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

Wednesday
August 26, 2015
9:00 AM

Nancy Collins
Richard Flower, President
Martha Mosher, Vice 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. A. Approval of Minutes of the June 24, 2015 Meeting (pp. 1-3)
B. Approval of Minutes of the July 22, 2015 Meeting (pp. 4-5)

V. Orders of Business
A. Receive report from the Carmel Public Library Foundation regarding CPLF activities
B. Receive report from Youth Services Librarian Grace Melady regarding upcoming Youth Services programs
C. Receive report on end of Fiscal Year 2014/15 budget and approve fiscal year-end budget adjustments (pp. 6-10)
D. Accept third quarter fiscal year 2014/15, and first quarter fiscal year 2015/16 quarterly distributions from the Carmel Public Library Foundation (pp. 11-13)
E. Authorize the Library Board Ad Hoc Committee, consisting of Flower and Twomey, to represent the Library Board at meetings with consultant Susan Kent, who will be facilitating next steps regarding Youth Services department renovations and leading a facilities planning community workshop (pp. 14-17)

VI. Librarian’s Report
Review of monthly library statistics

VII. Treasurer’s Report:
A. Receive Treasurer’s Report
B. Accept July 31, 2015 Financial Statements and Check Register.

VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting will be held September 23, 2015.

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.

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, posted at the Carmel Post Office and distributed to members of the media on August 19, 2015.

Dated this 19th day of August, 2015, at the hour of 1:00 p.m.

[Signature]

Janet Bombard
Library and Community Activities Director
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: FLOWER, MOSHER, REIMERS, TWOMEY
ABSENT: COLLINS
STAFF PRESENT: Janet Bombard, Library Director
Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Library Director Janet Bombard announced that the audit has been completed and she hopes to bring it to the Board for review by the next board meeting. Bombard will speak with the City Administrator about having the auditor talk to the Board. Board member Reimers requested that amendments to Board minutes be spelled out in the minutes.

V. APPEARANCES:

No appearances.

VI. APPROVAL OF MINUTES:

Board Member MOSHER moved to, Approve the Minutes of the April 22, 2015 Regular Meeting, seconded by Board Member TWOMEY and carried by the following roll call vote:

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

VII. ORDERS OF BUSINESS:

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

No one from CPLF was present.

B. Discuss Library Board of Trustees participation in the 2016 Centennial and develop ideas for projects to be presented at the City Council workshop on Monday, July 6, 2015

After discussion, the Board developed the following list to be presented at the workshop:
1. Develop a series of bookmarks containing lists of books about Carmel, and by Carmel authors. Put Centennial logo on bookmarks.
2. Create monthly displays in the Main Library of authors with Carmel connections and their books, beginning with the Bohemians.
3. Create displays in the Main Library and Park Branch which feature the history of the first library in Carmel and the subsequent creation of the Harrison Memorial Library. Display should include books that were written - and people were reading - during those time periods.
4. The Library Board will present a lecture on either the history of the library or some other subject that pertains to the history of Carmel.
5. Develop a series of age-appropriate, recommended Classic Literature booklists for children which include Carmel authors such as Jack London.
6. Complete, publish, and publicize one or more History Pin historical walking tours.
7. The annual teen photo contest theme will be based in some way on the history of Carmel

C. Consideration of a request to change the current materials checkout and renewal periods from two weeks to three weeks each

Library Director Janet Bombard outlined the reasons for the requested change to the materials checkout period and answered Board questions.

Board Member REIMERS moved to **Accept the request to change the current materials checkout and renewal periods from two weeks to three weeks**, seconded by Board Member MOSHER and carried by the following roll call vote:

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

VIII. **LIBRARIAN'S REPORT:**

No librarian’s report.

IX. **TREASURERS REPORT:**

Board Treasurer Twomey reviewed the April Financial statement and May financial statement and check register with the Board. There were no extraordinary expenses that needed special attention from the Board.

Board Member MOSHER moved to **Accept the April Financial Statements and Check Register**, seconded by Board Member REIMERS and carried by the following roll call vote:

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

Board Member REIMERS moved to **Accept the May Financial Statements and Check Register**, seconded by Board Member MOSHER and carried by the following roll call vote:

**AYES:** FLOWER, MOSHER, TWOMEY, REIMERS
X. **ADJOURNMENT:**

There being no further business to come before the Board, President Flower declared the meeting adjourned at 10:35 am. The next regular meeting is scheduled for July 22, 2015.

