

**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

Wednesday
November 18, 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. Approval of Minutes of the October 28, 2015 Regular Meeting (pp. 1 – 3)

V. Orders of Business

1. Receive report from the Carmel Public Library Foundation regarding CPLF activities
2. Receive and discuss report from Library Consultant Susan Kent, and provide direction regarding next steps (pp. 4 – 8)
3. Accept annual proceeds of the Friends of the Library book sale in the amount of \$22,500 (p. 9)
4. Consider Library Board of Trustees participation in the 2016 City Centennial celebrations and 1. forward a budget request to the City Council for funding, if applicable and 2. provide direction to staff regarding said participation (pp. 10 – 13)
5. Discuss whether to hold a December Library Board of Trustees meeting and provide direction (p. 14)
6. Annual election of officers for 2016 (p. 15)
7. Provide staff with direction as to what meeting date the Board would like to agendize a discussion of library open hours, including Sundays (p. 16)

VI. Librarian's Report

8. Review of Monthly Statistics
9. Library Journal Index award (pp. 17 - 20)
10. Local History Librarian recruitment

VII. Treasurer's Report:

11. Receive Treasurer's Report
12. Accept October 31, 2015 Check Register. Note: due to the early November meeting date, the Financial Statements are not ready.

VIII. Adjournment

The next regularly scheduled Library Board of Trustees meeting is scheduled for December 23, 2015

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

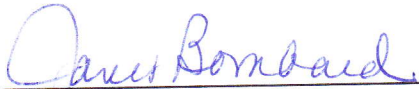
Any writings or documents provided to a majority of the Harrison Memorial Library Board of Trustees regarding an item on this agenda will be made available for public inspection in the Library Director's office at the Park Branch library at the corner of Mission & Sixth Streets during normal business 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 and the Carmel Post Office and distributed to members of the media on November 11, 2015.

Dated this 11th day of November 2015 at the hour of 6:00 p.m.



Janet Bombard
Library and Community Activities Director

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

October 28, 2015

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:

<u>PRESENT:</u>	COLLINS, FLOWERS, MOSHER, REIMERS, TWOMEY
<u>ABSENT:</u>	NONE
<u>STAFF PRESENT:</u>	Janet Bombard, Library Director Carolina Lopez, Library Office Assistant

III. ANNOUNCEMENTS FROM LIBRARY BOARD & DIRECTOR:

Library Director Janet Bombard informed the Board that the Board and Commission training that was scheduled November 2nd was cancelled and will be rescheduled at a later date.

IV. APPEARANCES:

No appearances.

V. APPROVAL OF MINUTES:

Board Member COLLINS moved to, **Approve the Minutes of the September 23, 2015 Regular Meeting,** seconded by Board Member MOSHER and carried by the following roll call vote:

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

VI. ORDERS OF BUSINESS:

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

CPLF Executive Director Amy Donohue announced that CPLF has launched the Annual Campaign. Popular Science writer Mary Roach will be the speaker for the annual fundraiser in April, 2016.

B. Receive report from Ad Hoc Committee members Flower and Twomey on facilities planning meetings and community workshops

Board member Twomey reviewed the key points of the community workshop, which was well attended.

C. Discuss November 2015 and December 2015 Library Board of Trustees meeting date and provide direction

The Board discussed the two meeting dates. Based on possible lack of a quorum and matters that will need attention from the Board, Board Member COLLINS moved to, **Approve rescheduling the November Board Meeting to Wednesday, November 18, 2015 at 9 a.m. and continue the discussion regarding the December meeting at the November meeting,** seconded by Board Member FLOWER and carried by the following roll call vote:

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

D. Accept reimbursement from the City of Carmel-by-the-sea in the amount of \$1,852.84 and consider Fiscal Year 2015/16 budget amendment allocating the finds to the Information Systems Equipment Budget

Library Director Bombard informed the Board that the library had inadvertently paid an invoice for City computers in Fiscal Year 2014/15, for which the City reimbursed the library. Bombard recommended allocating the funds to the Information Systems Equipment due to increased costs for computers this fiscal year.

Board Member TWOMEY moved to, **Approve reimbursement from the City of Carmel-by-the-sea in the amount of \$1,852.84 and consider Fiscal Year 2015/16 budget amendment allocating the finds to the Information Systems Equipment Budget,** seconded by Board Member COLLINS and carried by the following roll call vote:

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

VII. LIBRARIAN'S REPORT:

Library Director Bombard reviewed the monthly statistics with the Board. Bombard updated the Board on the CalRen Broadband network project and the recruitment for the Local History Librarian position. Bombard also informed the Board of two new part-time staff vacancies. The library audit is under way.

VIII. TREASURERS REPORT:

Board Treasurer Twomey reviewed the September financial statements and check register with the Board and answered questions about the financial statements. There were no extraordinary expenses that needed special attention from the Board.

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

AYES:	COLLINS, FLOWER, MOSHER, 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 10:28 am. The next regular meeting is scheduled for November 18, 2015.

Respectfully submitted,
Carolina Lopez, Administrative Assistant

Approved by:

Richard Flower, President, Library Board of Trustees

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
November 18, 2015

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Receive and discuss report from Library Consultant Susan Kent, and provide direction regarding next steps

SUMMARY: In August of 2015, the Carmel Public Library Foundation engaged the services of Library Consultant Susan Kent to assist with the Library's strategic planning, the primary focus of which is integrating the library's buildings and spaces into its public services.

Ms. Kent's engagement included the following:

- Meetings with the Library Director and CPLF Executive Director
- Touring both library buildings
- Conducting a workshop for library staff
- Planning for and conducting a Community Workshop

Ms. Kent's report follows on the next page.

