

**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
May 25, 2016
9:00 AM

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

I. Roll Call

II. Announcements from Board Members and Director

III. Appearances

Anyone wishing to address the Library Board on items within its jurisdiction may do so now. Please rise, state your name and the matter on which you wish to speak.

Matters not appearing on the Library Board agenda will not receive action at this meeting. Presentations will be limited to three minutes, or as established by the Library Board of Trustees

IV. Approval of Minutes of the April 27, 2016 Meeting (pp. 1 – 3)

V. Orders of Business

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

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

C. Consideration of a request to close both library buildings Tuesday, August 16, 2016 for a library staff training day (pp. 4 – 11)

VI. Librarian's Report

Review of monthly statistics

Library staff recruitments

Cenic broadband internet update

VII. Treasurer's Report:

A. Receive Treasurer's Report

B. Accept April 30, 2016 Financial Statements and Check Register.

VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held June 22, 2016.

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

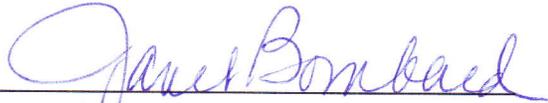
The City of Carmel-by-the-Sea does not discriminate against persons with disabilities. Carmel-by-the-Sea City Hall is an accessible facility. The City of Carmel-by-the-Sea telecommunications device for the Deaf/Speech Impaired (T.D.D.) number is 1-800-735-2929.

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

AFFIDAVIT OF POSTING

I, Janet Bombard, Library and Community Activities Director for the City of Carmel-by-the-Sea, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Carmel-by-the-Sea City Hall bulletin board, posted at the Harrison Memorial Library on Ocean and Lincoln Avenues and the Carmel Post Office and distributed to members of the media on May 19, 2016.

Dated this 19th day of May 2016 at the hour of 1 p.m.



Janet Bombard
Library and Community Activities Director

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

April 27, 2016

I. CALL TO ORDER

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

II. ROLL CALL:

PRESENT: COLLINS, FLOWER, REIMERS, TWOMEY

ABSENT: NONE

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

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Board member Twomey commented on the CPLF and Carmel Unified School District sponsored movie presentation True Cost, which had a good turnout. Board member Collins commended the CPLF fundraiser at Sunset Center featuring Mary Roach.

IV. APPEARANCES:

Ian Martin informed the Board that the Brancroft library in Berkeley has a collection of L.S. Slevin photographs and some of those photographs are of Carmel-of-the-Sea. Mr. Martin requested a letter from the board, stating that they give him permission to look at the uncatalogued collection of Slevin photographs and scan any photos of Carmel. Mr. Martin also asked the board to please be thinking of a home for the 1692 bell from the World War I memorial, preferably in a place for everyone to see.

V. APPROVAL OF MINUTES:

Board Member TWOMEY moved to, **Approve the Minutes of the March 23, 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 Local History Librarian Ashlee Wright regarding the Oral History project

City Clerk/Local History Librarian Ashlee Wright informed the Board that Ken Holla, who works with the San Juan Bautista Historical Society, has been hired to work on the "My Carmel" oral history project with her.

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

CPLF Board President Ben Heinrich let the board know that they are still busy with upcoming events and will be interviewing possible new board members in the next month. President Flower complimented Heinrich on his introduction speech for the Mary Roach program. CPLF Executive Director Amy Donohue reported on the number of people who attended the film night.

C. Receive and approve proposed Fiscal Year 2016/17 Library Budget

Library Director Janet Bombard reviewed the proposed budget with the Board and answered questions.

Board Member REIMERS, moved to, **Accept and approve proposed Fiscal Year 2016/17 Library Budget**, 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. The director reported that two library positions have been filled. Bombard also informed the board that an offer has been made for the Local History Librarian position.

VIII. TREASURERS REPORT:

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

Board Member COLLINS moved to, **Accept the March 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 |

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

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

X. ADJOURNMENT:

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:20 am. The next regular meeting is scheduled for May 25, 2016.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

Approved by:

Richard Flower, President, Library Board of Trustees

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
May 24, 2016

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Consideration of a request to close both library buildings Tuesday, August 16, 2016 for a library staff training day

RECOMMENDATION(S):

Approve the request to close both library buildings Tuesday, August 16, 2016 for a library staff training day

ANALYSIS/DISCUSSION:

Staff is requesting permission to close both buildings on Tuesday, August 16, 2016 for a library staff training day on serving mentally ill library patrons.

According to the National Alliance on Mental Illness, one in four adults experiences mental illness every year. And while being homeless is clearly not the same thing as being mentally ill, research shows that between 15 and 40 percent of homeless individuals have some form of mental illness.

