
Local History Desk	35.35	31	31	605	447
Circulation Desk	-45.58	501	496	9011	16559
TOTAL INFORMATION QUESTIONS:	-41.65	1052	946	17314	29674
INTERLIBRARY LOAN:					
MOBAC ILL to Other Libraries	39.14	31	29	423	304
MOBAC ILL from Other Libraries	7.69	18	12	154	143

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LIBRARIAN'S MONTHLY REPORT

June 30, 2015

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	3.56	832	833	10229	9877
Electronic Search/Visits Total:	-15.02	3,730	3,669	48,457	57,023
Public WiFi Use	-28.31	208	181	4,247	5,924
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-14.21	227	215	2,838	3,308
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	130.30	4	4	43	33
Summer Reading/Special Programs:	4.76	2	2	22	21
TOTAL PROGRAMS:	20.37	6	6	65	54
Attendance At Programs:					
Storytime-Children:	5.35	4	169	1,064	1,010
Summer Reading/Special-Children:	-5.67	125	52	599	635
TOTAL CHILDREN'S ATTENDANCE:	1.09	129	221	1,663	1,645
TOTAL ADULT ATTENDANCE:	-5.95	99	104	1,201	1,277
TOTAL YS PROGRAM ATTENDANCE :	-1.98	228	325	2,864	2,922
PROGRAMS FOR 9 - 12 YEAR OLDS:	-10.00	0	0	9	10
TOTAL ATTENDANCE:	57.69	0	0	145	234
ADULT PROGRAMS:	2.63	2	3	39	38
TOTAL ATTENDANCE:	45.63	136	83	1,567	1,076
TEEN PROGRAMS:	-25.00	1	0	3	4
TOTAL ATTENDANCE:	33.33	1	0	100	75
CLASS VISITS					
Children's Visits: X Teen Visits: X		1	2	4	5
TOTAL CHILDREN'S ATTENDANCE	52.77777778	97	49	165	108
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE		97	49	165	108

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LIBRARIAN'S MONTHLY REPORT

June 30, 2015

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult			92		2132	2132
Leased			109		1293	970
Reference			9		146	121
Youth Services			6		1,105	1,105
Audio			27		403	402
Video			2		534	525
TOTAL:			245	213	5,613	5,255
HOLDINGS TO DATE						
HML Main Library Building			50,383	65051 titles		
Park Branch Library			20,149	held in both bldgs		
TOTAL ITEMS HELD:			70,532			
TOTAL TITLES HELD:				65,051		
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		12 this month, 188 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		3 this month, 94 YTD				

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LIBRARIAN'S MONTHLY REPORT

June 30, 2015

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-39.90	9.00	9.00	119.00	198.0
Local History	-35.63	10.00	16.00	206.00	320.0
Reference	91.67	2.00	2.00	46.00	24.0
Technical Services	-28.68	12.00	18.00	184.00	258.0
Youth Services	-78.57	6.00	2.50	10.50	49.0
TOTALS:	-33.39	39.00	47.50	565.50	849.0
OVERDRIVE					
Patron Registrations	-5.91	15	16	239	254
Checkouts	4.06	340	344	4178	4015
OTHER DIGITAL RESOURCES					
Checkouts	3,126.67	279	210	2420	75
Total electronic checkouts	-1.05	279	554	4047	4090
BRAINFUZE:	-52.26	0	20	127	266
SELF CHECK PATRONS :					
Main Library	-9.87	276	249	5445	6041
Youth Services	-27.42	143	26	1498	2064
TOTAL:	-14.34	419	275	6943	8105