Respectfully submitted,

Carolina Lopez, Administrative Assistant
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. Vice President MOSHER called the meeting to order.

II. ROLL CALL:
PRESENT: COLLINS, MOSHER, TWOMEY
ABSENT: FLOWER, REIMERS
STAFF PRESENT: Janet Bombard, Library Director Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Library Director Janet Bombard announced that the library has taken the first steps toward connecting to the California Research and Education Network (CalREN) network.

Board member Mosher commended the musical performance hosted by the Main Library during the adult summer reading program.

V. APPEARANCES:

No appearances.

VI. APPROVAL OF MINUTES:

Board elected to wait until the next board meeting to approve the meeting minutes of June 24, 2015.

VII. ORDERS OF BUSINESS:

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

No one from CPLF was present.

B. Review annual request to the Carmel Public Library Foundation for Fiscal Year 2015/16 funding

Library Board director Janet Bombard reviewed the request with the Board.

C. Discuss and accept Fiscal Year 2013/14 library audit

Board Member Mosher read into the record a letter addressed to the board from President Flower regarding the audit, which stated that he did not see a need to have the current auditor come and talk to the board, as this will be the last year the library will use JJACPA CPA’s audit
services. Board Treasurer Twomey reviewed the audit and gave the opinion that it was in line with currently accepted auditing practices.

Board Member TWOMEY moved to, **Accept Fiscal Year 2013/14 library audit**, seconded by Board Member MOSHER and carried by the following roll call vote:

AYES: COLLINS, MOSHER, TWOMEY
NOES: NONE
ABSENT: FLOWERS, REIMERS
ABSTAIN: NONE

VIII. **LIBRARIAN'S REPORT:**

Library Director Janet Bombard reviewed the May and June Librarians Reports with the board.

IX. **TREASURERS REPORT:**

Board Treasurer Twomey reviewed the June check register with the Board. There were no extraordinary expenses that needed special attention from the Board.

Board Member MOSHER moved to, **Accept the June 30, 2015 Financial Statements and Check Register**, seconded by Board Member COLLINS and carried by the following roll call vote:

AYES: COLLINS, MOSHER, TWOMEY
NOES: NONE
ABSENT: FLOWERS, REIMERS
ABSTAIN: NONE

X. **ADJOURNMENT:**

There being no further business to come before the Board, Vice President Mosher declared the meeting adjourned at 9:44 am. The next regular meeting is scheduled for August 26, 2015.

Respectfully submitted,
Carolina Lopez, Administrative Assistant
RECOMMENDATION(S):
Receive report on end of Fiscal Year 2014/15 budget and approve fiscal year-end budget adjustments

ANALYSIS/DISCUSSION:
The library ended Fiscal Year 2014/15
2014/2015 Fiscal Year-end revenues exceeded projections by $385,288 primarily due to bequests from the Arthur J. and Jane V. Shedlin Family Trust, and the Keith B. and Virginia P. Evans Trust, and an additional $5,000 realized from the Friends of the Library Book Sale.

The Administration, Documents, and Programs and Cataloging expense accounts came in under budget as follows:

Administration
Budgeted: $55,381  Expended: $44,799.21  Unexpended: $10,581.79

Documents:
Budgeted: $180,329  Expended: $164,161.75  Unexpended: $16,167.25

Programs and Cataloging:
Budgeted: $23,700  Expended: $19,804.22  Unexpended: $3,895.78

Two expense accounts – Equipment and Information Systems – exceeded budget projections by $1,989.31 and $70.29 respectively, due to having to replace the operating systems of the library’s two Self-Check machines and due to unanticipated computer equipment needs.