This is a subject that is not typically addressed in library schools, and staff is not adequately prepared to serve the needs of mentally ill library patrons.

Library Circulation Supervisor Amy Rector, who will present the staff training, recently attended a workshop on the issue and has enrolled in a four-week Infopeople online course titled "Serving People with Mental illness at Your Library".

Staff chose the date of August 16th for the training because it is the day of the Concours on the Avenue event. Due to the size of the event (10,000+ event attendees in the downtown and surrounding areas) and its impacts on parking and traffic, library patrons do not use either library building on that day, so the closure will have minimal impact.

In past years, Main Library staff's ability to work productively has also been affected by the continuous noise from the event's loud-speakers, which are set up right outside the building. The training will take place at the Park Branch library, which is less affected by the noise of the event.

ATTACHMENTS:

Attachment 1: Information about the Infopeople course "Serving People with Mental Illness at Your Library"

Attachment 2: Washington Post article: "How Libraries Became the Front Line of America's Homelessness Crisis"

(1)

(2)

Serving People with Mental Illness at Your Library

An Infopleople Online Learning Course

i This event is currently full. If you would like to be added to the wait list please send an email to Gini Ambrosino at assist@infopleople.org

When [ical \(https://infopleople.org/civicrm/event/ical?reset=1&id=576\)](https://infopleople.org/civicrm/event/ical?reset=1&id=576)

Start:
May 17th, 2016 12:00 PM (May 17th, 2016 12:00 PM)
End:
June 13th, 2016 4:30 PM (June 13th, 2016 4:30 PM)

5

Event Fee(s)

Pricing
California
\$ 75.00
Out-of-state
\$ 150.00

Instructor: [Josh Berk \(/people/josh-berk/\)](#)

ATTACHMENT 1

- Are you sometimes frustrated by your interactions with customers you suspect have a mental illness?
- Would you like to provide meaningful library resources and services to those who might slip through the cracks of the mental health system?
- Do you wish you knew more about mental illnesses so that you could improve your interactions with those who may be living with them?



In this timely course, the instructor will share a practical, compassionate and understanding approach to the delivery of library services to patrons who have a mental illness. You will gain the information and tools you need to better understand mental illnesses. You will also have the chance to look at examples of the challenges faced by libraries and their patrons, and learn from the exemplary approach some libraries are taking as they seek to meet the challenges.

This course will also explore...

- Policies that are relevant for libraries serving people with mental illnesses
- Community connections and resources that can help
- De-escalating crisis situations
- Balancing the needs of all patrons and communicating effectively when there are conflicts

You'll leave this course with a better understanding of mental illness and the confidence to provide understanding and meaningful services and resources to people who have a mental illness.

Course Description: This four-week online course will provide readings, discussions, practical examples and assignments to help you understand mental illness. You will have the opportunity to share experiences and questions and to apply the concepts to plan and implement services and resources that address the needs of people with mental illness in your community. There will also be one live online meeting during the third week of the course. The meeting will be recorded and archived for those not able to attend.

Course Outline: When you log in to the Infopleople online learning site, you will see weekly modules with these topics:

- Week 1: Mental illness defined and differentiated
 - The scope of mental illness in the United States
 - Different types of mental illnesses
 - Why library staff need to better understand the issues and opportunities
- Week 2: Mental health issues in libraries
 - Common challenges and opportunities related to mental illness and libraries
 - Escalation strategies to use in a crisis situation

- Week 3: Connecting people with mental illnesses to resources
 - Identifying community resources
 - Building partnerships with other organizations in the community
- Week 4: Best practices in library policies and programs
 - Relevant policies that represent best practices
 - Exemplary library programs that meet the needs of people with mental illness

Pre-course Assignment: None

Time Required: To complete this course, you can expect to spend 2 ½ hours per week, for a total of ten course hours. Each week's module contains readings and various options for assignments, discussions, or online meetings. You can choose the options most relevant to your work and interests. Although you can work on each module at your own pace, at any hour of the day or night, it is recommended that you complete each week's work within that week to stay in sync with other learners.

Who Should Take This Course: Library staff and administrators in all types of libraries

Online Learning Details and System Requirements may be found at: infopeople.org/training/online_learning_details ([/training/online_learning_details](http://training/online_learning_details)).

Learner Requirements: Cut and paste this information from the "Requirements" section of your approved course outline.

After the official end date for the course, the instructor will be available for limited consultation and support for two more weeks, and the course material will stay up for an additional two weeks after that. These extra weeks give those who have fallen behind time to work independently to complete the course.

Keywords: Customer service, Public services

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7

How libraries became the front line of America's homelessness crisis

ATTACHMENT 2

They are destinations "for people who have no place to go."

