



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

Trustees Marie-Clare Gorham, John Krisher, Susan
Murphy, Phil Pardue, and Mary Jo Williams

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

REGULAR MEETING Wednesday, September 25, 2024

9:00 AM

THIS MEETING WILL BE HELD IN PERSON AND VIA TELECONFERENCE. The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may watch the Youtube Live Stream at:

<https://www.youtube.com/@CityofCarmelbytheSea/streams>, or use the link below to view or listen to the meeting via Zoom teleconference:

<https://ci-carmel-ca-us.zoom.us/j/82665311443> Meeting ID: 826 6531 1443 Passcode: 198663 Dial in: 669-444-9171

HOW TO OFFER PUBLIC COMMENT: Public comment may be given in person at the meeting, or using the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to lsfenton@ci.carmel.ca.us. Comments must be received 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

The COVID-19 Community Level for Monterey County as of the date of this agenda posting is [LOW/MEDIUM] (mask wearing not required). Seating will be limited and available on a first come first served basis.

Prior to calling the meeting to order, the Board/Commission will conduct an on-site tour of inspection of the properties listed on the agenda and the public is welcome to join. After the tour is complete, the Board/Commission will begin the meeting in the City Council Chambers no earlier than the time noted on the agenda.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair.

Matters not appearing on the agenda will not receive action at this meeting and may be referred to staff. Persons are not required to provide their names, and it is helpful for speakers to state their names so they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

ORDERS OF BUSINESS

Orders of Business are agenda items that require Commission discussion, debate, direction to staff, and/or action.

1. Approval of the Minutes for the July 24, 2024 Regular Meeting and July 29, 2024 Special Meeting
2. Receive the Librarian's Report for July and August 2024
3. Receive the Treasurer's Report for June, July, and August 2024 and approve the check register for June, July, and August 2024
4. Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction
5. Receive a year end budget report for Fiscal Year 2023-2024
6. Consideration of a budget adjustment in the amount of \$8,000 for Strategic Planning Services from Visionary Strategic Consulting and the appointment of a Trustee to work with the Library Director and consultant on a new Strategic Plan.
7. Receive a report from the Carmel Public Library Foundation on recent activities

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, located on the NE corner of Ocean Avenue and Lincoln Street, the Carmel-by-the-Sea Post Office, 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us> in accordance with applicable legal requirements.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Board of Trustees regarding any item on this agenda, received after the posting of the agenda will be available in the Library and Community Activities Director's Office located at the Park Branch Library at the NE corner of Mission Street and Sixth Avenue during normal business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

REGULAR MEETING
Wednesday, July 24, 2024
9:00 AM

CALL TO ORDER AND ROLL CALL

PRESENT: Gorham, Krisher, Murphy, Pardue, Williams
ABSENT: None
STAFF PRESENT: Ashlee Wright, Library & Community Activities Director

PLEDGE OF ALLEGIANCE

Members of the public joined the Board in the Pledge of Allegiance.

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees

Trustee Murphy announced that the Friends are having a fundraiser this weekend and that they made \$300 at last week's farmers' market.

Item B: Announcements from the Library Director

Ashlee Wright, Library & Community Activities Director, announced that the hiring process for staff to cover Saturday hours is beginning.

ORDERS OF BUSINESS

Item 1: Receive the Fiscal Year 2022-23 audit report and a presentation from auditor Sheldon Chavan, C.P.A., of Chavan & Associates, LLP.

Auditor Sheldon Chavan, C.P.A, of Chavan & Associates, LLP presented the report.

Item 2: Approval of the Minutes for the June 26, 2024 Regular Meeting

Trustee Murphy moved to approve the Minutes for the June 26, 2024 Regular Meeting, seconded by Trustee Williams and carried by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Williams, Krisher
NOES: None
ABSENT: None
ABSTAIN: None

Item 3: Receive the Librarian's Report for June 2024

Library & Community Activities Director Wright presented the report.

Item 4: Receive the Monthly report out from Master Plan ad hoc committee and receive and review the Request for Proposals (RFP) for Architect Services for the renovation of the Harrison Memorial Library and the Agreement between the City and Carmel Public Library Foundation for project funding

Library & Community Activities Director Wright presented the report.

Public Appearances
Marci Meaux
Alexandra Fallon

Item 5: Receive a report from the Carmel Public Library Foundation on recent activities

Executive Director Alexandra Fallon presented the report.