In order to end the fiscal year with balanced expense accounts, staff recommends the following fiscal year-end budget adjustments:

- Transfer $1,989.31 from the Administration expense account into the Equipment expense account
- Transfer $70.29 from the Administration expense account into the Information Systems expense account

ATTACHMENTS:
Attachment 1: Harrison Memorial Library Profit & Loss Budget vs. Actual July 2014 through June 2015
Attachment 2: Fiscal Year 2014/15 Library Budget Summary
<table>
<thead>
<tr>
<th>% of Budget</th>
<th>$ Over Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>0</td>
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<tr>
<td>75%</td>
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<td>50%</td>
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<td>0</td>
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</table>

July 2014 through June 2015
Profit & Loss Budget vs. Actual
Harrison Memorial Library
July 2014 through June 2015
Profit & Loss Budget vs. Actual
Harrison Memorial Library
### Profit & Loss Budget vs. Actual

**Harrison Memorial Library**

**July 2014 through June 2015**

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget</th>
<th>% Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Ordinary Income</td>
<td>413,873.74</td>
<td>0.0%</td>
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<tr>
<td>Total Expense</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Income</td>
<td>14,300.00</td>
<td>0.0%</td>
<td>0.3%</td>
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<td>Total Other Income &amp; Suspense</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.0%</td>
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<tr>
<td>Net Income</td>
<td>399,573.74</td>
<td>0.0%</td>
<td>99.7%</td>
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### Total Expenditures

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<th>Category</th>
<th>Budget</th>
<th>% Over Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>6300 - INFORMATION SYSTEMS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6500 - 5% Other Technical Support</td>
<td>12,092.00</td>
<td>0.0%</td>
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<tr>
<td>6700 - 15% Medical/Support</td>
<td>6,000.00</td>
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<td>0.1%</td>
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<tr>
<td>6900 - IS/Software</td>
<td>1,092.00</td>
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<tr>
<td>6910 - IS/Equipment</td>
<td>2,114.00</td>
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<td>0.1%</td>
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<tr>
<td>6920 - IS/Training and Maintenance</td>
<td>5,900.00</td>
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<td>1.5%</td>
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<tr>
<td>6990 - OTHER</td>
<td>1,092.00</td>
<td>0.0%</td>
<td>0.3%</td>
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**Accrual Basis**

08/18/15 16:34 PM
### FY 14/15 LIBRARY BUDGET SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>Budget 2013/14</th>
<th>YTD Actual 3/10/2014</th>
<th>Budget 2014/15</th>
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<td><strong>REVENUES</strong></td>
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<tr>
<td>Library Operations</td>
<td>$18,100</td>
<td>$9,604</td>
<td>$15,000</td>
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<tr>
<td>CA State Library</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<td>Friends of HML</td>
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<td>Interest Income</td>
<td>$1,000</td>
<td>$931</td>
<td>$1,200</td>
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<td>CPLF- Unrestricted Donations</td>
<td>$280,000</td>
<td>$140,000</td>
<td>$280,000</td>
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<tr>
<td>Donations</td>
<td>$1,200</td>
<td>$407</td>
<td>$500</td>
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<tr>
<td><strong>Total</strong></td>
<td>$319,300</td>
<td>$150,842</td>
<td>$315,700</td>
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| **EXPENDITURES**       |                |                      |                |
| Administration         | $54,513        | $30,694              | $55,381        |
| Documents              | $178,184       | $120,976             | $180,329       |
| Equipment              | $28,592        | $21,647              | $27,620        |
| Cataloging             | $9,600         | $5,753               | $9,700         |
| Information Systems    | $33,810        | $12,200              | $28,070        |
| Programs               | $14,600        | 7,550                | $14,100        |
| Contingency            | $0             | 0                    | $500           |
| **Total**              | $319,299       | $198,820             | $315,700       |

**MARCH 19, 2014 CASH BALANCES:**

- **Wells Fargo Checking** $213,041
- **LAIF** $387,656
- **Total** $600,697

**Less Restricted Bradney Fund** $46,747
**Less Six Month Operating Reserve** $157,850
**Less Equipment Replacement Fund** $100,000

**TOTAL UNRESTRICTED FUNDS:** $296,100

*1/2 FY 13/14 Budget as per HMLBT Financial Policy adopted 2/03
RECOMMENDATION(S):
Accept third quarter fiscal year 2014/15, and first quarter fiscal year 2015/16 quarterly distributions from the Carmel Public Library Foundation

ANALYSIS/DISCUSSION:
The library has received the Fiscal Year 2015/16 first quarter distribution in the amount of $72,775.00 from the Carmel Public Library Foundation.