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LIBRARIAN'S MONTHLY REPORT

April 30, 2016

Attachment I

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-15.96	2,357	2,484	24,446	29,087
Non-Fiction	-15.78	1,581	1,810	15,328	18,199
Magazines	-13.10	175	203	1,453	1,672
Audio/Video	-18.88	2,785	2,953	25,975	32,022
ADULT CIRCULATION TOTAL:	-17.01	6,898	7,450	67,202	80,980
Juvenile Circulation Transactions:					
Fiction	-28.55	1,722	1,980	19,018	26,619
Non-Fiction	-33.89	208	305	2,959	4,476
Magazines	4.45	16	21	258	247
Audio/Video	-26.56	294	342	3,919	5,336
JUVENILE CIRCULATION TOTAL:	-28.69	2,237	2,648	26,154	36,678
CIRCULATION TOTAL:	-20.65	9,135	10,098	93,356	117,658
OVERDRIVE					
Patron Registrations	-43.27	11	13	118	208
Checkouts	-62.65	136	131	1305	3494
OTHER DIGITAL RESOURCES					
Checkouts	161.73	473	496	5054	1931
Total electronic checkouts		609	496	5722	3214
Reserve Requests:	21.14	813	851	8,310	6,860
Patron Visit Count					
HML Building	-8.20	5,489	5444	55,313	60,251
Park Branch Building	-100.00		1,957		19,850
Local History	-100.00		57		830
Youth Services Dept.	-12.77	1,506	1900	16,769	19,224
PATRON VISIT TOTAL:	-100.00		7,401		80,101

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LIBRARIAN'S MONTHLY REPORT

April 30, 2016

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea	-19.23	2,554	2,758	25,664	31,775	
Outreach	-63.32	52	34	380	1,036	
RESIDENTS TOTAL:	-20.62	2,606	2,792	26,044	32,811	
Non-Residents:						
Other Monterey County Cities		1,220	1,304	12,066	14,467	
Unincorporated Monterey County		5,128	5,566	51,960	66,038	
Other Zip Codes		181	374	2,920	3,726	
NON-RESIDENTS TOTAL:	-20.52	6,529	7,244	66,946	84,231	
OUTREACH SERVICES:						
Visits	-11.11	4	4	40	45	
Circulation	-63.32	52	34	380	1,036	
LOCAL HISTORY:						
Visitors	-100.00				846	
Digital Items Added	#DIV/0!				0	
Physical Items Added	#DIV/0!				0	
Programs Attendance	-100.00				129	
TELEPHONE CALLS:						
Reference Desk	-18.85	286	269	2,798	3,448	
Youth Services Desk	-54.29	33	53	575	1,258	
Local History Desk	-100.00		22		636	
Circulation Desk	-7.30	1,099	1,111	10,545	11,376	
TOTAL TELEPHONE CALLS:	-100.00		1,455		16,718	

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LIBRARIAN'S MONTHLY REPORT

April 30, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-27.59	629	630	4862	6715
Youth Services Desk	-48.29	173	263	2247	4345
Local History Desk	-100.00		181		2507
Circulation Desk	11.17	896	886	8370	7529
TOTAL REFERENCE QUESTIONS:	-26.63	1698	1960	15479	21096
Information Questions Answered:					
Reference Desk	-24.00	205	203	1840	2421
Youth Services Desk	-71.21	98	103	1249	4338
Local History Desk	-100.00		39		543
Circulation Desk	-6.33	777	759	7507	8014
TOTAL INFORMATION QUESTIONS:	-30.82	1080	1104	10596	15316
INTERLIBRARY LOAN:					
ILL to Other Libraries	-26.45	37	37	267	363
ILL from Other Libraries	20.16	15	15	149	124

PATRON REGISTRATION:	Patron Data Base Purge 08/13				
Carmel by-the-Sea Residents	-11.11	14	18	160	180
Monterey County Cities Residents	-17.90	18	17	133	162
Unincorp. Monterey Cty Residents	-17.44	31	38	322	390
Visitor Cards	9.52	4	2	46	42
Other Borrowers	-9.17	11	15	99	109
REGISTRATION TOTAL:	-13.93	78	90	760	883
TOTAL # OF CARDHOLDERS:	-0.44			11,927	11,980