Item 6: Consideration of a resolution authorizing the investment of monies in the Local Agency Investment Fund.

Library & Community Activities Director Wright presented the report.

Trustee Murphy moved to approve the resolution authorizing the investment of monies in the Local Agency Investment Fund, seconded by Trustee Pardue and carried by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Williams, Krisher
NOES: None
ABSENT: None
ABSTAIN: None

Item 7: Receive and discuss the communications plan for the sunseting of Hoopla September 30, 2024.

Library & Community Activities Director Wright presented the report.

Public Appearances
Alexandra Fallon

FUTURE AGENDA ITEMS

- June & July 2024 financials
- End of year report

ADJOURNMENT

**There being no further business before the Board the meeting was adjourned at 9:58 am.
The next Regular Meeting is scheduled for August 28, 2024.**

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher, President
Library Board of Trustees

Harrison Memorial Library Board of Trustees Meeting Minutes

SPECIAL MEETING
Monday, July 29, 2024

9:00 AM

CALL TO ORDER AND ROLL CALL

PRESENT: Gorham, Krisher, Murphy, Pardue, Williams
ABSENT: None
STAFF PRESENT: Ashlee Wright, Library & Community Activities Director

PUBLIC APPEARANCES

None

ORDERS OF BUSINESS

Item 1: Review the updated Request for Proposals (RFP) for Architect Services for the renovation of the Harrison Memorial Library and remand the RFP to the City Council for final review and approval

Library & Community Activities Director Wright presented the report.

Public Appearances

Lettie Bennett
Alexandra Fallon
Marci Meaux
Ken Cranston

Trustee Pardue moved to accept the RFP as submitted by the Library Director with the modification of changing the Evaluation Committee to the Architectural Selection Committee and adding the Architectural Selection Committee but not referencing Exhibit A, that is something for Council to consider, seconded by Trustee Murphy and carried by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Williams, Krisher
NOES: None
ABSENT: None
ABSTAIN: None

Trustee Williams moved to forward the Architectural Selection Committee list of names to Council for a vote, seconded by Trustee Murphy and carried by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Williams, Krisher
NOES: None
ABSENT: None
ABSTAIN: None

ADJOURNMENT

There being no further business before the Board the meeting was adjourned at 10:01 am. The next Regular Meeting is scheduled for August 28, 2024.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher, President
Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

July 31, 2024

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	19.02	1,959	1,731	1,959	1,646
Non-Fiction	9.99	1,134	1,101	1,134	1,031
Magazines	-14.29	48	42	48	56
Audio/Video	20.43	1,132	1,141	1,132	940
ADULT CIRCULATION TOTAL:	16.34	4,273	4,015	4,273	3,673
Juvenile Circulation:					
Fiction	50.43	3,171	2,251	3,171	2,108
Non-Fiction	71.88	880	695	880	512
Magazines	246.15	45	41	45	13
Audio/Video	43.87	223	192	223	155
JUVENILE CIRCULATION TOTAL:	54.91	4,319	3,179	4,319	2,788
CIRCULATION TOTAL:	32.98	8,592	7,194	8,592	6,461
ELECTRONIC CHECKOUTS:	56.70	8827	7,740	8827	5633
HOLD REQUESTS:	-10.45	951	908	951	1,062
INTERLIBRARY LOAN:					
ILL to Other Libraries	#DIV/0!	0	0	0	0
ILL from Other Libraries	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

July 31, 2024

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	20.81060016	1550	1,349	1550	1283
Non-Residents:					
Monterey County	31.08	5,867	5,345	5,867	4,476
Other Zip Codes	67.38	1,175	500	1,175	702
NON-RESIDENT CIRCULATION TOTAL	36.00	7,042	5,845	7,042	5,178
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	184.62	37	23	37	13
Monterey County Residents	35.42	130	117	130	96
Other Borrowers	771.03	932	557	932	107
REGISTRATION TOTAL:	408.80	1,099	697	1,099	216
TOTAL # OF CARDHOLDERS:	-0.48	11,342	10,288	11,342	11,397

Patron Visit Count					
HML Building	36.74	9,752	7,480	9,752	7,132
Park Branch Building	#DIV/0!				
Local History	-12.50	35	30	35	40
Youth Services Dept.	13.84	6,400	5,339	6,400	5,622
PATRON VISIT TOTAL:	26.52	16,187	12,849	16,187	12,794