8



By Richard Gunderman and David C. Stevens August 19, 2015

About the authors

On any given night in 2014, over half a million people in the United States found themselves without a home. While the majority of these people (69 percent) secured shelter for the night, many do not provide daytime accommodations for their patrons. This leaves many in search of daytime activity and protection from the elements.

Unfortunately, many homeless are also living with debilitating mental illnesses. The intimate relationship between homelessness and mental illness is well-established. Almost all psychiatric conditions are over-represented in homeless populations.

The transition from inpatient to outpatient psychiatric treatment that began in the 1960s, including the closure of state-run psychiatric hospitals, may contribute to the prevalence of mental illness among the homeless. Today, adjusting for changes in population size, U.S. state mental hospitals house only about 10 percent the number of patients they once did.

So it is no surprise that libraries are coping with a large number of patrons who are homeless or have mental illnesses. Public libraries are, for all,

designed to be welcoming spaces for all.

This can leave libraries struggling with how to serve a population with very diverse needs.

A major metropolitan library

This is an issue we know that librarians at a metropolitan public library we visited are grappling with. We became aware of this issue in speaking informally with librarians who work there. To our surprise, we learned that the library serves a large number of homeless and mentally ill patrons.

The librarians told us about some of these patrons. There is Big Bob, a large man in his 40s who frequently regales the librarians with accounts of his exploits as a member of special ops forces in the military. There is John, a reclusive man always attired in combat fatigues and heavy-duty army boots who turned out, in the bitterest cold of winter, to be suffering from severe frostbite. And there is Jane, a young woman who, when it emerged that she was temporarily living in her car, turned the tables on the librarians by saying, "Shh," so no one else would learn of her plight.

Some of these library patrons are homeless. Others have been diagnosed with a mental illness, such as bipolar disorder, schizophrenia, depression or substance dependence. Tragically, many are experiencing both.

They come to the library for all sorts of reasons: to seek warmth and shelter, to use the restroom, to access the Internet, to meet friends and, yes, even to read books and newspapers. One librarian estimates that about half of the library's regular patrons are either mentally ill or homeless.

The library's long-term employees report that the mentally ill were not always such a prominent component of its clientele. Their presence increased dramatically 20 years ago, with the closure of a local mental hospital.

How librarians can help patrons who are mentally ill or experiencing homelessness

Helping homeless and mentally ill clients is a challenge that libraries all over the country are grappling with, but library science curricula don't seem to have caught up.

According to our newly minted librarian who received her master's degree in library science a few years ago, contemporary library education typically

includes no coursework in mental illness. It focuses on the techniques and technology of library services, especially meeting the needs of patrons for access to information.

Learning strategies to assist mentally ill and homeless patrons might not be on library curricula, but the American Library Association has long had policies in place emphasizing equal access to library services for the poor, and in 1996 formed the Hunger, Homelessness, and Poverty Task Force.

Across the country, libraries have developed helpful strategies for serving homeless and mentally ill patrons. One, at least for large libraries with sufficient numbers of personnel, is to designate a member of the staff as a specialist in these matters, who serves as a resource person for other employees.

At the metropolitan library we visited, one of the more civically oriented librarians acts as a liaison between various local mental health agencies and homeless shelters. She has cultivated a relationship with a mental health crisis clinician at the county hospital, who has organized workshops to educate the library staff about mental health and substance abuse.

This librarian's work with homeless and mentally ill library patrons is supported by the library's budget, but much of her progress was driven by her personal commitment. As she looks toward retirement, she worries that these services will fade when she leaves.

However, there are signs that libraries are embracing their role as a safety net. Libraries in San Francisco, Washington, D.C., and Philadelphia are hiring social workers to assist with the needs of homeless and mentally ill patrons. Others in Queens, New York and Denver have outreach programs that bring training services to homeless shelters and educate residents about library services. The Denver program even provides the bus fare to visit the library.

The librarians we talked to take their role as surrogate mental health workers in stride, and many regard their mentally ill patrons with a sense of mission.

Said one librarian who has worked at the downtown library for more than 30 years:

The library often serves as a destination for people who have no place to go. They can always come here, to be warm, safe, and entertained. At first, I didn't know how important the library is to them, but one day before a holiday, a patron came up to me and said, 'You guys will really be missed tomorrow.' Some may resent the presence of the mentally ill in the library, but as far as I am concerned, everyone deserves a chance to use it.

This article was originally published on The Conversation. Read the original article.

Richard Gunderman is the Chancellor's Professor of Medicine, Liberal Arts, and Philanthropy at Indiana University-Purdue University Indianapolis.

David C. Stevens is a resident of radiology at Indiana University-Purdue University Indianapolis.