The Fiscal Year 2014/15 third quarter distribution was not brought before the Board; therefore, it also needs to be accepted.
CARMEL PUBLIC LIBRARY FOUNDATION
P.O. BOX 2042
CARMEL BY THE SEA, CA 93921-2042
(831) 624-2811

PAY TO THE ORDER OF
Harrison Memorial Library

Seventy Thousand and 00/100
Harrison Memorial Library
P.O. Box 800
Carmel, CA 93921

MEMO
3rd Quarter Distribution

Budget: 43400
3/18/15
70,000.00

SB Checking Account 3rd Quarter Distribution

70,000.00
CARMEL PUBLIC LIBRARY FOUNDATION
P.O. BOX 2042
CARMEL BY THE SEA, CA 93921-2042
(831) 624-2811

PAY TO THE ORDER OF Harrison Memorial Library
Seventy-Two Thousand Seven Hundred Seventy-Five and
Harrison Memorial Library
P.O. Box 800
Carmel, CA 93921

8/7/15

$ **72,775.00

DOLLARS

Aura D. Davis
AUTHORIZED SIGNATURE

CARMEL PUBLIC LIBRARY FOUNDATION
Harrison Memorial Library

8/7/15

72,775.00

SB Checking Account 1st quarter

72,775.00
To: Harrison Memorial Library Board of Trustees
From: Janet Bombard, Library Director
Subject: Authorize the Library Board Ad Hoc Committee, consisting of Flower and Twomey, to represent the Library Board at meetings with consultant Susan Kent, who will be facilitating next steps regarding Youth Services department renovations and leading a facilities planning community workshop

RECOMMENDATION(S):
Authorize the Library Board Ad Hoc Committee, consisting of Flower and Twomey, to represent the Library Board at meetings with consultant Susan Kent, who will be facilitating next steps regarding Youth Services department renovations and leading a facilities planning community workshop

EXECUTIVE SUMMARY:
At the January 28, 2015 meeting, the Board of Trustees appointed an Ad Hoc Committee, consisting of President Flower and Treasurer Twomey, to meet with the Library Director to develop a recommendation for the expenditure of the Keith B. and Virginia P. Evans trust funds.

The Ad Hoc Committee recommendation, which was accepted by the Board at the February 25, 2015 meeting, was to use the funds to undertake a renovation of the Youth Services department.

Library facilities consultant Susan Kent has been engaged to assist the library and the Carmel Public Library Foundation with making recommendations regarding library renovations, and facilitating a community workshop focusing on those recommendations on October 22, 2015.

The initial meeting with Ms. Kent will take place on September 22, 2015, from 11:30 – 1:30.

Staff is recommending that the Ad Hoc Committee be authorized to continue its work with regard to Youth Services department renovations.

ATTACHMENT:
Attachment 1: Susan Kent resume
SUSAN KENT

Susan Kent has more than 45 years experience in public libraries. In 2008, she formed S. R. Kent LLC, a consulting firm which provides services to libraries, foundations and nonprofit organizations in the areas of capital facilities planning and strategic planning, management and organization development, fundraising and leadership development. Library Strategies International LLC, a consultancy firm that works with libraries around the world on strategy issues including collections, technology, facilities and planning, was formed by Ms. Kent and a partner, June Garcia, in 2010.

Ms. Kent served as the Director and Chief Executive of The Branch Libraries for the New York Public Library from 2004 through 2007 where she was responsible for the operation of the 87 branch libraries. For the ten years prior to assuming this position, she was the City Librarian for the Los Angeles Public Library, a library system that included a Central Library and 71 branch libraries that underwent a massive facilities infrastructure improvement program with 62 new or renovated branch libraries and major improvements to the Central Library. She also served as the Director of the Minneapolis Public Library (Minnesota) where she led the planning effort for a new Central Library and as the Deputy Director for the Tucson Public Library (Arizona) where she oversaw the program, planning and implementation for a new Main Library.