At the October 28, 2015 meeting, Trustees directed staff to agendize a discussion of next steps based on the report, including (but not limited to):

- Providing direction with respect to what the Board will report to the City Council, and when
- Continued Board outreach to the community, and input from the community
- Potential future partnerships, with board members attending public meetings

AN ASSESSMENT OF THE HARRISON MEMORIAL LIBRARY A REPORT TO THE LIBRARY AND LIBRARY FOUNDATION

The Carmel Public Library Foundation (Foundation) engaged the services of Susan Kent of S. R. Kent LLC (Consultant) to do a study for the Harrison Memorial Library (Library) that would:

- Provide expertise and information re the future of public library buildings, technology and services to be incorporated in planning for future of the Library.
- Review all documents and data regarding the Library.
- Engage with key stakeholders, library staff and the community to discuss new ideas, trends in public library services and community needs and present workshops to these groups.

This report to the Board of the Carmel Public Library Foundation and the Harrison Memorial Library will summarize the consultant's findings to date.

SEPTEMBER SITE VISIT

The Consultant reviewed planning documents and related materials prior to her first site visit to Carmel in September 2015. During that visit, the Consultant:

- Toured the Harrison Memorial Library
- Toured the Park Branch
- Conducted a workshop for Library staff on "The Public Library of Today and Tomorrow: Planning Assumptions and Design Trends". This workshop included leading the staff through exercises "One Day at the Library" and "Customer Experience".
- Meet with the Steering Committee (Foundation, Library Board members) to present an overview of issues and trends related to public libraries.
- Had an in-depth discussion with the Library Director and Foundation Executive Director on library and community current issues and concerns.
- Toured the Sunset Center
- Planned for the Community Meeting to be held on Oct. 21st.

OBSERVATIONS FROM SEPTEMBER SITE VISIT

After touring both libraries, the Consultant observed the following:

Harrison Memorial Library:

- The exterior of the building is beautiful and enhanced by the landscaping.
- The building is not accessible to persons with disabilities or mobility issues, except on the entrance level.
- The building has multiple levels with no elevators or lifts.
- The library is:
 - overcrowded
 - shelving is too high
 - the collection is crammed in
 - there is limited seating (both table/chair seating and leisure seating)
 - there are no meeting spaces for either large or small groups
 - there is insufficient technology for the public
 - there are no small, quiet study rooms
 - there is no digital technology learning center
- The Main Library contains the adult and teen collections (the Teen Lounge is at the Main Library). The Park Branch contains materials for ages 0 – 14.

Park Branch Library:

- There is an environmental issue that needs to be addressed immediately.
- The library is:
 - crowded and collections for children and teens are unable to be displayed attractively
 - the layout is poor
 - there are no “learning spaces” for young people
 - there is very limited access to technology for users.
- The local history collection is:
 - too large for its current space allocation with part of the collection currently stored off-site.
 - is cramped, not well lit
 - has limited exhibition spaces.
- The Park Branch is intended, with the exception of the local history collection, to be used by young people so it is not truly a family space.

As a result of the assessment of the two buildings, (and please note that this is not an architectural study of what might be changed structurally), the Consultant observed that there is inefficiency of having two libraries split by age-level in terms

of access to collections, services, hours of opening, staff utilization and technology. In addition, both buildings do not meet the needs of the community because of access issues, cramped spaces for people and collections, lack of meeting spaces and lack of sufficient seating and technology.

OCTOBER SITE VISIT

After the September site visit, the Consultant, in discussion with Library Director and Foundation Executive Director, recommended that an architectural firm with extensive experience in public library design and remodeling be engaged to do a general assessment of the two libraries looking at what structural changes might be made to address the environmental, access and service issues. In addition, an assessment of the costs of remodeling and building a new library would be critical as the institution moves forward to address community needs and facility shortcomings.

During the October site visit, the Consultant, together with Library and Foundation representatives, met with Board and Staff representatives from the Sunset Center to discuss potential co-location and collaboration. This opportunity needs further study and fuller discussion by both parties.

The Library and Foundation conducted a community meeting on "Reimagining your Carmel Public Library on the evening of October 22nd. The Consultant gave a presentation "Public Libraries – Today and Tomorrow" that discussed the library as a place where one can explore, create, experience and connect. The presentation featured images of contemporary libraries from around the world. She then led a discuss that focuses on three questions:

- Imagine an improved library. What are people doing inside? Describe what you see.
- What did you see in the presentation that you liked?
- How would an improved library transform our community?

The thirty plus participants in the meeting had a lively and engaging discussion and talked about the need for a library with space for people of all ages to use and enjoy together, the need for flexible, multi-use meeting spaces, a space that is homey and comfortable, has more computers and other technology, lots of light, comfortable seating, more open concept spaces and the integration of outdoor/indoor space. A community survey is available to Carmel residents at the library and online on the library website.

PRELIMINARY RECOMMENDATIONS

The Consultant recommends that:

- An architectural firm with an extensive background in building/renovating public libraries be engaged to:
 - do a high level facility assessment of the two library buildings to see what can be done to improve the interior layout of each
 - do an assessment of potential renovation opportunities
 - develop a preliminary development strategy for a new library on a hypothetical site
 - develop a high level cost model for each of the above.
- The Consultant works with the Library and Foundation and selected architectural firm to assess the alternatives and the potential to accomplish them.
- The Consultant, with Library and Foundation, continue in discussions with Sunset Center.

Susan Kent
11/10/15

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CARMEL, CA 93921

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HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
November 18, 2015

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Consider Library Board of Trustees participation in the 2016 City Centennial celebrations and 1. forward a budget request to the City Council for funding, if applicable and 2. provide direction to staff regarding said participation

SUMMARY:

Item 1: At the May and June 2015 meetings, at the request of Mayor Burnett, the Board of Trustees discussed participation in the 2016 Centennial celebrations. At that time, the Board developed a possible list of ideas for participation (see attachment 1, item B.).