LIBRARIAN'S MONTHLY REPORT

July 31, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	77.93	1637	1011	1637	920
Youth Services Desk	129.21	871	720	871	380
Local History Desk	136.36	130	60	130	55
TOTAL REFERENCE QUESTIONS:	94.69	2638	1791	2638	1355
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-29.29	990	655	990	1,400
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-28.57	5	3	5	7
Park Branch	#DIV/0!				
Harrison - Main	87.10	29	34	29	16
TOTALS:	51.11	34	37	34	23
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

July 31, 2024

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	150.00	5	3	5	2
TOTAL ATTENDANCE	-48.27	239	115	239	462
PRESCHOOL PROGRAMS (0-5 YRS)	25.00	5	4	5	4
TOTAL ATTENDANCE	43.96	298	178	298	207
SCHOOL AGE PROGRAMS (6-11 YRS)	-100.00	0	1	0	3
TOTAL ATTENDANCE	-100.00	0	14	0	129
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	4	6	4	0
TOTAL ATTENDANCE:	#DIV/0!	18	35	18	0
ADULT PROGRAMS	300.00	4	4	4	1
TOTAL ATTENDANCE	375.00	247	158	247	52
OFFSITE PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
LOCAL HISTORY PROGRAMS	#DIV/0!	0	1	0	0
TOTAL ATTENDANCE	#DIV/0!	0	14	0	0

LIBRARIAN'S MONTHLY REPORT

August 31, 2024

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	10.53	1,904	1,959	3,863	3,495
Non-Fiction	1.59	1,172	1,134	2,306	2,270
Magazines	89.16	109	48	157	83
Audio/Video	2.89	1,039	1,132	2,171	2,110
ADULT CIRCULATION TOTAL:	6.77	4,224	4,273	8,497	7,958
Juvenile Circulation:					
Fiction	31.13	2,890	3,171	6,061	4,622
Non-Fiction	51.00	781	880	1,661	1,100
Magazines	157.58	40	45	85	33
Audio/Video	21.78	146	223	369	303
JUVENILE CIRCULATION TOTAL:	34.96	3,857	4,319	8,176	6,058
CIRCULATION TOTAL:	18.96	8,081	8,592	16,673	14,016
ELECTRONIC CHECKOUTS:	61.10	9978	8827	18805	11673
HOLD REQUESTS:	-9.02	945	951	1,896	2,084
INTERLIBRARY LOAN:					
ILL to Other Libraries	#DIV/0!	0	0	0	
ILL from Other Libraries	#DIV/0!	0	0	0	

LIBRARIAN'S MONTHLY REPORT

August 31, 2024

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	8.08	1513	1550	3063	2834
Non-Residents:					
Monterey County	17.42	5,927	5,867	11,794	10,044
Other Zip Codes	34.92	641	1,175	1,816	1,346
NON-RESIDENT CIRCULATION TOTAL	19.49	6,568	7,042	13,610	11,390
PATRON REGISTRATION:	Patron Data Base Purge 04/24				
Carmel by-the-Sea Residents	110.34	24	37	61	29
Monterey County Residents	22.34	100	130	230	188
Other Borrowers	923.32	1043	932	1975	193
REGISTRATION TOTAL:	452.68	1,167	1,099	2,266	410
TOTAL # OF CARDHOLDERS:	105.90	12,514	11,342	23,856	11,586

Patron Visit Count					
HML Building	23.15	7,993	9,752	17,745	14,409
Park Branch Building					
Local History	-8.00	34	35	69	75
Youth Services Dept.	-7.32	4,253	6,400	10,653	11,495
PATRON VISIT TOTAL:	9.58	12,280	16,187	28,467	25,979

LIBRARIAN'S MONTHLY REPORT

August 31, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	54.53	1163	1637	2800	1812
Youth Services Desk	121.23	567	871	1438	650
Local History Desk	40.00	45	130	175	125
TOTAL REFERENCE QUESTIONS:	70.58	1775	2638	4413	2587
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-32.99	988	990	1,978	2,952
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-27.27	3	5	8	11
Park Branch	#DIV/0!	9	0	9	0
Harrison - Main	48.68	28	29	57	38
TOTALS:	50.00	40	34	74	49
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