LIBRARIAN'S MONTHLY REPORT

April 30, 2016

| 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 |

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 |

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

| | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|---------------------------------------|-----------------------|------------|------------|--------------|--------------|
| ELECTRONIC SEARCH ACTIVITY | | | | | |
| 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 |

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 | | | |
| TOTAL TITLES HELD: | | | | 63,875 | | |
| 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 | | | | |
| | | | | | | |

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 |
| BRAINFUUSE: | -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 |

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

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

| | <u>April 2016</u> | <u>YTD</u> | <u>Annual</u> | <u>Budget Balance</u> |
|---|-------------------|-------------------|-------------------|-----------------------|
| | Actual | Actual | Budget | |
| 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 | <u>-</u> | <u>291,100.00</u> | <u>280,000.00</u> | <u>11,100.00</u> |
| 44000-HML Donations-Unrestricted | | | | |
| 44100-HML Donations-Youth Services | - | - | - | - |
| 44400-HML Donations-Unrestricted | - | 500.00 | 500.00 | - |
| 44500-HML Donations-Materials | - | - | - | - |
| Total 44000-HML Donations-Unrestricted | <u>-</u> | <u>500.00</u> | <u>500.00</u> | <u>-</u> |
| 45000 · Interest Income | | | | |
| 45100 · Interest-Bradney | 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 | <u>1,059.12</u> | <u>3,668.59</u> | <u>1,000.00</u> | <u>2,668.59</u> |
| 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 | <u>2,417.27</u> | <u>332,935.19</u> | <u>316,950.00</u> | <u>15,985.19</u> |
| Expense | | | | |

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 | - | - | - | - |

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) |

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) |

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 |

Harrison Memorial Library
 Check Detail
 April 2016

9:20 AM
 05/17/16

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|----------------------|------|------------------------|-------------|-----------------|
| Bill Pmt -Check | 3476 | 04/05/2016 | BAKER & TAYLOR | | 10000 · Wells Fargo... | | -705.46 |
| Bill | 40115... | 04/05/2016 | | | 62400 · YS-Collection | -247.36 | 247.36 |
| | | | | | 62150 · MAIN-Non F... | -106.49 | 106.49 |
| | | | | | 62120 · MAIN-Large... | -65.83 | 65.83 |
| | | | | | 62190 · MAIN-Teen ... | -20.09 | 20.09 |
| | | | | | 62130 · MAIN-Fiction | -16.25 | 16.25 |
| Bill | 50140... | 04/05/2016 | | | 62320 · REF-Contin... | -38.01 | 38.01 |
| Bill | 50140... | 04/05/2016 | | | 62320 · REF-Contin... | -34.57 | 34.57 |
| Bill | 50140... | 04/05/2016 | | | 62140 · MAIN-NF-Tr... | -126.44 | 126.44 |
| Bill | 50140... | 04/05/2016 | | | 62140 · MAIN-NF-Tr... | -50.42 | 50.42 |
| TOTAL | | | | | | -705.46 | 705.46 |
| Bill Pmt -Check | 3477 | 04/05/2016 | DATAFLOW | | 10000 · Wells Fargo... | | -30.91 |
| Bill | 178038 | 04/05/2016 | | | 61100 · Equipment ... | -30.91 | 30.91 |
| TOTAL | | | | | | -30.91 | 30.91 |
| Bill Pmt -Check | 3478 | 04/05/2016 | ORIENTAL TRADING | | 10000 · Wells Fargo... | | -30.93 |
| Bill | 67562... | 04/05/2016 | | | 66400 · YS-Reading... | -30.93 | 30.93 |
| TOTAL | | | | | | -30.93 | 30.93 |
| Bill Pmt -Check | 3479 | 04/05/2016 | RECORDED BOOKS | | 10000 · Wells Fargo... | | -41.60 |
| Bill | 75306... | 04/05/2016 | | | 62105 · MAIN-Audio... | -41.60 | 41.60 |
| TOTAL | | | | | | -41.60 | 41.60 |
| Bill Pmt -Check | 3480 | 04/05/2016 | TEI Landmark Audio | | 10000 · Wells Fargo... | | -1,063.28 |
| Bill | 11840... | 04/05/2016 | | | 62105 · MAIN-Audio... | -1,063.28 | 1,063.28 |
| TOTAL | | | | | | -1,063.28 | 1,063.28 |
| Bill Pmt -Check | 3481 | 04/05/2016 | THE SALINAS CALLI... | | 10000 · Wells Fargo... | | -33.64 |
| Bill | SC30... | 04/05/2016 | | | 62600 · Serials Sub... | -33.64 | 33.64 |
| TOTAL | | | | | | -33.64 | 33.64 |