The city is requesting that Boards and Commissions submit their ideas, along with a proposed budget, to the City Council. None of the ideas originally proposed by the Board would require City funding; however, other ideas might arise during the present discussion which could require a budget from the City.

Item 2: When the City originally asked for Centennial participation from the boards and commissions it was not anticipating that City staff would be directed to do the work; rather, that the board and commission members would undertake the tasks necessary to facilitate their proposals.

The list of ideas for participation that were developed by the Library Board at the May and June meetings must be facilitated exclusively by library staff. There are currently four staff vacancies, three of which include the Local History Librarian and two reference librarians. These are the members of the staff that would be responsible for items 1, 2, 3, 6, and 7. A local history lecture on Charles Sumner Greene has already been scheduled during the centennial year. Staff, therefore, is requesting that the Board narrow its participation to the following additional items:

- Develop a series of bookmarks containing lists of books about Carmel, and by Carmel authors
- Base the annual teen photo contest theme on the history of Carmel

ATTACHMENTS:

Attachment 1: June 24, 2015 minutes

Attachment 2: Email from City Executive Assistant Leslie Fenton

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

June 24, 2015

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 REIEMRS 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
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Janet Bombard

From: Leslie Fenton
Sent: Tuesday, October 27, 2015 10:48 AM
To: Mike Branson; Rob Mullane; Janet Bombard; Marc Wiener; Margi Perotti
Cc: Doug Schmitz; Ashlee Wright
Subject: Centennial Event

Hello –

The Mayor and City Administrator are inquiring what our Boards/Commissions are planning to help celebrate the City's Centennial next year.

Please have your Board or Commission submit their event/program/idea with a proposed budget for consideration by the City Council no later than December 11, 2015, so that it can be placed on the January 2016 Agenda. If you can get the information to me prior to November 18th we can try for the December 2015 Agenda. The City Council will decide what will be budgeted for the event.

Thank you for your assistance.

Leslie Fenton
Executive Assistant
City of Carmel-by-the-Sea
831-620-2007

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
November 18, 2015

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

Subject: Consider whether to hold a December Library Board of Trustees meeting and provide direction

SUMMARY: At the October 28, 2015 meeting the Trustees discussed November and December 2015 meeting dates.

The Board voted to move the November meeting date up one week to Wednesday, November 18, in order to have all members present at the meeting.

Consideration of the December meeting date was continued to the November meeting in case there were important points of discussion that would need to be continued, or any new business came up in the meantime.

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
November 18, 2015

To: Harrison Memorial Library Board of Trustees
From: Janet Bombard, Library Director
Subject: Annual election of officers for 2016

SUMMARY: Officers of the Board of Trustees consist of a President, Vice President, and Treasurer. Elections occur annually at the December Board meeting; elected officers begin their terms in January.

The Harrison Memorial Library Board of Trustees By-Laws, Article IV – Officers of the Board of Trustees – states the following:

- A. Officers of the Board of Trustees shall consist of a President, a Vice President and a Treasurer, who shall perform their appropriate duties.
- B. Officers shall be elected at the annual meeting, or at such other meeting as may be necessary to serve for a period of one year or until a successor has been seated. Election of officers shall occur in December, or in November if a meeting is cancelled or no meeting is held, with prior notification to the City Clerk.
- C. No member of the Board shall be elected President for more than two consecutive full terms; however other than that there are no other official regulations governing Board elections.

Because the method of appointing new Board officers was established by practice only, and was not stipulated in library Board By-Laws or City regulations, the Board of Trustees at its April 25, 2012 meeting, adopted the following guidelines regarding election of officers:

*PROCEDURE REGARDING THE ANNUAL ELECTION OF OFFICERS
HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES*

Per the City of Carmel-by-the-Sea, in an effort to maintain consistency all elections of Boards, Committees and Commissions should occur in December. If a December election is not possible due to a meeting cancellation, a November election may be held upon prior notice to the City Clerk.

Elected positions of the Library Board of Trustees consist of a President, Vice President, and Treasurer. Officers' terms begin in January; positions are held for one year or until a successor has been appointed. Per Library Board by-laws, no member of the Board shall be elected President for more than two consecutive full terms.

The election of officers is an agendaized Order of Business. Due to Brown Act restrictions, nominations are made, discussed and voted on at the December meeting.

It has been customary for the Vice President to succeed the President and for the Treasurer position to be held by a new Board member. The rationale for choosing a new Board member as Treasurer is that it provides a good introduction to Board finances and operations.

This method of appointing new Board officers has been established by practice only; it is not stipulated in Library Board By-Laws or City regulations.

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES
Staff Report
November 18, 2015

To: Harrison Memorial Library Board of Trustees

From: Janet Bombard, Library Director

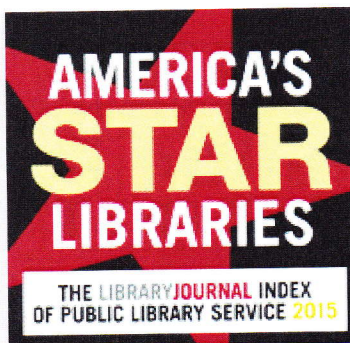
Subject: Provide staff with direction as to what meeting date the Board would like to
agendize a discussion of library open hours, including Sundays

SUMMARY: At the Community Workshop facilitated by consultant Susan Kent, several members of the community expressed interest in the library being open on Sundays. It was agreed that the Board would agendize the matter so that library users could weigh in on the topic at a public meeting.

Staff is requesting direction as to what meeting date the Board would like to schedule the discussion.