August 31, 2024

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	150.00	0	5	5	2
TOTAL ATTENDANCE	-48.27	0	239	239	462
PRESCHOOL PROGRAMS (0-5 YRS)	25.00	0	5	5	4
TOTAL ATTENDANCE	43.96	0	298	298	207
SCHOOL AGE PROGRAMS (6-11 YRS)	-100.00	0	0	0	3
TOTAL ATTENDANCE	-100.00	0	0	0	129
TEEN PROGRAMS (12-18 YRS)	300.00	0	4	4	1
TOTAL ATTENDANCE:	500.00	0	18	18	3
ADULT PROGRAMS	500.00	2	4	6	1
TOTAL ATTENDANCE	423.08	25	247	272	52
OFFSITE PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
LOCAL HISTORY PROGRAMS	#DIV/0!	1	0	1	0
TOTAL ATTENDANCE	#DIV/0!	7	0	7	0

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
June 30, 2024

Harrison Memorial Library

Balance Sheet

Attachment 1

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	246,096.98
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	795,109.83
14100 LAIF - Operating Reserve	175,127.25
14200 LAIF - Equipment Replacement	100,000.00
14300 LAIF - Bradney	46,747.05
14400 LAIF - Evans Restricted Fund	123,000.00
Total 14000 LAIF	1,239,984.13
Total Bank Accounts	\$1,486,541.11
Total Current Assets	\$1,486,541.11
TOTAL ASSETS	\$1,486,541.11
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	32,890.17
Total Accounts Payable	\$32,890.17
Total Current Liabilities	\$32,890.17
Total Liabilities	\$32,890.17
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	0.00
15110 LAIF - Restricted - Operating Reserve	175,127.25
15120 LAIF - Equipment Replacement	100,000.00
15130 WF - Designated Gifts	0.00
15140 Broadband Equipment Grant	3,379.77
Total 15100 Temporarily Restricted	278,507.02
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
Total 15000 Restricted Funds	425,254.07
16000 Unrestricted Net Assets	1,025,378.57
Opening Balance Equity	0.00
Net Income	3,018.30
Total Equity	\$1,453,650.94
TOTAL LIABILITIES AND EQUITY	\$1,486,541.11

Budget v Actuals FY 2023-2024					
July 2023 - June 2024					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY		\$341,036.31	\$341,000.00	\$36.31	
22000 Donations		\$300.00	\$0.00	\$300.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$25,000.00	\$25,000.00	\$0.00	
23100 Interest Bradney		\$4,570.72	\$3,450.00	\$1,120.72	
23200 Interest - Other		\$41,225.13	\$19,450.00	\$21,775.13	
Total 23000 INTEREST INCOME		\$45,795.85	\$22,900.00	\$22,895.85	\$23,000 more than budgeted
25000 Library Operations		\$6,655.46	\$9,000.00	-\$2,344.54	
TOTAL INCOME		\$418,787.62	\$397,900.00	\$20,887.62	
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance		\$8,250.48	\$8,975.00	-\$724.52	
Total 32000 Library Promotions		\$8,483.98	\$5,700.00	\$2,783.98	
Total 33000 Supplies		\$19,410.19	\$16,840.00	\$2,570.19	
Total 34000 Organizational Development		\$17,038.75	\$20,100.00	-\$3,061.25	
Total 30000 ADMINISTRATION		\$53,183.40	\$51,615.00	\$1,568.40	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$43,642.53	\$34,500.00	\$9,142.53	purchased additional furniture
50000 IT					
Total 50000 IT		\$2,334.52	\$4,500.00	-\$2,165.48	
60000 HARD COPY MATERIAL					

Total 61000 ADULT COLLECTION		\$39,477.22	\$41,400.00	-\$1,922.78	
Total 62000 TEEN COLLECTION		\$8,908.78	\$115,000.00	-\$2,591.22	
Total 63000 KIDS COLLECTION		\$26,821.09	\$30,500.00	-\$3,678.91	
Total 64000 REFERENCE		\$5,096.50	\$4,950.00	\$146.50	
Total 65000 ZIP BOOKS		\$18,614.95	\$16,000.00	\$2,614.95	
Total 60000 HARD COPY MATERIAL		\$98,918.54	\$104,350.00	-\$5,431.46	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL		\$51,489.00	\$49,780.00	\$1,709.00	
70000 DATABASES					
Total 70000 DATABASES		\$13,453.39	\$13,455.00	-\$1.61	
72000 eMaterial					
Total 72000 eMaterial		\$96,494.56	\$87,300.00	\$9,194.56	overspent by \$9000
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$13,494.30	\$15,000.00	-\$1,505.70	
Total 82000 TEEN PROGRAMS		\$5,772.02	\$4,600.00	\$1,172.02	
Total 83000 KIDS PROGRAMS		\$22,896.31	\$26,800.00	-\$3,903.69	
Total 85000 LOCAL HISTORY PROGRAMS		\$14,090.75	\$11,000.00	\$3,090.75	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$56,253.38	\$57,400.00	-\$1,146.62	
Total Expenses		\$415,769.32	\$402,900.00	\$12,869.32	
Net Operating Income		\$3,018.30	-\$5,000.00	\$8,018.30	
Net income		\$3,018.30	-\$5,000.00	\$8,018.30	under budget at FY end by \$8000