HIGHLIGHTS OF EXPERIENCE

- Providing the programming expertise for the major reconception of the Martin Luther King Jr. Library in Washington, D.C.
- Developed a program framework for new Central Library in Ottawa, Canada.
- Providing planning and programming for Dayton Metropolitan Library’s Main Library and 16 branch libraries.
- Conducted facility analysis of the 32 library facilities of the Buffalo Erie County Public Library.
- Providing strategic assessment of facilities and services for the Houston Public Library.
- Provided consultant expertise for large new Central Libraries including Seattle, Nashville, Kansas City, San Francisco and Halifax.
- Led the community engagement and library consultant planning effort for the re-conception of the Central Library for the Buffalo-Erie County Public Library in New York, the Lincoln Public Library’s Main Library in Nebraska, the Halifax Public Library’s Main Library in Halifax, Canada and the major expansion of the Pitkin County Public Library in Aspen, Colorado.
- Serve as library consultant for the new King Abdulaziz Center for World Culture in Saudi Arabia and its major public library.
- International experience and publications regarding “best practices” in public and national libraries in Europe, Asia, Australia and New Zealand.
- Administered research and public circulation collections, preservation activities, materials distribution systems and technical services operations
using new technologies, service and productivity improvements and customer service focus.

SELECTED LIBRARY FACILITIES CONSULTING EXPERIENCE

Buffalo Erie County Public Library System. Buffalo, New York.
- Conceptualization and planning for renovation of 400,000 square foot Central Library including new space for archives and special collections
- Strategic plan 2010-2014.
- Facilities and service assessment of 37 libraries.

Dayton Public Library. Dayton, Ohio.
- Programming and planning for Main Library and sixteen branch libraries.

District of Columbia Public Library. Washington, D.C.
- New vision and conceptual plan for the Martin Luther King Jr. Public Library including space for archives and special collections.
- Programming for Martin Luther King Jr. Central Library (new or renovated).

- Planning and public participation process for a Central Library for Halifax.

Kansas City Public Library. Kansas City, Missouri.
- Planning for a new Central Library.

King Abdulaziz Center for World Culture. Dhahran, Saudi Arabia.
- Planning and implementing the Center Library, a 90,000 square foot facility and the first public library and archives in Eastern Saudi Arabia, including collections, technology, human resources, partnerships, facility, furnishing and equipment.

Lincoln City Libraries. Lincoln, Nebraska.
- Conceptual plan for new Main Library of more than 100,000 square feet.

Missoula Public Library. Missoula, Montana.
- Planning for new Main Library with space for community partners.

Ottawa Public Library. Ottawa, Canada
- Program framework for new Central Library.

Pitkin County Library. Aspen, Colorado.
- Strategic planning and space assessment for potential renovation and/or addition.

San Francisco Public Library. San Francisco, California.
- Post Occupancy Evaluation of new Main Library.
- Facilities planning for renovations of branch libraries.

- Seattle Central Library – site selection, facilities planning.

LIBRARY ADMINISTRATION EXPERIENCE


City Librarian and Director. The Los Angeles Public Library. Los Angeles, California. 1995-2004.


EDUCATION
Columbia University. New York, New York. M.S.
Binghamton University. Binghamton, New York. B.A.

SELECTED HONORS AND AWARDS
Lippincott Award for "Distinguished Service to the Profession". American Library
Librarian of the Year. Library Journal.
Executive Leadership Award. The University of California at Los Angeles (UCLA)
Anderson School of Business.
Charlie Robinson Award for Creativity and Innovation as a Library Director.
Public Library Association.

SELECTED PROFESSIONAL ACTIVITIES
Urban Libraries Council, Chairman, Executive Board.
American Library Association, Governing Council.
Public Library Association, President.
Council on Library and Information Resources, Board of Directors.
Bertelsmann Foundation International Network of Public Libraries.
## LIBRARIAN'S MONTHLY REPORT
### July 31, 2015

<table>
<thead>
<tr>
<th>CIRCULATION</th>
<th>YTD Percentage Change</th>
<th>This Month</th>
<th>Last Month</th>
<th>This YTD</th>
<th>Last YTD</th>
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<tr>
<td>Adult Circulation Transactions:</td>
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<tr>
<td>Fiction</td>
<td>-8.61</td>
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<td>3,564</td>
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<td>176</td>
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<td>Audio/Video</td>
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<td>3,149</td>
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<td>3,641</td>
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<td>-10.32</td>
<td>8,504</td>
<td>8,178</td>
<td>8,504</td>
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<td>Juvenile Circulation Transactions:</td>
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<td>3,985</td>
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<td>506</td>
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<td><strong>JUVENILE CIRCULATION TOTAL:</strong></td>
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<td><strong>CIRCULATION TOTAL:</strong></td>
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<td>Reserve Requests:</td>
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<td>34.82</td>
<td>875</td>
<td>721</td>
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<td>Other Borrowers</td>
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### Librarian's Monthly Report
July 31, 2015