LJ Index 2015: The Star Libraries

By [Keith Curry Lance & Ray Lyons](#) on November 2, 2015 [Leave a Comment](#)



[LJ Index of Public Library Service 2015](#)

- [The Star Libraries](#)
- [All the Stars, State by State](#)
- [Do-It-Yourself Projects with LJ Index Data](#)
- [E-Circ Not Ready for Prime Time](#)
- [Understanding Star Status Shifts](#)
- [Find Your Library](#)
- [Every Star Library Ever Named](#)
- [LJ Index FAQ](#)

View Tables by Expenditure Range:

- [\\$30,000,000 +](#)
- [\\$10,000,000 – \\$29,999,999](#)
- [\\$5,000,000 – \\$9,999,999](#)
- [\\$1,000,000 – \\$4,999,999](#)
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- [\\$50,000 – \\$99,999](#)
- [\\$10,000 – \\$49,999](#)

NEW STARS

This year, 207 of 2014's Star Libraries retain their Star status, though their numbers of Stars may have changed. There are also 54 new or returning Star Libraries—ones that were not Stars in last year's ratings.

Among libraries spending \$30 million or more, there are two new three-Star winners: Toledo–Lucas County Public Library and Indianapolis–Marion County Public Library.

Among libraries spending \$10 million–\$29.9 million, there are three new three-Star winners: Birmingham Public Library, AL; Carnegie Library of Pittsburgh; and Stark County District Library, Canton, OH.

Among libraries spending \$5 million–\$9.9 million, there are six new Star winners, including the five-Star Westport Public Library, CT, and two new four-Star winners: Huntington Public Library, NY, and La Crosse Public Library, WI.

Among libraries spending \$1 million–\$4.9 million, there are four new Star Libraries, led by new four-Star Homewood Public Library, AL.

Among libraries spending \$400,000–\$999,999, there are five new Star Libraries, led by two new four-Star winners: Garden City Public Library, ID, and Foley Public Library, AL.

Among libraries spending \$200,000–\$399,999, there are eight new Star Libraries, led by four-Star winners Dorcas Carey Public Library, Carey, OH, and three Massachusetts winners: Truro Public Library (North Truro), Meekins Public Library (Williamsburg), and Cotuit Library.

Among libraries spending \$100,000–\$199,999, there are five new three-Star Libraries, including Carrollton Public Library, MO; Walton and Tipton Township Public Library, Walton, IN; Dennis Memorial Library Association, MA; Cornwall Library Association, CT; and Kinsley Public Library, KS.

Among libraries spending \$50,000–\$99,999, there are a dozen new Star Libraries, led by two new five-Star winners: Estancia Public Library, NM, and Sand Point Community/School Library, AK.

Among libraries spending \$10,000–\$49,999, there are eight new Star Libraries, led by five-Star winner Velva Public and School Library, ND.

While the 54 new Star Libraries in 2015 represent the lowest number of additions since the Index first appeared in 2009, there was still plenty of movement among the three-, four-, and five-Star categories in 2015.

Source: <http://lj.libraryjournal.com/stars-faq/>

1. What is the LJ Index of Public Library Service?

The LJ Index is a national rating system designed to recognize and promote America's public libraries, to help improve the pool of nationally collected library statistics, and to encourage library self-evaluation.

2. How was the LJ Index designed?

Simplicity, transparency, and comprehensibility were the main objectives in designing the rating system. We used statistical correlation analysis to identify a concise and straight-forward set of indicators of library service provision. We also wanted to enable individual libraries to examine first-hand the data upon which their ratings are based.

One of the foundational ideas of this system is the acknowledgment of the strengths and weaknesses of library ratings systems of any kind. Ratings are best understood within the larger context of library assessment and evaluation. Comprehensive local evaluation of library operations by libraries and their constituents is the most productive method for assessing library performance.

3. What data are LJ Index scores based on?

LJ Index scores and *star ratings* (see FAQ item #8) are based on data reported annually by public libraries to their state library agencies and compiled nationally by the [Institute of Museum and Library Services](#) (IMLS). Each edition of the LJ Index specifies the statistical year the ratings pertain to.

The [November 2012 ratings](#) are based on IMLS public libraries data for 2010; the November 2011 ratings are based on IMLS public libraries data for 2009; the [October 2011 ratings](#) are based on IMLS public libraries data for 2008; the [November 2009 LJ Index ratings](#) are based on IMLS data for 2007; [February 2009 ratings](#) are based on IMLS data for 2006.

4. What statistical measures does the LJ Index use?

LJ Index scores are based on four per capita service output statistics:

- library visits
- circulation
- program attendance
- public Internet computer use

These four measures were found to be closely related statistically. Other service output statistics available nationally—patron registration counts, reference transactions, and interlibrary lending—are not sufficiently related to these core four measures to justify their inclusion in the same index.

5. How does a library qualify to be included in LJ Index ratings?

To receive an LJ Index rating a library must satisfy these criteria:

- Meet the IMLS definition of a public library
- Have a service area with at least 1000 population
- Have total operating expenditures of at least \$10,000
- Report the four service output statistics listed in FAQ item # 4.

6. How are the LJ Index scores calculated?

A complete specification of the calculation algorithm used [appears here](#).

7. What does the LJ Index measure?

The index measures how quantities of selected services provided by a library compare with libraries within its peer group (groups are listed to the left). For each library, each of the four output statistics is

measured against the average for the library's peer group ([see table](#)).

A very high value on one or more statistics can compensate for lower values on other statistics. This "sensitivity" of the index is intended to encourage both the identification of excellence in specific services as well as thoughtful review of the validity and reliability of local data reports. (See also FAQ item # 18 regarding *weighting*.)

8. How are LJ Index "Star Libraries" identified?

Within each expenditure peer group we identify the top 30 scores. We give the top ten scores a 5-star rating, the next ten scores a 4-star rating, and the remaining ten scores a 3-star rating. However, for the \$30 million and above expenditure group, we only identify the top 15 scores, and proceed to divide these into three groups of five.