Harrison Memorial Library

Check Detail Report

June 1-30, 2024

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking	21941							
10000 Wells Fargo Checking	21941	06/06/2024	Bill Payment (Check)	6670	ADAM SAMTUR		Reconciled	-\$200.00
10000 Wells Fargo Checking	21941	06/06/2024	Bill Payment (Check)	6670	ADAM SAMTUR			-\$200.00
	Total for 21941							-\$400.00
	21942							
10000 Wells Fargo Checking	21942	06/06/2024	Bill Payment (Check)	6671	Amazon Capital Services, Inc.		Reconciled	-\$1,278.59
10000 Wells Fargo Checking	21942	06/06/2024	Bill Payment (Check)	6671	Amazon Capital Services, Inc.			-\$1,278.59
	Total for 21942							-\$2,557.18
	21943							
10000 Wells Fargo Checking	21943	06/06/2024	Bill Payment (Check)	6672	AMY BURKMAN ART		Reconciled	-\$2,500.00
10000 Wells Fargo Checking	21943	06/06/2024	Bill Payment (Check)	6672	AMY BURKMAN ART			-\$2,500.00
	Total for 21943							-\$5,000.00
	21944							
10000 Wells Fargo Checking	21944	06/06/2024	Bill Payment (Check)	6673	BAKER & TAYLOR	Attachment 2	Reconciled	-\$4,265.92
10000 Wells Fargo Checking	21944	06/06/2024	Bill Payment (Check)	6673	BAKER & TAYLOR			-\$4,265.92
	Total for 21944							-\$8,531.84
	21945							
10000 Wells Fargo Checking	21945	06/06/2024	Bill Payment (Check)	6674	Blackstone Publishing		Reconciled	-\$41.60
10000 Wells Fargo Checking	21945	06/06/2024	Bill Payment (Check)	6674	Blackstone Publishing			-\$41.60
	Total for 21945							-\$83.20
	21946							
10000 Wells Fargo Checking	21946	06/06/2024	Bill Payment (Check)	6675	KANOPY		Reconciled	-\$1,471.00
10000 Wells Fargo Checking	21946	06/06/2024	Bill Payment (Check)	6675	KANOPY			-\$1,471.00
	Total for 21946							-\$2,942.00
	21947							
10000 Wells Fargo Checking	21947	06/06/2024	Bill Payment (Check)	6676	Midwest Tape		Reconciled	-\$506.51
10000 Wells Fargo Checking	21947	06/06/2024	Bill Payment (Check)	6676	Midwest Tape			-\$506.51
	Total for 21947							-\$1,013.02
	21948							
10000 Wells Fargo Checking	21948	06/06/2024	Bill Payment (Check)	6677	OFFICE DEPOT		Reconciled	-\$87.38
10000 Wells Fargo Checking	21948	06/06/2024	Bill Payment (Check)	6677	OFFICE DEPOT			-\$87.38
	Total for 21948							-\$174.76
	21949							
10000 Wells Fargo Checking	21949	06/06/2024	Bill Payment (Check)	6678	OVERDRIVE		Reconciled	-\$1,487.71
10000 Wells Fargo Checking	21949	06/06/2024	Bill Payment (Check)	6678	OVERDRIVE			-\$1,487.71
	Total for 21949							-\$2,975.42
	21950							
10000 Wells Fargo Checking	21950	06/06/2024	Bill Payment (Check)	6679	UNIVERSITY PRODUCTS, INC		Reconciled	-\$283.87
10000 Wells Fargo Checking	21950	06/06/2024	Bill Payment (Check)	6679	UNIVERSITY PRODUCTS, INC			-\$283.87
	Total for 21950							-\$567.74
	21951							
10000 Wells Fargo Checking	21951	06/06/2024	Bill Payment (Check)	6680	ZunZun		Reconciled	-\$500.00
10000 Wells Fargo Checking	21951	06/06/2024	Bill Payment (Check)	6680	ZunZun			-\$500.00
	Total for 21951							-\$1,000.00
	21952							
10000 Wells Fargo Checking	21952	06/06/2024	Bill Payment (Check)	6681	ENVISIONWARE		Reconciled	-\$3,470.00
10000 Wells Fargo Checking	21952	06/06/2024	Bill Payment (Check)	6681	ENVISIONWARE			-\$3,470.00
	Total for 21952							-\$6,940.00
	21953							
10000 Wells Fargo Checking	21953	06/06/2024	Bill Payment (Check)	6682	Leslie Fenton		Reconciled	-\$249.03
10000 Wells Fargo Checking	21953	06/06/2024	Bill Payment (Check)	6682	Leslie Fenton			-\$249.03
	Total for 21953							-\$498.06
	21954							
10000 Wells Fargo Checking	21954	06/06/2024	Bill Payment (Check)	6683	MaryLee Sunseri		Reconciled	-\$300.00
10000 Wells Fargo Checking	21954	06/06/2024	Bill Payment (Check)	6683	MaryLee Sunseri			-\$300.00
	Total for 21954							-\$600.00
	21956							
10000 Wells Fargo Checking	21956	06/06/2024	Bill Payment (Check)	6684	VALUE LINE		Reconciled	-\$1,770.00
10000 Wells Fargo Checking	21956	06/06/2024	Bill Payment (Check)	6684	VALUE LINE			-\$1,770.00
	Total for 21956							-\$3,540.00
	21989							
10000 Wells Fargo Checking	21989	06/13/2024	Bill Payment (Check)	6685	ADAM SAMTUR		Reconciled	-\$200.00
10000 Wells Fargo Checking	21989	06/13/2024	Bill Payment (Check)	6685	ADAM SAMTUR			-\$200.00
	Total for 21989							-\$400.00
	21990							
10000 Wells Fargo Checking	21990	06/13/2024	Bill Payment (Check)	6686	ALHAMBRA		Reconciled	-\$121.88