LIBRARIAN'S MONTHLY REPORT

April 30, 2016

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	-19.61	794	760	6885	8564
Electronic Search/Visits Total:	-20.15	3,455	3,388	32,784	41,058
Public WiFi Use	-10.45	384	384	3,455	3,858
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-16.36	207	197	2,004	2,396
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	5	35	35
Summer Reading/Special Programs:	-22.22	1	1	14	18
TOTAL PROGRAMS:	-7.55	5	6	49	53
Attendance At Programs:					
Storytime-Children:	8.75	94	155	969	891
Summer Reading/Special-Children:	-5.69	17	16	398	422
TOTAL CHILDREN'S ATTENDANCE:	-9.44	111	171	1,189	1,313
TOTAL ADULT ATTENDANCE:	12.83	107	165	1,126	998
TOTAL YS PROGRAM ATTENDANCE :	0.17	218	336	2,315	2,311
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	1	1	9	9
TOTAL ATTENDANCE:	-19.31	7	13	117	145
ADULT PROGRAMS:	-29.41	3	2	24	34
TOTAL ATTENDANCE:	13.72	181	2	1,533	1,348
TEEN PROGRAMS:	200.00	0	1	6	2
TOTAL ATTENDANCE:	44.00	0	5	144	100
CLASS VISITS					
Children: 1 Teens: 0					
TOTAL CHILDREN'S ATTENDANCE	1105.26	24	80	229	19
TOTAL TEEN ATTENDANCE	#DIV/0!	0	164	164	0
TOTAL ATTENDANCE		24	244	393	19

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LIBRARIAN'S MONTHLY REPORT

April 30, 2016

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult			160	160	1619	1619
Leased			128	107	1443	1133
Reference			4	4	92	70
Youth Services			116	116	1,090	1,090
Audio			61	61	366	366
Video			57	57	390	390
TOTAL:			526	505	5,000	4,668
HOLDINGS TO DATE						
HML Main Library Building			49,218	63875 titles		
Park Branch Library			20,296	held in both bldgs		
TOTAL ITEMS HELD:			69,514		63,875	
TOTAL TITLES HELD:						
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic & Item Databases		14 this month, 44 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging		4 this month, 31 YTD				

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LIBRARIAN'S MONTHLY REPORT

April 30, 2016

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	212.87	28.00	29.00	316.00	101.0
Local History	-100.00		10.00		180.0
Reference	-30.36	4.00	4.00	29.25	42.0
Technical Services	-5.19	19.00	17.00	146.00	154.0
Youth Services	75.00	0.00	1.50	3.50	2.0
TOTALS:	-100.00		61.50		479.0
BRAINFUSE:	-58.88	0	0	44	107
SCIENCEFLIX:	#DIV/0!	3	0	59	0
SELF CHECK PATRONS :					
Main Library	-16.83	392	401	4092	4920
Youth Services	-47.40	56	61	699	1329
TOTAL:	-23.33	448	462	4791	6249

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HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report

June 22, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Consideration of a request from the Carmel Public Library Foundation to hold the annual Donor Salute event and serve wine in the Main Library on Sunday, March 5, 2017

EXECUTIVE SUMMARY:

The Carmel Public Library Foundation is requesting consideration of its request to hold its Donor Salute event and serve wine in the Main Library on Sunday, March 5, 2017.

The Carmel Public Library Foundation Donor Salute has been held annually in the Main Library since 1994. The event is held every year as a way of extending the foundation's gratitude and appreciation to its donors for their support.

City policy C89-47 requires City support groups to obtain City Council co-sponsorship of events at which alcohol is served. The policy also states that requests for the use of Library facilities shall be forwarded first to the Library Board of Trustees for review.

After the Library Board of Trustees approves the request, it will go before the City Council for consideration and approval.



CARMEL PUBLIC
LIBRARY FOUNDATION

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

June 16, 2016

Dear Janet & Library Trustees,

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

Sunday, March 5, 2017 at 3 to 5 pm (to be held at the Main Library): Donor Salute.