Harrison Memorial Library
 Check Detail
 April 2016

9:20 AM
 05/17/16

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|-------------------|------|------------------------|-------------|-----------------|
| Bill Pmt -Check | 3482 | 04/06/2016 | CARMEL BAKERY | | 10000 · Wells Fargo... | | -150.00 |
| Bill | 6/6/16 | 04/06/2016 | | | 66300 · YS-Summer... | -150.00 | 150.00 |
| TOTAL | | | | | | -150.00 | 150.00 |
| Bill Pmt -Check | 3483 | 04/06/2016 | GOLDEN GATE BO... | | 10000 · Wells Fargo... | | -325.00 |
| Bill | 6844 | 04/06/2016 | | | 60130 · Bookkeepin... | -325.00 | 325.00 |
| TOTAL | | | | | | -325.00 | 325.00 |
| Bill Pmt -Check | 3484 | 04/06/2016 | HOOPLA | | 10000 · Wells Fargo... | | -411.82 |
| Bill | 93832... | 04/06/2016 | | | 62310 · REF-Databa... | -411.82 | 411.82 |
| TOTAL | | | | | | -411.82 | 411.82 |
| Bill Pmt -Check | 3485 | 04/06/2016 | KAL-WEST | | 10000 · Wells Fargo... | | -100.00 |
| Bill | 00601 | 04/06/2016 | | | 60190 · Courier Ser... | -100.00 | 100.00 |
| TOTAL | | | | | | -100.00 | 100.00 |
| Bill Pmt -Check | 3486 | 04/06/2016 | OFFICE DEPOT | | 10000 · Wells Fargo... | | -84.44 |
| Bill | 83101... | 04/06/2016 | | | 60070 · Supplies | -54.50 | 54.50 |
| Bill | 83101... | 04/06/2016 | | | 60070 · Supplies | -29.94 | 29.94 |
| TOTAL | | | | | | -84.44 | 84.44 |
| Bill Pmt -Check | 3487 | 04/06/2016 | QUILL.COM | | 10000 · Wells Fargo... | | -343.69 |
| Bill | 4453745 | 04/06/2016 | | | 60070 · Supplies | -343.69 | 343.69 |
| TOTAL | | | | | | -343.69 | 343.69 |
| Bill Pmt -Check | 3488 | 04/06/2016 | REDSHIFT | | 10000 · Wells Fargo... | | -14.95 |
| Bill | 1727870 | 04/06/2016 | | | 67400 · IS-Telecom ... | -14.95 | 14.95 |
| TOTAL | | | | | | -14.95 | 14.95 |

Harrison Memorial Library
Check Detail
April 2016

9:20 AM
05/17/16

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|-----------|------------|-------------------|------|-------------------------|-------------|-----------------|
| Bill Pmt -Check | 3489 | 04/06/2016 | XEROX | | 10000 · Wells Farg... | | -106.68 |
| Bill | 08407 ... | 04/06/2016 | | | 61100 · Equipment ... | -106.68 | 106.68 |
| TOTAL | | | | | | -106.68 | 106.68 |
| Bill Pmt -Check | 3490 | 04/13/2016 | BAKER & TAYLOR | | 10000 · Wells Farg... | | -1,230.40 |
| Bill | 50140... | 04/13/2016 | | | 62140 · MAIN-NF-Tr... | -69.73 | 69.73 |
| Bill | 50140... | 04/13/2016 | | | 62320 · REF-Contin... | -81.48 | 81.48 |
| Bill | 40115... | 04/13/2016 | | | 62140 · MAIN-NF-Tr... | -79.33 | 79.33 |
| Bill | 40115... | 04/13/2016 | | | 62105 · MAIN-Audio... | -33.50 | 33.50 |
| Bill | 40115... | 04/13/2016 | | | 62420 · YS-Audio/Vi... | -90.35 | 90.35 |
| Bill | 40115... | 04/13/2016 | | | 62420 · YS-Audio/Vi... | -226.46 | 226.46 |
| Bill | 40115... | 04/13/2016 | | | 62400 · YS-Collection | -631.40 | 631.40 |
| Bill | 40115... | 04/13/2016 | | | 62150 · MAIN-Non F... | -18.15 | 18.15 |
| TOTAL | | | | | | -1,230.40 | 1,230.40 |
| Bill Pmt -Check | 3491 | 04/13/2016 | BRODART | | 10000 · Wells Farg... | | -443.19 |
| Bill | 431561 | 04/13/2016 | | | 60070 · Supplies | -443.19 | 443.19 |
| TOTAL | | | | | | -443.19 | 443.19 |
| Bill Pmt -Check | 3492 | 04/13/2016 | COMCAST | | 10000 · Wells Farg... | | -125.71 |
| Bill | 5/03/16 | 04/13/2016 | | | 67400 · IS-Telecom ... | -125.71 | 125.71 |
| TOTAL | | | | | | -125.71 | 125.71 |
| Bill Pmt -Check | 3493 | 04/13/2016 | DASHER TECHNO... | | 10000 · Wells Farg... | | -2,730.44 |
| Bill | 52195... | 04/13/2016 | | | 67100 · IS-Equipment | -2,730.44 | 2,730.44 |
| TOTAL | | | | | | -2,730.44 | 2,730.44 |
| Bill Pmt -Check | 3494 | 04/13/2016 | WELLS FARGO BA... | | 10000 · Wells Farg... | | -383.31 |
| Bill | 4/04/16 | 04/13/2016 | | | 66100 · Adult/ LH Pr... | -215.10 | 215.10 |
| Bill | 4/04/16 | 04/13/2016 | | | 66600 · Teen Progra... | -113.10 | 113.10 |
| Bill | 4/04/16 | 04/13/2016 | | | 60070 · Supplies | -55.11 | 55.11 |
| TOTAL | | | | | | -383.31 | 383.31 |