The minimum number of *star-rated* libraries in each edition will be 255. However, when libraries tie for scores falling within the top scoring ranges, all tying libraries receive stars. For this reason, the total number of *star-rated* libraries can exceed 255 and may differ from edition to edition.

9. Does the LJ Index measure the quality, excellence, effectiveness, value, or appropriateness of library services?

No, the index measures none of these. By definition, service outputs do not reflect quality, excellence, effectiveness, or value of services to the library's community. National-level data required to measure these aspects of library performance, even in a limited fashion, do not exist. Similarly, the index does not indicate whether library service output levels are appropriate for the library's community, nor the extent to which services sufficiently address community needs. We encourage libraries to analyze their own operational and community demographic data locally in order to address these two vital assessment issues.

LIBRARIAN'S MONTHLY REPORT

October 31, 2015

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	-14.99	2,392	2,339	10,492	12,342
Non-Fiction	-20.41	1,401	1,336	5,957	7,485
Magazines	-34.22	117	103	494	751
Audio/Video	-22.44	2,326	2,150	10,108	13,032
ADULT CIRCULATION TOTAL:	-19.52	6,236	5,928	27,051	33,610
Juvenile Circulation Transactions:					
Fiction	-22.82	1,651	1,837	9,137	11,839
Non-Fiction	-32.86	301	248	1,269	1,890
Magazines	25.64	25	33	147	117
Audio/Video	-25.16	403	383	1,835	2,452
JUVENILE CIRCULATION TOTAL:	-23.99	2,380	2,501	12,388	16,298
CIRCULATION TOTAL:	-20.98	8,616	8,429	39,439	49,908
Reserve Requests:	29.48	863	834	3,496	2,700
Patron Visit Count					
HML Building	-4.31	5,703	5,691	23,420	24,475
Park Branch Building	-20.89	1,801	1,560	7,376	9,324
Local History	-45.60	44	39	173	318
Youth Services Dept.	-20.02	1,757	1,521	7,203	9,006
PATRON VISIT TOTAL:	-8.88	7,504	7,251	30,796	33,799
PATRON REGISTRATION:					
Patron Data Base Purge 08/15					
Carmel by-the-Sea Residents	12.00	15	16	84	75
Monterey City Residents	-26.76	8	17	52	71
Unincorp. Monterey Cty Residents	-13.68	44	36	164	190
Visitor Cards	3.85	3	5	27	26
Other Borrowers	-9.26	7	14	49	54
REGISTRATION TOTAL:	-9.62	77	88	376	416
TOTAL # OF CARDHOLDERS:	-0.97			11,430	11,542

LIBRARIAN'S MONTHLY REPORT

October 31, 2015

CIRCULATION BY BORROWERS		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
PLACE OF RESIDENCE						
Residents:						
Carmel-by-the-Sea		-11.81	2,342	2,578	11,273	12,783
Outreach		-63.45	52	47	174	476
RESIDENTS TOTAL:		-13.67	2,394	2,625	11,447	13,259
Non-Residents:						
Other Monterey County Cities			987	1,092	5,044	6,346
Unincorporated Monterey County			5,070	4,432	21,446	28,144
Other Zip Codes			158	220	1,381	1,834
NON-RESIDENTS TOTAL:		-23.27	6,215	5,744	27,871	36,324
OUTREACH SERVICES:						
Visits		-15.79	4	4	16	19
Circulation		-63.45	52	47	174	476
LOCAL HISTORY:						
Visitors		-45.60	44	39	173	318
Digital Items Added		#DIV/0!	0	0	0	0
Physical Items Added		#DIV/0!	0	0	0	0
Programs Attendance		#DIV/0!	0	0	0	0
TELEPHONE CALLS:						
Reference Desk		-3.75	337	315	1,282	1,332
Youth Services Desk		-61.60	69	75	283	737
Local History Desk		-62.15	28	18	81	214
Circulation Desk		-13.62	941	930	4,013	4,646
TOTAL TELEPHONE CALLS:		-18.33	1,375	1,338	5,659	6,929

LIBRARIAN'S MONTHLY REPORT

October 31, 2015

REFERENCE SERVICES		YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Answered:						
Reference Desk		-41.92	379	618	1614	2779
Youth Services Desk		-60.18	213	223	958	2406
Local History Desk		-34.32	144	133	578	880
Circulation Desk		-32.60	815	801	3016	4475
TOTAL REFERENCE QUESTIONS:		-41.50	1551	1775	6166	10540
Information Questions Answered:						
Reference Desk		-31.92	178	247	691	1015
Youth Services Desk		-81.23	169	125	564	3005
Local History Desk		-41.18	36	28	120	204
Circulation Desk		-37.21	760	768	2899	4617
TOTAL INFORMATION QUESTIONS:		-51.66	1143	1168	4274	8841
INTERLIBRARY LOAN:						
MOBAC ILL to Other Libraries		-40.88	29	26	94	159
MOBAC ILL from Other Libraries		21.31	11	18	74	61