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

Thank you for your consideration of our request.

Sincerely,

Amy Donohue
Executive Director

LIBRARIAN'S MONTHLY REPORT

May 31, 2016

CIRCULATION		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:						
Fiction		-16.29	2,362	2,357	26,808	32,025
Non-Fiction		-16.51	1,406	1,581	16,734	20,044
Magazines		-11.32	145	175	1,598	1,802
Audio/Video		-18.54	2,778	2,785	28,753	35,297
ADULT CIRCULATION TOTAL:		-17.13	6,691	6,898	73,893	89,168
Juvenile Circulation Transactions:						
Fiction		-27.67	2,081	1,722	21,099	29,171
Non-Fiction		-31.27	357	208	3,316	4,825
Magazines		-0.37	8	16	266	267
Audio/Video		-27.15	312	294	4,231	5,808
JUVENILE CIRCULATION TOTAL:		-27.85	2,758	2,240	28,912	40,071
CIRCULATION TOTAL:		-20.45	9,449	9,138	102,805	129,239
OVERDRIVE						
Patron Registrations		-41.96	12	11	130	224
Checkouts		-61.91	157	136	1462	3838
OTHER DIGITAL RESOURCES						
Checkouts		155.63	419	473	5473	2141
Total electronic checkouts		62.98	419	609	6141	3768
Reserve Requests:						
		20.09	906	813	9,216	7,674
Patron Visit Count						
HML Building		-8.07	5,388	5,489	60,701	66,033
Park Branch Building		-13.88	1,571	1,568	18,722	21,740
Local History		-60.37	27	62	409	1,032
Youth Services Dept.		-12.43	1,544	1,506	18,313	20,912
PATRON VISIT TOTAL:		-9.51	6,959	7,057	79,423	87,773

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LIBRARIAN'S MONTHLY REPORT

May 31, 2016

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE					
Residents:					
Carmel-by-the-Sea	-19.27	2,787	2,554	28,451	35,241
Outreach	-62.81	31	52	411	1,105
RESIDENTS TOTAL:	-20.59	2,818	2,606	28,862	36,346
Non-Residents:					
Other Monterey County Cities	-16.57	1,196	1,220	13,262	15,896
Unincorporated Monterey County	-21.09	5,168	5,128	57,128	72,393
Other Zip Codes	-20.72	198	181	3,118	3,933
NON-RESIDENTS TOTAL:	-20.29	6,562	6,529	73,508	92,222
OUTREACH SERVICES:					
Visits	-10.20	4	4	44	49
Circulation	-62.81	31	52	411	1,105
LOCAL HISTORY:					
Visitors	-91.51	27	62	89	1,048
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	129
TELEPHONE CALLS:					
Reference Desk	-20.22	217	286	3,015	3,779
Youth Services Desk	-53.54	35	33	610	1,313
Local History Desk	-68.10	23	18	223	699
Circulation Desk	-6.71	944	1,099	11,489	12,315
TOTAL TELEPHONE CALLS:	-15.29	1,219	1,436	15,337	18,106

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LIBRARIAN'S MONTHLY REPORT

May 31, 2016

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:					
Reference Desk	-26.03	593	629	5455	7375
Youth Services Desk	-46.08	238	173	2485	4609
Local History Desk	-52.24	39	154	1324	2772
Circulation Desk	14.06	755	896	9125	8000
TOTAL REFERENCE QUESTIONS:	-19.19	1625	1852	18389	22756
Information Questions Answered:					
Reference Desk	-20.20	262	205	2102	2634
Youth Services Desk	-70.73	81	98	1330	4544
Local History Desk	-41.81	29	42	334	574
Circulation Desk	-3.10	739	777	8246	8510
TOTAL INFORMATION QUESTIONS:	-26.13	1111	1122	12012	16262
INTERLIBRARY LOAN:					
ILL to Other Libraries	-25.51	25	37	292	392
ILL from Other Libraries	16.91	10	15	159	136