Harrison Memorial Library
 Check Detail
 April 2016

9:20 AM
 05/17/16

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|--------------------|------|-------------------------|-------------|-----------------|
| Bill Pmt -Check | 3495 | 04/13/2016 | WELLS FARGO BA... | | 10000 · Wells Farg... | | -1,095.57 |
| Bill | 4/04/16 | 04/13/2016 | | | 60070 · Supplies | -184.64 | 184.64 |
| | | | | | 60070 · Supplies | -196.00 | 196.00 |
| | | | | | 60180 · Advertising | -561.00 | 561.00 |
| | | | | | 60070 · Supplies | -153.93 | 153.93 |
| TOTAL | | | | | | -1,095.57 | 1,095.57 |
| Bill Pmt -Check | 3496 | 04/13/2016 | MONTEREY BAY T... | | 10000 · Wells Farg... | | -277.19 |
| Bill | 15901 | 04/13/2016 | | | 67800 · IS- Other Te... | -277.19 | 277.19 |
| TOTAL | | | | | | -277.19 | 277.19 |
| Bill Pmt -Check | 3497 | 04/14/2016 | BAKER & TAYLOR | | 10000 · Wells Farg... | | -1,212.79 |
| Bill | 40115... | 04/14/2016 | | | 62150 · MAIN-Non F... | -1,169.39 | 1,169.39 |
| | | | | | 62400 · YS-Collection | -43.40 | 43.40 |
| TOTAL | | | | | | -1,212.79 | 1,212.79 |
| Bill Pmt -Check | 3498 | 04/14/2016 | OCLC | | 10000 · Wells Farg... | | -591.91 |
| Bill | 455731 | 04/14/2016 | | | 66700 · OCLC Catal... | -591.91 | 591.91 |
| TOTAL | | | | | | -591.91 | 591.91 |
| Bill Pmt -Check | 3499 | 04/19/2016 | BAKER & TAYLOR | | 10000 · Wells Farg... | | -789.09 |
| Bill | 40115... | 04/19/2016 | | | 62130 · MAIN-Fiction | -385.10 | 385.10 |
| | | | | | 62150 · MAIN-Non F... | -283.11 | 283.11 |
| | | | | | 62400 · YS-Collection | -17.49 | 17.49 |
| | | | | | 62140 · MAIN-NF-Tr... | -75.50 | 75.50 |
| | | | | | 62320 · REF-Contin... | -27.89 | 27.89 |
| TOTAL | | | | | | -789.09 | 789.09 |
| Bill Pmt -Check | 3500 | 04/19/2016 | BMI IMAGING SYS... | | 10000 · Wells Farg... | | -1,500.00 |
| Bill | 20397 | 04/19/2016 | | | 61100 · Equipment ... | -1,500.00 | 1,500.00 |
| TOTAL | | | | | | -1,500.00 | 1,500.00 |