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<th>This Month</th>
<th>Last Month</th>
<th>This YTD</th>
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<tr>
<td><strong>Residents:</strong></td>
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<tr>
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<td>3,497</td>
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<td>25</td>
<td>33</td>
<td>43</td>
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<tr>
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<td>51</td>
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<td>71</td>
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<td><strong>Telephone Calls:</strong></td>
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<td>988</td>
<td>966</td>
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# LIBRARIAN’S MONTHLY REPORT

**July 31, 2015**

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<tr>
<th>REFERENCE SERVICES</th>
<th>YTD Percentage Change</th>
<th>This Month</th>
<th>Last Month</th>
<th>This YTD</th>
<th>Last YTD</th>
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<tr>
<td>Reference Questions Answered:</td>
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<td>521</td>
<td>684</td>
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<td><strong>1919</strong></td>
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<td><strong>1175</strong></td>
<td><strong>2350</strong></td>
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| INTERLIBRARY LOAN:                  |                       |            |            |          |          |
| MOBAC ILL to Other Libraries       | -35.29                | 22         | 31         | 22       | 34       |
| MOBAC ILL from Other Libraries     | 0.00                  | 17         | 18         | 17       | 17       |
## LIBRARIAN’S MONTHLY REPORT
**July 31, 2015**

### ELECTRONIC SEARCH ACTIVITY

<table>
<thead>
<tr>
<th>Activity</th>
<th>YTD Percentage Change</th>
<th>This Month</th>
<th>Last Month</th>
<th>This YTD</th>
<th>Last YTD</th>
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<td>Public in-Library Computer Use</td>
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<td>Public WiFi Use</td>
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### Use of HML Web Page Averages:

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<th>Last Month</th>
<th>This YTD</th>
<th>Last YTD</th>
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<tbody>
<tr>
<td>Number of Pages Viewed Per Day:</td>
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<td>227</td>
<td>237</td>
<td>290</td>
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<tr>
<td>Number of Pages Viewed Per Visit:</td>
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<td>2</td>
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<td>Length of Visit</td>
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<td>2 MIN 1.5 MIN</td>
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<td>2</td>
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### YOUTH SERVICES PROGRAMS

#### Storytime Programs:
- **Storytime-Children:** #DIV/0!
- **Summer Reading/Special Programs:** #DIV/0!

#### TOTAL PROGRAMS:
- **Attendance At Programs:**
  - **Storytime-Children:** #DIV/0!
  - **Summer Reading/Special-Children:** -57.80

#### TOTAL CHILDREN'S ATTENDANCE:
- **TOTAL CHILDREN'S ATTENDANCE:** -57.80

### TOTAL ADULT ATTENDANCE:
- **TOTAL ADULT ATTENDANCE:** -55.79

### TOTAL YS PROGRAM ATTENDANCE:
- **TOTAL YS PROGRAM ATTENDANCE:** -57.09

### PROGRAMS FOR 9 - 12 YEAR OLDS:
- **Programs for 9 - 12 Year Olds:** #DIV/0!
- **Total Attendance:** #DIV/0!

### ADULT PROGRAMS:
- **Total Attendance:** #DIV/0!

### TEEN PROGRAMS:
- **Total Attendance:** #DIV/0!

### CLASS VISITS
- **Children's Visits:** 0
- **Teen Visits:** 0

### TOTAL CHILDREN'S ATTENDANCE:
- **Total Attendance:** #DIV/0!

### TOTAL TEEN ATTENDANCE:
- **Total Attendance:** #DIV/0!

### TOTAL ATTENDANCE:
- **Total Attendance:** #DIV/0!
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<th>DATA BASE MAINTENANCE</th>
<th>ITEMS ACQUIRED</th>
<th>TITLES ACQUIRED</th>
<th>YTD ITEMS</th>
<th>YTD TITLES</th>
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<td>Adult</td>
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<tr>
<td>Youth Services</td>
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<tr>
<td>Video</td>
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<td></td>
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<td>TOTAL TITLES HELD:</td>
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<td>65,049</td>
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<table>
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<td>Corrections Made to Bibliographic &amp; Item Databases</td>
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<td>X this month, X YTD</td>
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<td>Titles Retrospectively Converted to Machine Readable Cataloging</td>
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<td></td>
<td>X this month, X YTD</td>
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# LIBRARIAN'S MONTHLY REPORT