PATRON REGISTRATION:	Patron Data Base Purge 08/13				
Carmel by-the-Sea Residents	-16.67	12	14	160	192
Monterey County Cities Residents	-27.72	20	18	133	184
Unincorp. Monterey Cty Residents	-22.03	34	31	322	413
Visitor Cards	4.55	2	4	46	44
Other Borrowers	-15.38	15	11	99	117
REGISTRATION TOTAL:	-20.00	83	78	760	950
TOTAL # OF CARDHOLDERS:	0.34			12,088	12,047

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LIBRARIAN'S MONTHLY REPORT

May 31, 2016

ELECTRONIC SEARCH ACTIVITY	YTD	Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	-18.59		765	794	7650	9397
Electronic Search/Visits Total:	-18.93		3,476	3,455	36,260	44,727
Public WiFi Use	-3.49		443	384	3,898	4,039
Use of HML Web Page Averages:						
Number of Pages Viewed Per Day:	-15.93		191	207	2,195	2,611
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	39	39
Summer Reading/Special Programs:	-25.00		1	1	15	20
TOTAL PROGRAMS:	-8.47		5	5	54	59
Attendance At Programs:						
Storytime-Children:	0.38		95	94	1,064	1,060
Summer Reading/Special-Children:	-7.81		39	17	437	474
TOTAL CHILDREN'S ATTENDANCE:	-2.15		134	111	1,501	1,534
TOTAL ADULT ATTENDANCE:	14.34		134	107	1,260	1,102
TOTAL YS PROGRAM ATTENDANCE:	4.74		268	218	2,761	2,636
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00		0	1	9	9
TOTAL ATTENDANCE:	-19.31		0	7	117	145
ADULT PROGRAMS:	-27.03		3	3	27	37
TOTAL ATTENDANCE:	12.16		72	181	1,605	1,431
TEEN PROGRAMS:	200.00		0	0	6	2
TOTAL ATTENDANCE:	44.00		0	0	144	100
CLASS VISITS						
Children: 1 Teens: 0						
TOTAL CHILDREN'S ATTENDANCE	354.41		80	24	309	68
TOTAL TEEN ATTENDANCE	#DIV/0!		0	0	164	0
TOTAL ATTENDANCE	595.59		80	24	473	68

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LIBRARIAN'S MONTHLY REPORT

May 31, 2016

TECHNICAL SERVICES	DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:					
Adult		279	279	1898	1898
Leased		185	150	1628	1283
Reference		10	10	102	80
Youth Services		14	14	1,104	1,104
Audio		48	48	414	414
Video		111	111	501	501
TOTAL:		647	612	5,647	5,280
HOLDINGS TO DATE					
HML Main Library Building		49,373	63575 titles		
Park Branch Library		19,816	held in both bldgs		
TOTAL ITEMS HELD:		69,189			
TOTAL TITLES HELD:			63,575		
DATA BASE MAINTENANCE:					
Corrections Made to Bibliographic & Item Databases	6 this month, 50 YTD				
Titles Retrospectively Converted to Machine Readable Cataloging			17 this month, 48 YTD		

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LIBRARIAN'S MONTHLY REPORT

May 31, 2016

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	209.09	24.00	28.00	340.00	110.0
Local History	-30.10	16.00	16.00	137.00	196.0
Reference	-24.43	4.00	4.00	33.25	44.0
Technical Services	-2.91	21.00	19.00	167.00	172.0
Youth Services	44.44	3.00	0.00	6.50	4.5
TOTALS:	29.87	68.00	67.00	683.75	526.5
BRAINFLUSE:	-65.35	0	0	44	127
SCIENCEFLIX:	#DIV/0!	0	3	59	
SELF CHECK PATRONS :					
Main Library	-14.18	344	392	4436	5169
Youth Services	-44.13	58	56	757	1355
TOTAL:	-20.40	402	448	5193	6524