Harrison Memorial Library
 Check Detail
 April 2016

9:20 AM
 05/17/16

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|--------------------|------|-------------------------|-------------|-----------------|
| Bill Pmt -Check | 3501 | 04/19/2016 | MERCURY NEWS | | 10000 · Wells Farg... | -148.20 | -148.20 |
| Bill | 511463 | 04/19/2016 | | | 62600 · Serials Sub... | -148.20 | 148.20 |
| TOTAL | | | | | | -148.20 | 148.20 |
| Bill Pmt -Check | 3502 | 04/19/2016 | PACIFIC GROVE S... | | 10000 · Wells Farg... | -200.00 | -200.00 |
| Bill | 27945 | 04/19/2016 | | | 60185 · P.G. Self St... | -200.00 | 200.00 |
| TOTAL | | | | | | -200.00 | 200.00 |
| Bill Pmt -Check | 3503 | 04/21/2016 | BAKER & TAYLOR | | 10000 · Wells Farg... | -948.11 | -948.11 |
| Bill | 40115... | 04/21/2016 | | | 62190 · MAIN-Teen ... | -122.07 | 122.07 |
| | | | | | 62210 · MAIN_Teen... | -45.58 | 45.58 |
| | | | | | 62150 · MAIN-Non F... | -712.35 | 712.35 |
| | | | | | 62400 · YS-Collection | -68.11 | 68.11 |
| TOTAL | | | | | | -948.11 | 948.11 |
| Bill Pmt -Check | 3504 | 04/21/2016 | QUILL.COM | | 10000 · Wells Farg... | -147.64 | -147.64 |
| Bill | 4911978 | 04/21/2016 | | | 60070 · Supplies | -6.25 | 6.25 |
| Bill | 4962265 | 04/21/2016 | | | 60070 · Supplies | -12.14 | 12.14 |
| Bill | 4912862 | 04/21/2016 | | | 60070 · Supplies | -129.25 | 129.25 |
| TOTAL | | | | | | -147.64 | 147.64 |
| Bill Pmt -Check | 3505 | 04/21/2016 | SUNSERI, MARYLEE | | 10000 · Wells Farg... | -150.00 | -150.00 |
| Bill | 04202... | 04/21/2016 | | | 66400 · YS-Reading... | -150.00 | 150.00 |
| TOTAL | | | | | | -150.00 | 150.00 |
| Bill Pmt -Check | 3506 | 04/21/2016 | BAKER & TAYLOR | | 10000 · Wells Farg... | -52.31 | -52.31 |
| Bill | 50140... | 04/21/2016 | | | 62140 · MAIN-NF-Tr... | -52.31 | 52.31 |
| TOTAL | | | | | | -52.31 | 52.31 |
| Bill Pmt -Check | 3507 | 04/21/2016 | SENTRY | | 10000 · Wells Farg... | -231.00 | -231.00 |

Harrison Memorial Library Check Detail April 2016

9:20 AM
05/17/16

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|------------------------|-------------|-------------------|---------------|------|-------------------------------|-------------|------------------|
| Bill | 2029400 | 04/21/2016 | | | 60150 · Building Ala... | -231.00 | 231.00 |
| TOTAL | | | | | | -231.00 | 231.00 |
| Bill Pmt -Check | 3508 | 04/21/2016 | AMAZON | | 10000 · Wells Fargo... | | -2,250.92 |
| Bill | 28141... | 04/21/2016 | | | 62105 · MAIN-Audio... | -77.75 | 77.75 |
| Bill | 28141... | 04/21/2016 | | | 62105 · MAIN-Audio... | -327.22 | 327.22 |
| Bill | 12587... | 04/21/2016 | | | 62105 · MAIN-Audio... | -30.84 | 30.84 |
| Bill | 26892... | 04/21/2016 | | | 62150 · MAIN-Non F... | -10.48 | 10.48 |
| Bill | 20770... | 04/21/2016 | | | 62105 · MAIN-Audio... | -10.84 | 10.84 |
| Bill | 25330... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -32.72 | 32.72 |
| Bill | 11380... | 04/21/2016 | | | 62105 · MAIN-Audio... | -21.99 | 21.99 |
| Bill | 12020... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -23.99 | 23.99 |
| Bill | 11380... | 04/21/2016 | | | 62130 · MAIN-Fiction | -13.60 | 13.60 |
| Bill | 09681... | 04/21/2016 | | | 62150 · MAIN-Non F... | -41.00 | 41.00 |
| Bill | 11610... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -70.44 | 70.44 |
| Bill | 10092... | 04/21/2016 | | | 62105 · MAIN-Audio... | -149.86 | 149.86 |
| Bill | 09681... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -100.01 | 100.01 |
| Bill | 08965... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -64.36 | 64.36 |
| Bill | 10092... | 04/21/2016 | | | 62105 · MAIN-Audio... | -75.78 | 75.78 |
| Bill | 25591... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -60.74 | 60.74 |
| Bill | 22352... | 04/21/2016 | | | 62150 · MAIN-Non F... | -24.93 | 24.93 |
| Bill | 23618... | 04/21/2016 | | | 62130 · MAIN-Fiction | -13.16 | 13.16 |
| Bill | 30199... | 04/21/2016 | | | 62105 · MAIN-Audio... | -112.44 | 112.44 |
| Bill | 02140... | 04/21/2016 | | | 62150 · MAIN-Non F... | -4.00 | 4.00 |
| Bill | 24892... | 04/21/2016 | | | 62105 · MAIN-Audio... | -69.45 | 69.45 |
| Bill | 13828... | 04/21/2016 | | | 62105 · MAIN-Audio... | -21.71 | 21.71 |
| Bill | 13828... | 04/21/2016 | | | 60070 · Supplies | -20.95 | 20.95 |
| Bill | 13828... | 04/21/2016 | | | 62105 · MAIN-Audio... | -50.74 | 50.74 |
| Bill | 13828... | 04/21/2016 | | | 62105 · MAIN-Audio... | -70.99 | 70.99 |
| Bill | 05967... | 04/21/2016 | | | 62105 · MAIN-Audio... | -23.99 | 23.99 |
| Bill | 00970... | 04/21/2016 | | | 62105 · MAIN-Audio... | -201.12 | 201.12 |
| Bill | 23172... | 04/21/2016 | | | 62105 · MAIN-Audio... | -30.40 | 30.40 |
| Bill | 06390... | 04/21/2016 | | | 62105 · MAIN-Audio... | -43.40 | 43.40 |
| Bill | 12292... | 04/21/2016 | | | 62105 · MAIN-Audio... | -168.50 | 168.50 |
| Bill | 06390... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -27.98 | 27.98 |
| Bill | 12292... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -69.98 | 69.98 |
| Bill | 06390... | 04/21/2016 | | | 66400 · YS-Reading... | -30.83 | 30.83 |
| Bill | 06390... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -42.35 | 42.35 |
| Bill | 21915... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -3.25 | 3.25 |
| Bill | 06390... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -51.43 | 51.43 |
| Bill | 06390... | 04/21/2016 | | | 62150 · MAIN-Non F... | -12.98 | 12.98 |
| Bill | 06390... | 04/21/2016 | | | 62420 · YS-Audio/Vi... | -29.51 | 29.51 |
| Bill | 06365... | 04/21/2016 | | | 62150 · MAIN-Non F... | -15.21 | 15.21 |
| TOTAL | | | | | | -2,250.92 | 2,250.92 |