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking	21990	06/13/2024	Bill Payment (Check)	6686	ALHAMBRA			-\$121.88
	Total for 21990							-\$243.76
	21991							
10000 Wells Fargo Checking	21991	06/13/2024	Bill Payment (Check)	6687	Amazon Capital Services, Inc.		Reconciled	-\$1,029.78
10000 Wells Fargo Checking	21991	06/13/2024	Bill Payment (Check)	6687	Amazon Capital Services, Inc.			-\$1,029.78
	Total for 21991							-\$2,059.56
	21992							
10000 Wells Fargo Checking	21992	06/13/2024	Bill Payment (Check)	6688	BAKER & TAYLOR		Reconciled	-\$2,570.38
10000 Wells Fargo Checking	21992	06/13/2024	Bill Payment (Check)	6688	BAKER & TAYLOR			-\$2,570.38
	Total for 21992							-\$5,140.76
	21993							
10000 Wells Fargo Checking	21993	06/13/2024	Bill Payment (Check)	6689	City of Carmel-by-the-Sea		Reconciled	-\$4,000.00
10000 Wells Fargo Checking	21993	06/13/2024	Bill Payment (Check)	6689	City of Carmel-by-the-Sea			-\$4,000.00
	Total for 21993							-\$8,000.00
	21994							
10000 Wells Fargo Checking	21994	06/13/2024	Bill Payment (Check)	6690	COPIES BY THE SEA		Reconciled	-\$150.49
10000 Wells Fargo Checking	21994	06/13/2024	Bill Payment (Check)	6690	COPIES BY THE SEA			-\$150.49
	Total for 21994							-\$300.98
	21995							
10000 Wells Fargo Checking	21995	06/13/2024	Bill Payment (Check)	6691	DEMCO		Reconciled	-\$161.52
10000 Wells Fargo Checking	21995	06/13/2024	Bill Payment (Check)	6691	DEMCO Attachment 2			-\$161.52
	Total for 21995							-\$323.04
	21996							
10000 Wells Fargo Checking	21996	06/13/2024	Bill Payment (Check)	6692	GOLDEN GATE BOOKKEEPING		Reconciled	-\$375.00
10000 Wells Fargo Checking	21996	06/13/2024	Bill Payment (Check)	6692	GOLDEN GATE BOOKKEEPING			-\$375.00
	Total for 21996							-\$750.00
	21997							
10000 Wells Fargo Checking	21997	06/13/2024	Bill Payment (Check)	6693	INGRAM LIBRARY SERVICES		Reconciled	-\$67.15
10000 Wells Fargo Checking	21997	06/13/2024	Bill Payment (Check)	6693	INGRAM LIBRARY SERVICES			-\$67.15
	Total for 21997							-\$134.30
	21998							
10000 Wells Fargo Checking	21998	06/13/2024	Bill Payment (Check)	6694	JESSICA EVE BUNN		Reconciled	-\$515.00
10000 Wells Fargo Checking	21998	06/13/2024	Bill Payment (Check)	6694	JESSICA EVE BUNN			-\$515.00
	Total for 21998							-\$1,030.00