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Harrison Memorial Library Check Detail May 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3514	05/04/2016	AMERICAN LIBRA...		10000 · Wells Farg...	-38.00	-38.00
Bill	00736...	05/04/2016			66400 · YS-Reading...	-38.00	38.00
TOTAL						-38.00	38.00
Bill Pmt -Check	3515	05/04/2016	AMIGOS LIBRARY ...		10000 · Wells Farg...	0.00	0.00
TOTAL						0.00	0.00
Bill Pmt -Check	3516	05/04/2016	APPLIED MICROFI...		10000 · Wells Farg...	-478.78	-478.78
Bill	033007	05/04/2016			61050 · Other Profe...	-478.78	478.78
TOTAL						-478.78	478.78
Bill Pmt -Check	3517	05/04/2016	AT&T CALNET 3		10000 · Wells Farg...	-269.44	-269.44
Bill	7987824	05/04/2016			60030 · Telephone	-269.44	269.44
TOTAL						-269.44	269.44
Bill Pmt -Check	3518	05/04/2016	BAKER & TAYLOR		10000 · Wells Farg...	-400.25	-400.25
Bill	50140...	05/04/2016			62320 · REF-Contin...	-152.63	152.63
Bill	50140...	05/04/2016			62320 · REF-Contin...	-30.34	30.34
Bill	50140...	05/04/2016			62140 · MAIN-NF-Tr...	-33.63	33.63
Bill	50140...	05/04/2016			62400 · YS-Collection	-24.99	24.99
Bill	40115...	05/04/2016			62150 · MAIN-Non F...	-58.71	58.71
					62130 · MAIN-Fiction	-99.95	99.95
TOTAL						-400.25	400.25
Bill Pmt -Check	3519	05/04/2016	HOOPLA		10000 · Wells Farg...	-389.08	-389.08
Bill	93924...	05/04/2016			62310 · REF-Databa...	-389.08	389.08
TOTAL						-389.08	389.08
Bill Pmt -Check	3520	05/04/2016	MARQUIS		10000 · Wells Farg...	-309.10	-309.10
Bill	1142702	05/04/2016			62320 · REF-Contin...	-309.10	309.10

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Harrison Memorial Library
Check Detail
May 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-309.10	309.10
Bill Pmt -Check	3521	05/04/2016	MONTEREY BAY T...		10000 · Wells Farg...		-95.00
Bill	15990	05/04/2016			67800 · IS- Other Te...	-95.00	95.00
TOTAL						-95.00	95.00
Bill Pmt -Check	3522	05/04/2016	PENINSULA LIBRA...		10000 · Wells Farg...		-75.00
Bill	20105	05/04/2016			60210 · Staff Training	-75.00	75.00
TOTAL						-75.00	75.00
Bill Pmt -Check	3523	05/04/2016	RECORDED BOOKS		10000 · Wells Farg...		-41.60
Bill	75321 ...	05/04/2016			62105 · MAIN-Audio...	-41.60	41.60
TOTAL						-41.60	41.60
Bill Pmt -Check	3524	05/04/2016	AMIGOS LIBRARY ...		10000 · Wells Farg...		-35.00
Bill	263824	05/04/2016			60210 · Staff Training	-35.00	35.00
TOTAL						-35.00	35.00
Bill Pmt -Check	3525	05/05/2016	GOLDEN GATE BO...		10000 · Wells Farg...		-325.00
Bill	6896	05/05/2016			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3526	05/05/2016	KAL-WEST		10000 · Wells Farg...		-100.00
Bill	00601	05/05/2016			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3527	05/05/2016	PEAK ENTERPRISES		10000 · Wells Farg...		-221.40
Bill	P-HA...	05/05/2016			62600 · Serials Sub...	-221.40	221.40
TOTAL						-221.40	221.40