LIBRARIAN'S MONTHLY REPORT

October 31, 2015

ELECTRONIC SEARCH ACTIVITY	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Public in-Library Computer Use:	-40.14	836	828	2477	4138
Electronic Search/Visits Total:	-24.80	3,259	3,276	13,846	18,412
Public WiFi Use	-23.51	333	389	1,220	1,595
Use of HML Web Page Averages:					
Number of Pages Viewed Per Day:	-20.44	199	201	837	1,052
Number of Pages Viewed Per Visit:		2	2		
Length of Visit		1.5 MIN	1.5 MIN		
YOUTH SERVICES PROGRAMS					
Storytime Programs:	81.82	5	4	9	11
Summer Reading/Special Programs:	33.33	4	1	8	6
TOTAL PROGRAMS:	0.00	9	5	17	17
Attendance At Programs:					
Storytime-Children:	-26.15	94	98	192	260
Summer Reading/Special-Children:	-2.00	162	10	245	250
TOTAL CHILDREN'S ATTENDANCE:	-14.31	256	108	437	510
TOTAL ADULT ATTENDANCE:	-2.42	149	91	282	289
TOTAL YS PROGRAM ATTENDANCE :	-10.01	405	199	719	799
PROGRAMS FOR 9 - 12 YEAR OLDS:	0.00	1	1	3	3
TOTAL ATTENDANCE:	35.82	8	0	27	67
ADULT PROGRAMS:	-33.33	3	3	10	15
TOTAL ATTENDANCE:	-36.15	84	29	242	379
TEEN PROGRAMS:	200.00	1	1	3	1
TOTAL ATTENDANCE:	3,400.00	4	23	35	1
CLASS VISITS					
Children's Visits: 1 Teen Visits: X					
TOTAL CHILDREN'S ATTENDANCE	-81.11	17	0	17	90
TOTAL TEEN ATTENDANCE	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE		17	0	17	90

LIBRARIAN'S MONTHLY REPORT

October 31, 2015

TECHNICAL SERVICES		DATA BASE MAINTENANCE	ITEMS ACQUIRED	TITLES ACQUIRED	YTD ITEMS	YTD TITLES
BOOKS CATALOGED:						
Adult				148	148	519
Leased				143	203	547
Reference				4	4	29
Youth Services				109	109	375
Audio				32	32	98
Video				40	40	108
TOTAL:				476	536	1,715
HOLDINGS TO DATE						
HML Main Library Building				50,981	65,926 titles	
Park Branch Library				20,469	held in both bldgs	
TOTAL ITEMS HELD:				71,450		
TOTAL TITLES HELD:					65,926	
DATA BASE MAINTENANCE:						
Corrections Made to Bibliographic						
& Item Databases						
Titles Retrospectively Converted						
to Machine Readable Cataloging						

LIBRARIAN'S MONTHLY REPORT

October 31, 2015

VOLUNTEER HOURS:	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	161.70	39.00	38.00	123.00	47.00
Outreach	#DIV/0!	0.00	0.00	0.00	0.00
Local History	-14.63	16.00	16.00	70.00	82.00
Reference	-50.00	2.00	4.00	10.00	20.00
Technical Services	-21.43	8.00	19.00	55.00	70.00
Youth Services	0.00	0.00	0.00	2.00	2.00
TOTALS:	17.65	65.00	77.00	260.00	221.00
OVERDRIVE					
Patron Registrations	-100.00 *	*	10		101
Checkouts	-100.00 *	*	123		1433
OTHER DIGITAL RESOURCES					
Checkouts	#DIV/0!	539	571	1840	0
Total electronic checkouts		539	694	2245	0
BRAINFUSE:	44.00	2	4	36	25
SCIENCEFLIX	#DIV/0!	23	14	37	0
SELF CHECK PATRONS :					
Main Library	3.75	433	393	1772	1708
Youth Services	-54.30	0	81	361	790
TOTAL:	-14.61	433	474	2133	2498

* numbers not available this month

Harrison Memorial Library

Check Detail

October 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3251	10/01/2015	BRODART		10000 · Wells Farg...		-77.55
Bill	412221	10/01/2015			60070 · Supplies	-77.55	77.55
TOTAL						-77.55	77.55
Bill Pmt -Check	3252	10/01/2015	INFORMATION TO...		10000 · Wells Farg...		-369.00
Bill	100323	10/01/2015			60210 · Staff Training	-369.00	369.00
TOTAL						-369.00	369.00
Bill Pmt -Check	3253	10/01/2015	OFFICE DEPOT		10000 · Wells Farg...		-31.43
Bill	7942...	10/01/2015			60070 · Supplies	-22.72	22.72
Bill	7942...	10/01/2015			60070 · Supplies	-8.71	8.71
TOTAL						-31.43	31.43
Bill Pmt -Check	3254	10/01/2015	QUILL.COM		10000 · Wells Farg...		-380.13
Bill	7842...	10/01/2015			60070 · Supplies	-380.13	380.13
TOTAL						-380.13	380.13
Bill Pmt -Check	3255	10/01/2015	SARAH DOCOUTO		10000 · Wells Farg...		-150.00
Bill	0058	10/01/2015			66400 · YS-Readin...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	3256	10/01/2015	THE WALL STREE...		10000 · Wells Farg...		-448.54
Bill	1114...	10/01/2015			62600 · Serials Sub...	-448.54	448.54
TOTAL						-448.54	448.54
Bill Pmt -Check	3257	10/06/2015	AT&T CALNET 2		10000 · Wells Farg...		-588.21
Bill	7092...	10/06/2015			60030 · Telephone	-18.37	18.37
Bill	7092...	10/06/2015			60030 · Telephone	-569.84	569.84
TOTAL						-588.21	588.21