	21999							
10000 Wells Fargo Checking	21999	06/13/2024	Bill Payment (Check)	6695	KAL-WEST		Reconciled	-\$200.00
10000 Wells Fargo Checking	21999	06/13/2024	Bill Payment (Check)	6695	KAL-WEST			-\$200.00
	Total for 21999							-\$400.00
	22000							
10000 Wells Fargo Checking	22000	06/13/2024	Bill Payment (Check)	6696	OVERDRIVE		Reconciled	-\$551.09
10000 Wells Fargo Checking	22000	06/13/2024	Bill Payment (Check)	6696	OVERDRIVE			-\$551.09
	Total for 22000							-\$1,102.18
	22001							
10000 Wells Fargo Checking	22001	06/13/2024	Bill Payment (Check)	6697	PACIFIC GROVE SELF STORAGE		Reconciled	-\$407.00
10000 Wells Fargo Checking	22001	06/13/2024	Bill Payment (Check)	6697	PACIFIC GROVE SELF STORAGE			-\$407.00
	Total for 22001							-\$814.00
	22002							
10000 Wells Fargo Checking	22002	06/13/2024	Bill Payment (Check)	6698	U.S. POSTAL SERIVCE		Reconciled	-\$410.00
10000 Wells Fargo Checking	22002	06/13/2024	Bill Payment (Check)	6698	U.S. POSTAL SERIVCE			-\$410.00
	Total for 22002							-\$820.00
	22003							
10000 Wells Fargo Checking	22003	06/13/2024	Bill Payment (Check)	6699	WELLS FARGO 2675		Reconciled	-\$375.98
10000 Wells Fargo Checking	22003	06/13/2024	Bill Payment (Check)	6699	WELLS FARGO 2675			-\$375.98
	Total for 22003							-\$751.96
	22033							
10000 Wells Fargo Checking	22033	06/20/2024	Bill Payment (Check)	6700	ADAM SAMTUR		Reconciled	-\$200.00
10000 Wells Fargo Checking	22033	06/20/2024	Bill Payment (Check)	6700	ADAM SAMTUR			-\$200.00
	Total for 22033							-\$400.00
	22035							
10000 Wells Fargo Checking	22035	06/20/2024	Bill Payment (Check)	6701	Jon Krosnick		Reconciled	-\$600.00
10000 Wells Fargo Checking	22035	06/20/2024	Bill Payment (Check)	6701	Jon Krosnick			-\$600.00
	Total for 22035							-\$1,200.00
	22036							
10000 Wells Fargo Checking	22036	06/20/2024	Bill Payment (Check)	6702	Kevin Menegus		Reconciled	-\$575.00
10000 Wells Fargo Checking	22036	06/20/2024	Bill Payment (Check)	6702	Kevin Menegus			-\$575.00
	Total for 22036							-\$1,150.00
	22037							
10000 Wells Fargo Checking	22037	06/20/2024	Bill Payment (Check)	6703	OVERDRIVE		Reconciled	-\$331.67
10000 Wells Fargo Checking	22037	06/20/2024	Bill Payment (Check)	6703	OVERDRIVE			-\$331.67
	Total for 22037							-\$663.34