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Harrison Memorial Library Check Detail May 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3528	05/05/2016	REDSHIFT		10000 · Wells Farg...	-14.95	-14.95
Bill	1731911	05/05/2016			67400 · IS-Telecom ...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3529	05/05/2016	TRI-COUNTY BUSI...		10000 · Wells Farg...	-100.72	-100.72
Bill	CNIN0...	05/05/2016			67100 · IS-Equipment	-100.72	100.72
TOTAL						-100.72	100.72
Bill Pmt -Check	3530	05/10/2016	AMYAH CZERNY		10000 · Wells Farg...	-200.00	-200.00
Bill	0000001	05/10/2016			66400 · YS-Reading...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3531	05/10/2016	BAKER & TAYLOR		10000 · Wells Farg...	-516.22	-516.22
Bill	50140...	05/10/2016			62140 · MAIN-NF-Tr...	-116.45	116.45
Bill	50140...	05/10/2016			62320 · REF-Contin...	-39.71	39.71
Bill	50140...	05/10/2016			62140 · MAIN-NF-Tr...	-49.86	49.86
Bill	50140...	05/10/2016			62320 · REF-Contin...	-310.20	310.20
TOTAL						-516.22	516.22
Bill Pmt -Check	3532	05/10/2016	CALIFA GROUP		10000 · Wells Farg...	-5,765.54	-5,765.54
Bill	84771	05/10/2016			62310 · REF-Databa...	-5,765.54	5,765.54
TOTAL						-5,765.54	5,765.54
Bill Pmt -Check	3533	05/10/2016	COPIES BY THE SEA		10000 · Wells Farg...	-110.80	-110.80
Bill	1148	05/10/2016			60160 · Copy Servic...	-110.80	110.80
TOTAL						-110.80	110.80
Bill Pmt -Check	3534	05/10/2016	SMILEMAKERS		10000 · Wells Farg...	-110.64	-110.64
Bill	7778440	05/10/2016			66400 · YS-Reading...	-110.64	110.64

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Harrison Memorial Library Check Detail May 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-110.64	110.64
Bill Pmt -Check	3535	05/10/2016	TEI Landmark Audio		10000 · Wells Farg...		-263.46
Bill	11845...	05/10/2016			62105 · MAIN-Audio...	-263.46	263.46
TOTAL						-263.46	263.46
Bill Pmt -Check	3536	05/10/2016	XEROX		10000 · Wells Farg...		-66.95
Bill	08446...	05/10/2016			61100 · Equipment ...	-66.95	66.95
TOTAL						-66.95	66.95
Bill Pmt -Check	3537	05/10/2016	DASHER TECHNO...		10000 · Wells Farg...		-131.68
Bill	327904	05/10/2016			67100 · IS-Equipment	-131.68	131.68
TOTAL						-131.68	131.68
Bill Pmt -Check	3538	05/10/2016	BYWATER SOLUTI...		10000 · Wells Farg...		-8,300.00
Bill	2812	05/10/2016			67200 · IS-Hosting a...	-8,300.00	8,300.00
TOTAL						-8,300.00	8,300.00
Bill Pmt -Check	3539	05/11/2016	BAKER & TAYLOR		10000 · Wells Farg...		-60.62
Bill	40115...	05/11/2016			62105 · MAIN-Audio...	-60.62	60.62
TOTAL						-60.62	60.62
Bill Pmt -Check	3540	05/11/2016	COMCAST		10000 · Wells Farg...		-125.71
Bill	5/4/6/3	05/11/2016			67400 · IS-Telecom ...	-125.71	125.71
TOTAL						-125.71	125.71
Bill Pmt -Check	3541	05/11/2016	DATAFLOW		10000 · Wells Farg...		-30.91
Bill	182929	05/11/2016			61100 · Equipment ...	-30.91	30.91
TOTAL						-30.91	30.91