**July 31, 2015**

## VOLUNTEER HOURS:

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<th>YTD Percentage Change</th>
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<th>Last Month</th>
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<th>Last YTD</th>
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<td>18.00</td>
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<td>6.00</td>
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<td>2.0</td>
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<tr>
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<td><strong>39.00</strong></td>
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## OVERDRIVE

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<th>This YTD</th>
<th>Last YTD</th>
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<tbody>
<tr>
<td>Patron Registrations</td>
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## OTHER DIGITAL RESOURCES

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<td>279</td>
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<td>279</td>
<td>352</td>
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## SELF CHECK PATRONS:

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<th>Last Month</th>
<th>This YTD</th>
<th>Last YTD</th>
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<tbody>
<tr>
<td>Main Library</td>
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<td>506</td>
<td>561</td>
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<td>143</td>
<td>140</td>
<td>227</td>
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<td><strong>419</strong></td>
<td><strong>646</strong></td>
<td><strong>788</strong></td>
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FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY

For the Period Ended July 31, 2015
## CURRENT ASSETS

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<td>13000 · Petty Cash Park Branch</td>
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<td>15000 · LAIF - Other</td>
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<td>Total Current Assets</td>
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## TOTAL ASSETS

1,012,646.30

## LIABILITIES AND NET ASSETS

### NET ASSETS

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>31000 · -Temporarily Restricted</td>
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<tr>
<td>31000.1 · LAIF-Operating Reserve-</td>
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<td>31000.2 · LAIF-Equipment Replacement-</td>
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<tr>
<td>31000.5 · WF-Designated Gifts</td>
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<td>Total 31000 · -Temporarily Restricted</td>
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<td>32000 · Permanently Restricted</td>
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## TOTAL LIABILITIES AND NET ASSETS

1,012,646.30
### Harrison Memorial Library

**Statement of Revenues and Expenses - Cash Basis**

*For the Period Ended July 2015*

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<thead>
<tr>
<th>Income</th>
<th>July 2015 Actual</th>
<th>YTD Actual</th>
<th>Annual Budget</th>
<th>Budget Balance</th>
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<tbody>
<tr>
<td>41000 · California State Library</td>
<td>-</td>
<td>-</td>
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<tr>
<td>43000 · CPLF Revenue</td>
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<td>43200 · CPLF-Children's Services</td>
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<td>43700 · CPLF-Designated Gift</td>
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<td>43000 · CPLF Revenue - Other</td>
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<td>44400-HML Donations-Unrestricted</td>
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<td>45000 · Interest Income</td>
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<td>45100 · Interest-Bradney</td>
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<tr>
<td>48000 · Library Operations</td>
<td>2,124.33</td>
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<td>48005 · Books 4 U Grant</td>
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<td><strong>Total Income</strong></td>
<td>2,771.39</td>
<td>2,771.39</td>
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**Expense**
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<tr>
<th>60000 - ADMINISTRATION</th>
<th>July 2015</th>
<th>YTD Actual</th>
<th>Annual Budget</th>
<th>Budget Balance</th>
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<tbody>
<tr>
<td>60010 - Cash (Over)/ Short</td>
<td>(11.28)</td>
<td>(11.28)</td>
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<td>(11.28)</td>
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<td>60015 - Over-Ring Cash</td>
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<tr>
<td>60020 - Documents-Refunds/Lost</td>
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<td>75.00</td>
<td>(75.00)</td>
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<tr>
<td>60030 - Telephone</td>
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<td>648.91</td>
<td>9,400.00</td>
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<tr>
<td>60040 - Facility Maintenance</td>
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<tr>
<td>60041 - Cleaning Services</td>
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<tr>
<td>60043 - Furnishings-Repair/Maintenance</td>
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<tr>
<td>60050 - Donor Acknowledgement/Signs</td>
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<tr>
<td>60060 - Bank Charges/Returned Checks</td>
<td>15.00</td>
<td>15.00</td>
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<td>(110.00)</td>
</tr>
<tr>
<td>60070 - Supplies</td>
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<td>5.70</td>
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<td>60080 - Postage</td>
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<td>51.23</td>
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<td>(1,448.77)</td>
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<td>60100 - Contractual Services</td>
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<tr>
<td>60130 - Bookkeeping Services</td>
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<td>325.00</td>
<td>4,225.00</td>
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<td>60140 - Audit Services</td>
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<td>60150 - Building Alarm &amp; Fees</td>
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<td>60160 - Copy Services</td>
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<tr>
<td>60170 - Overdue Materials Collection</td>
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<tr>
<td>60180 - Advertising</td>
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<tr>
<td>60195 - Professional Services</td>
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<tr>
<td>60100 - Contractual Services</td>
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<tr>
<td>60205 - MOBAC/PLP Membership</td>
<td>8,641.00</td>
<td>8,641.00</td>
<td>8,641.00</td>
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<td>60210 - Staff Training</td>
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<tr>
<td>60220 - Mileage</td>
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<td>60230 - Professional Memberships</td>
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<tr>
<td>60240 - Administration- Contingency</td>
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</table>
Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended July 2015