Harrison Memorial Library Check Detail October 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3258	10/06/2015	BAKER & TAYLOR		10000 · Wells Farg...		-196.84
Bill	4011...	10/06/2015			62105 · MAIN-Audi...	-21.27	21.27
Bill	5013...	10/06/2015			62320 · REF-Conti...	-59.03	59.03
Bill	5013...	10/06/2015			62320 · REF-Conti...	-46.33	46.33
Bill	5013...	10/06/2015			62320 · REF-Conti...	-33.07	33.07
Bill	5013...	10/06/2015			62320 · REF-Conti...	-37.14	37.14
TOTAL						-196.84	196.84
Bill Pmt -Check	3259	10/06/2015	GOLDEN GATE B...		10000 · Wells Farg...		-325.00
Bill	6542	10/06/2015			60130 · Bookkeepin...	-325.00	325.00
TOTAL						-325.00	325.00
Bill Pmt -Check	3260	10/06/2015	KAL-WEST		10000 · Wells Farg...		-100.00
Bill	00601	10/06/2015			60190 · Courier Ser...	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	3261	10/06/2015	REDSHIFT		10000 · Wells Farg...		-14.95
Bill	1703...	10/06/2015			67400 · IS-Telecom...	-14.95	14.95
TOTAL						-14.95	14.95
Bill Pmt -Check	3262	10/06/2015	TEI Landmark Audio		10000 · Wells Farg...		-509.92
Bill	1183...	10/06/2015			62105 · MAIN-Audi...	-509.92	509.92
TOTAL						-509.92	509.92
Bill Pmt -Check	3263	10/06/2015	XEROX		10000 · Wells Farg...		-222.60
Bill	0815...	10/06/2015			61100 · Equipment ...	-98.02	98.02
Bill	0815...	10/06/2015			61100 · Equipment ...	-124.58	124.58
TOTAL						-222.60	222.60
Bill Pmt -Check	3264	10/08/2015	INFORMATION TO...		10000 · Wells Farg...		-369.00
Bill	100326	10/08/2015			60210 · Staff Training	-369.00	369.00
TOTAL						-369.00	369.00

Harrison Memorial Library Check Detail October 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3265	10/08/2015	MONTEREY BAY T...		10000 · Wells Farg...		-190.00
Bill	15073	10/08/2015			67800 · IS- Other T...	-95.00	95.00
Bill	15074	10/08/2015			67800 · IS- Other T...	-95.00	95.00
TOTAL						-190.00	190.00
Bill Pmt -Check	3266	10/08/2015	QUILL.COM		10000 · Wells Farg...		-107.21
Bill	8184...	10/08/2015			60070 · Supplies	-107.21	107.21
TOTAL						-107.21	107.21
Bill Pmt -Check	3267	10/08/2015	TRANSWORLD SY...		10000 · Wells Farg...		-800.00
Bill	2015	10/08/2015			60170 · Overdue M...	-800.00	800.00
TOTAL						-800.00	800.00
Bill Pmt -Check	3268	10/08/2015	BAKER & TAYLOR		10000 · Wells Farg...		-362.01
Bill	4011...	10/08/2015			62320 · REF-Contin...	-39.99	39.99
					62150 · MAIN-Non ...	-142.87	142.87
					62520 · LH-Docum...	-102.00	102.00
					62400 · YS-Collection	-77.15	77.15
TOTAL						-362.01	362.01
Bill Pmt -Check	3269	10/13/2015	BAKER & TAYLOR		10000 · Wells Farg...		-651.87
Bill	5013...	10/13/2015			62320 · REF-Contin...	-67.63	67.63
					62140 · MAIN-NF-T...	-262.66	262.66
					62320 · REF-Contin...	-178.28	178.28
					62140 · MAIN-NF-T...	-143.30	143.30
TOTAL						-651.87	651.87
Bill Pmt -Check	3270	10/13/2015	CDW		10000 · Wells Farg...		-10,558.35
Bill	1013...	10/13/2015			67100 · IS-Equipment	-10,558.35	10,558.35
TOTAL						-10,558.35	10,558.35

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Harrison Memorial Library Check Detail October 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3271	10/13/2015	INFORMATION TO...		10000 · Wells Farg...		-369.00
Bill	103327	10/13/2015			60210 · Staff Training	-369.00	369.00
TOTAL						-369.00	369.00
Bill Pmt -Check	3272	10/13/2015	OCLC		10000 · Wells Farg...		-591.91
Bill	421395	10/13/2015			66700 · OCLC Cata...	-591.91	591.91
TOTAL						-591.91	591.91
Bill Pmt -Check	3273	10/13/2015	WELLS FARGO B...		10000 · Wells Farg...		-244.21
Bill	10/02...	10/13/2015			61200 · Equipment-...	-48.21	48.21
					60080 · Postage	-196.00	196.00
TOTAL						-244.21	244.21
Bill Pmt -Check	3274	10/13/2015	WELLS FARGO B...		10000 · Wells Farg...		-494.53
Bill	10/02...	10/13/2015			61200 · Equipment-...	-226.98	226.98
					62105 · MAIN-Audi...	-224.55	224.55
					60070 · Supplies	-43.00	43.00
TOTAL						-494.53	494.53
Bill Pmt -Check	3275	10/13/2015	Pat Stadille		10000 · Wells Farg...		-150.00
Bill	1010...	10/13/2015			66400 · YS-Readin...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	3276	10/15/2015	BAKER & TAYLOR		10000 · Wells Farg...		-1,141.80
Bill	4011...	10/15/2015			62105 · MAIN-Audi...	-576.31	576.31
Bill	4011...	10/15/2015			62150 · MAIN-Non ...	-399.56	399.56
					62210 · MAIN_Tee...	-165.93	165.93
TOTAL						-1,141.80	1,141.80
Bill Pmt -Check	3277	10/15/2015	COMCAST		10000 · Wells Farg...		-125.71
Bill	10/02...	10/15/2015			67400 · IS-Telecom...	-125.71	125.71
TOTAL						-125.71	125.71