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3542	05/11/2016	WELLS FARGO		10000 · Wells Farg...	-219.95	-219.95
Bill	5/03/16	05/11/2016			67500 · IS-Software	-219.95	219.95
TOTAL						-219.95	219.95
Bill Pmt -Check	3543	05/12/2016	OCLC		10000 · Wells Farg...	-591.91	-591.91
Bill	461487	05/12/2016			66700 · OCLC Catal...	-591.91	591.91
TOTAL						-591.91	591.91
Bill Pmt -Check	3544	05/12/2016	BAKER & TAYLOR		10000 · Wells Farg...	-1,453.00	-1,453.00
Bill	40115...	05/12/2016			62400 · YS-Collection 62150 · MAIN-Non F...	-86.21 -1,366.79	86.21 1,366.79
TOTAL						-1,453.00	1,453.00
Bill Pmt -Check	3545	05/12/2016	VALUE LINE		10000 · Wells Farg...	-950.00	-950.00
Bill	11220...	05/12/2016			62320 · REF-Contin...	-950.00	950.00
TOTAL						-950.00	950.00
Bill Pmt -Check	3546	05/18/2016	BAKER & TAYLOR		10000 · Wells Farg...	-3,667.44	-3,667.44
Bill	40116...	05/18/2016			62150 · MAIN-Non F... 62130 · MAIN-Fiction 62120 · MAIN-Large... 62190 · MAIN-Teen ... 62210 · MAIN_Teen... 62330 · REF-General 62400 · YS-Collection 62105 · MAIN-Audio... 62420 · YS-Audio/Vi...	-571.04 -375.35 -1,111.25 -111.39 -53.08 -285.67 -56.15 -1,074.56 -28.95	571.04 375.35 1,111.25 111.39 53.08 285.67 56.15 1,074.56 28.95
TOTAL						-3,667.44	3,667.44
Bill Pmt -Check	3547	05/18/2016	PACIFIC GROVE S...		10000 · Wells Farg...	-200.00	-200.00
Bill	28282	05/18/2016			60185 · P. G. Self St...	-200.00	200.00

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Harrison Memorial Library Check Detail May 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-200.00	200.00
Bill Pmt -Check	3548	05/25/2016	AT&T		10000 · Wells Farg...	-76.50	
Bill	83162...	05/25/2016			60030 · Telephone	-38.25	38.25
Bill	83162...	05/25/2016			60030 · Telephone	-38.25	38.25
TOTAL						-76.50	76.50
Bill Pmt -Check	3549	05/25/2016	BAKER & TAYLOR		10000 · Wells Farg...	-1,020.96	
Bill	40116...	05/25/2016			62150 · MAIN-Non F...	-195.10	195.10
					62130 · MAIN-Fiction	-11.42	11.42
					62205 · MAIN_Adult...	-335.00	335.00
					62330 · REF-General	-15.99	15.99
					62120 · MAIN-Large...	-38.16	38.16
					62130 · MAIN-Fiction	-17.25	17.25
					62150 · MAIN-Non F...	-193.07	193.07
					62320 · REF-Contin...	-55.62	55.62
					62150 · MAIN-Non F...	-159.35	159.35
TOTAL						-1,020.96	1,020.96
Bill Pmt -Check	3550	05/25/2016	BRODART		10000 · Wells Farg...	-123.74	
Bill	435922	05/25/2016			60070 · Supplies	-123.74	123.74
TOTAL						-123.74	123.74
Bill Pmt -Check	3551	05/25/2016	DEMCO		10000 · Wells Farg...	-33.98	
Bill	5871189	05/25/2016			60070 · Supplies	-33.98	33.98
TOTAL						-33.98	33.98
Bill Pmt -Check	3552	05/25/2016	KINDER JAM		10000 · Wells Farg...	-150.00	
Bill	0004	05/25/2016			66400 · YS-Reading...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	3553	05/25/2016	OFFICE DEPOT		10000 · Wells Farg...	-72.22	
Bill	82872...	05/25/2016			60070 · Supplies	-72.22	72.22

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill	83872...	05/25/2016			60070 · Supplies	-50.67	50.67
TOTAL						-122.89	122.89

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