<table>
<thead>
<tr>
<th>Description</th>
<th>July 2015</th>
<th>YTD</th>
<th>Annual Budget</th>
<th>Budget Balance</th>
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</thead>
<tbody>
<tr>
<td>Total 60000 · ADMINISTRATION</td>
<td>10,181.21</td>
<td>10,181.21</td>
<td>65,466.00</td>
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<tr>
<td>61000 · EQUIPMENT</td>
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<tr>
<td>61050 · Other Professional Services</td>
<td>-</td>
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<tr>
<td>61100 · Equipment Maintenance/Contracts</td>
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<td>149.56</td>
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<tr>
<td>61200 · Equipment-New</td>
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<td>13,960.00</td>
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<td>61300-Equipment-Replacement</td>
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<td>149.56</td>
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<tr>
<td>62000 · DOCUMENTS</td>
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<td>62005 - Books 4 U Grant Expense</td>
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<tr>
<td>62105 · MAIN-Audio Visual</td>
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<td>62115- MAIN-McNaughton Buyback</td>
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<td>62120 · MAIN-Large Print</td>
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<tr>
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<td>62140 · MAIN-NF-Travel Cont.</td>
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<tr>
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<td>62155 - MAIN-Online Subscription</td>
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<td>62190 · MAIN-Teen Fiction</td>
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<td>62210- MAIN-Teen Nonfiction</td>
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<td>62215-MAIN-Teen DVD</td>
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<td>Annual Budget</td>
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<tr>
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<td>MAIN- Teen Audio</td>
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<td>62530</td>
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<table>
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<th>Code</th>
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<th>Annual Budget</th>
<th>Budget Balance</th>
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</thead>
<tbody>
<tr>
<td>66000</td>
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<td>-</td>
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<td>6,000.00</td>
<td>(6,000.00)</td>
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<tr>
<td>66600</td>
<td>Teen Programs</td>
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<td>(400.00)</td>
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<tr>
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<td>-</td>
<td>-</td>
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<td><strong>Total 66000</strong></td>
<td>PROGRAMS/SUPPLIES</td>
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<td><strong>22,750.00</strong></td>
<td>(<strong>20,888.24</strong>)</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>July 2015 Actual</th>
<th>YTD Actual</th>
<th>Annual Budget</th>
<th>Budget Balance</th>
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<tbody>
<tr>
<td>67000</td>
<td>INFORMATION SYSTEMS</td>
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<tr>
<td>67100</td>
<td>IS-Equipment</td>
<td>-</td>
<td>-</td>
<td>18,000.00</td>
<td>(18,000.00)</td>
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</tbody>
</table>
Harrison Memorial Library
Statement of Revenues and Expenses - Cash Basis
For the Period Ended July 2015

<table>
<thead>
<tr>
<th>Account</th>
<th>July 2015 Actual</th>
<th>July 2015 YTD Actual</th>
<th>Annual Budget</th>
<th>Budget Balance</th>
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<tbody>
<tr>
<td>67200 · IS-Hosting and Maintenance</td>
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