Harrison Memorial Library
Check Detail
April 2016

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|----------|------------|-------------------|------|------------------------|-------------|-----------------|
| Bill Pmt -Check | 3509 | 04/26/2016 | AT&T | | 10000 · Wells Fargo... | | -78.94 |
| Bill | 4162016 | 04/26/2016 | | | 60030 · Telephone | -37.96 | 37.96 |
| Bill | 4161616 | 04/26/2016 | | | 60030 · Telephone | -40.98 | 40.98 |
| TOTAL | | | | | | -78.94 | 78.94 |
| Bill Pmt -Check | 3510 | 04/26/2016 | BAKER & TAYLOR | | 10000 · Wells Fargo... | | -1,349.37 |
| Bill | 40115... | 04/26/2016 | | | 62105 · MAIN-Audio... | -30.75 | 30.75 |
| Bill | 40115... | 04/26/2016 | | | 62420 · YS-Audio/Vi... | -81.40 | 81.40 |
| Bill | 40115... | 04/26/2016 | | | 62105 · MAIN-Audio... | -905.01 | 905.01 |
| Bill | 50140... | 04/26/2016 | | | 62420 · YS-Audio/Vi... | -244.63 | 244.63 |
| Bill | 50140... | 04/26/2016 | | | 62140 · MAIN-NF-Tr... | -24.10 | 24.10 |
| Bill | 50140... | 04/26/2016 | | | 62140 · MAIN-NF-Tr... | -33.64 | 33.64 |
| Bill | 50140... | 04/26/2016 | | | 62320 · REF-Contin... | -29.84 | 29.84 |
| TOTAL | | | | | | -1,349.37 | 1,349.37 |
| Bill Pmt -Check | 3511 | 04/26/2016 | DATAFLOW | | 10000 · Wells Fargo... | | -30.91 |
| Bill | 181524 | 04/26/2016 | | | 61100 · Equipment ... | -30.91 | 30.91 |
| TOTAL | | | | | | -30.91 | 30.91 |
| Bill Pmt -Check | 3512 | 04/26/2016 | MOST-RONDO, DA... | | 10000 · Wells Fargo... | | -200.00 |
| Bill | 04222... | 04/26/2016 | | | 66400 · YS-Reading... | -200.00 | 200.00 |
| TOTAL | | | | | | -200.00 | 200.00 |
| Bill Pmt -Check | 3513 | 04/26/2016 | AMYAH CZERNY | | 10000 · Wells Fargo... | | -200.00 |
| Bill | 4232016 | 04/26/2016 | | | 66400 · YS-Reading... | -200.00 | 200.00 |
| TOTAL | | | | | | -200.00 | 200.00 |