Harrison Memorial Library Check Detail October 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3278	10/15/2015	OFFICE DEPOT		10000 · Wells Farg...		-148.77
Bill	7967...	10/15/2015			60070 · Supplies	-148.77	148.77
TOTAL						-148.77	148.77
Bill Pmt -Check	3279	10/15/2015	PACIFIC GROVE S...		10000 · Wells Farg...		-200.00
Bill	25911	10/15/2015			60185 · P. G. Self St...	-200.00	200.00
TOTAL						-200.00	200.00
Bill Pmt -Check	3280	10/20/2015	BAKER & TAYLOR		10000 · Wells Farg...		-1,632.07
Bill	4011...	10/20/2015			62150 · MAIN-Non ...	-1,107.51	1,107.51
					62190 · MAIN-Teen...	-98.89	98.89
					62130 · MAIN-Fiction	-310.65	310.65
Bill	5013...	10/20/2015			62320 · REF-Contin...	-115.02	115.02
TOTAL						-1,632.07	1,632.07
Bill Pmt -Check	3281	10/20/2015	H.W. WILSON		10000 · Wells Farg...		-252.50
Bill	333087	10/20/2015			62320 · REF-Contin...	-252.50	252.50
TOTAL						-252.50	252.50
Bill Pmt -Check	3282	10/20/2015	INFOGROUP		10000 · Wells Farg...		-650.00
Bill	1000...	10/20/2015			62310 · REF-Datab...	-650.00	650.00
TOTAL						-650.00	650.00
Bill Pmt -Check	3283	10/20/2015	RECORDED BOOKS		10000 · Wells Farg...		-45.19
Bill	7522...	10/20/2015			62105 · MAIN-Audi...	-45.19	45.19
TOTAL						-45.19	45.19
Bill Pmt -Check	3284	10/20/2015	SENTRY		10000 · Wells Farg...		-231.00
Bill	2019...	10/20/2015			60150 · Building Ala...	-231.00	231.00
TOTAL						-231.00	231.00

Harrison Memorial Library Check Detail October 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3285	10/20/2015	AMAZON		10000 · Wells Farg...		-837.64
Bill	0724...	10/20/2015			62105 · MAIN-Audi...	-21.71	21.71
Bill	2142...	10/20/2015			62130 · MAIN-Fiction	-10.17	10.17
Bill	0163...	10/20/2015			62420 · YS-Audio/V...	-23.95	23.95
Bill	0163...	10/20/2015			62420 · YS-Audio/V...	-30.01	30.01
Bill	0163...	10/20/2015			62420 · YS-Audio/V...	-44.90	44.90
Bill	1848...	10/20/2015			62330 · REF-General	-28.81	28.81
Bill	2227...	10/20/2015			62105 · MAIN-Audi...	-242.45	242.45
Bill	0163...	10/20/2015			62420 · YS-Audio/V...	-17.94	17.94
Bill	2227...	10/20/2015			62105 · MAIN-Audi...	-32.58	32.58
Bill	2227...	10/20/2015			62105 · MAIN-Audi...	-21.70	21.70
Bill	2075...	10/20/2015			62105 · MAIN-Audi...	-6.50	6.50
Bill	0446...	10/20/2015			62105 · MAIN-Audi...	-24.56	24.56
Bill	0446...	10/20/2015			62105 · MAIN-Audi...	-37.56	37.56
Bill	2075...	10/20/2015			62105 · MAIN-Audi...	-95.22	95.22
Bill	2075...	10/20/2015			62105 · MAIN-Audi...	-64.32	64.32
Bill	2021...	10/20/2015			62105 · MAIN-Audi...	-26.57	26.57
Bill	2950...	10/20/2015			62150 · MAIN-Non ...	-12.08	12.08
Bill	2227...	10/20/2015			62420 · YS-Audio/V...	-13.99	13.99
Bill	0023...	10/20/2015			62105 · MAIN-Audi...	-28.56	28.56
TOTAL					60070 · Supplies	-54.06	54.06
						-837.64	837.64
Bill Pmt -Check	3286	10/27/2015	AT&T		10000 · Wells Farg...		-46.14
Bill	10/16...	10/27/2015			60030 · Telephone	-46.14	46.14
TOTAL						-46.14	46.14
Bill Pmt -Check	3287	10/27/2015	BAKER & TAYLOR		10000 · Wells Farg...		-1,511.85
Bill	4011...	10/27/2015			62150 · MAIN-Non ...	-290.87	290.87
					62130 · MAIN-Fiction	-25.57	25.57
Bill	4011...	10/27/2015			62400 · YS-Collection	-1,012.78	1,012.78
TOTAL					62400 · YS-Collection	-182.63	182.63
						-1,511.85	1,511.85
Bill Pmt -Check	3288	10/27/2015	MOST-RONDO, DA...		10000 · Wells Farg...		-200.00
Bill	1023...	10/27/2015			66400 · YS-Readin...	-200.00	200.00
TOTAL						-200.00	200.00

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Harrison Memorial Library Check Detail October 2015

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	3289	10/27/2015	ORIENTAL TRADI...		10000 · Wells Farg...		-49.85
Bill	6738...	10/27/2015			66400 · YS-Readin...	-49.85	49.85
TOTAL						-49.85	49.85
Bill Pmt -Check	3290	10/27/2015	SARAH DOUCOUTO		10000 · Wells Farg...		-150.00
Bill	0060	10/27/2015			66400 · YS-Readin...	-150.00	150.00
TOTAL						-150.00	150.00
Bill Pmt -Check	3291	10/29/2015	AT&T		10000 · Wells Farg...		-37.58
Bill	10/16...	10/29/2015			60030 · Telephone	-37.58	37.58
TOTAL						-37.58	37.58
Bill Pmt -Check	3292	10/29/2015	BRODART		10000 · Wells Farg...		-125.97
Bill	414449	10/29/2015			61200 · Equipment...	-125.97	125.97
TOTAL						-125.97	125.97
Bill Pmt -Check	3293	10/29/2015	OFFICE DEPOT		10000 · Wells Farg...		-404.07
Bill	8004...	10/29/2015			60070 · Supplies	-397.55	397.55
Bill	8004...	10/29/2015			60070 · Supplies	-6.52	6.52
TOTAL						-404.07	404.07