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
	22038							
10000 Wells Fargo Checking	22038	06/20/2024	Bill Payment (Check)	6704	Amazon Capital Services, Inc.		Reconciled	-\$1,106.83
10000 Wells Fargo Checking	22038	06/20/2024	Bill Payment (Check)	6704	Amazon Capital Services, Inc.			-\$1,106.83
	Total for 22038							-\$2,213.66
	22053							
10000 Wells Fargo Checking	22053	06/27/2024	Bill Payment (Check)	6705	Amazon Capital Services, Inc.		Reconciled	-\$609.57
10000 Wells Fargo Checking	22053	06/27/2024	Bill Payment (Check)	6705	Amazon Capital Services, Inc.			-\$609.57
	Total for 22053							-\$1,219.14
	22054							
10000 Wells Fargo Checking	22054	06/27/2024	Bill Payment (Check)	6706	BAKER & TAYLOR		Reconciled	-\$4,025.62
10000 Wells Fargo Checking	22054	06/27/2024	Bill Payment (Check)	6706	BAKER & TAYLOR			-\$4,025.62
	Total for 22054							-\$8,051.24
	22056							
10000 Wells Fargo Checking	22056	06/27/2024	Bill Payment (Check)	6708	CARMEL PINE CONE		Reconciled	-\$425.00
10000 Wells Fargo Checking	22056	06/27/2024	Bill Payment (Check)	6708	CARMEL PINE CONE			-\$425.00
	Total for 22056							-\$850.00
	22058							
10000 Wells Fargo Checking	22058	06/27/2024	Bill Payment (Check)	6709	Michael Buffo		Reconciled	-\$550.00
10000 Wells Fargo Checking	22058	06/27/2024	Bill Payment (Check)	6709	Michael Buffo			-\$550.00
	Total for 22058							-\$1,100.00
	22059				Attachment 2			
10000 Wells Fargo Checking	22059	06/27/2024	Bill Payment (Check)	6710	Midwest Tape		Reconciled	-\$79.66
10000 Wells Fargo Checking	22059	06/27/2024	Bill Payment (Check)	6710	Midwest Tape			-\$79.66
	Total for 22059							-\$159.32
	22060							
10000 Wells Fargo Checking	22060	06/27/2024	Bill Payment (Check)	6711	OVERDRIVE		Reconciled	-\$193.25
10000 Wells Fargo Checking	22060	06/27/2024	Bill Payment (Check)	6711	OVERDRIVE			-\$193.25
	Total for 22060							-\$386.50
	22064							
10000 Wells Fargo Checking	22064	06/27/2024	Bill Payment (Check)	6712	B&H PHOTO-VIDEO		Reconciled	-\$2,927.05
10000 Wells Fargo Checking	22064	06/27/2024	Bill Payment (Check)	6712	B&H PHOTO-VIDEO			-\$2,927.05
	Total for 22064							-\$5,854.10
	22065							
10000 Wells Fargo Checking	22065	06/27/2024	Bill Payment (Check)	6713	OVERDRIVE		Reconciled	-\$97.49
10000 Wells Fargo Checking	22065	06/27/2024	Bill Payment (Check)	6713	OVERDRIVE			-\$97.49
	Total for 22065							-\$194.98
	22066							
10000 Wells Fargo Checking	22066	06/27/2024	Bill Payment (Check)	6714	TRAVELING LANTERN THEATRE COMPANY		Reconciled	-\$495.00
10000 Wells Fargo Checking	22066	06/27/2024	Bill Payment (Check)	6714	TRAVELING LANTERN THEATRE COMPANY			-\$495.00
	Total for 22066							-\$990.00
	22068							
10000 Wells Fargo Checking	22068	06/27/2024	Bill Payment (Check)	6715	PROQUEST		Reconciled	-\$1,563.35
10000 Wells Fargo Checking	22068	06/27/2024	Bill Payment (Check)	6715	PROQUEST			-\$1,563.35
	Total for 22068							-\$3,126.70
	22070							
10000 Wells Fargo Checking	22070	06/27/2024	Bill Payment (Check)	6716	MINUTEMAN PRESS		Reconciled	-\$186.28
10000 Wells Fargo Checking	22070	06/27/2024	Bill Payment (Check)	6716	MINUTEMAN PRESS			-\$186.28
	Total for 22070							-\$372.56
	22072							
10000 Wells Fargo Checking	22072	06/27/2024	Bill Payment (Check)	6717	KATHLEEN O'CONNELL		Reconciled	-\$1,376.66
10000 Wells Fargo Checking	22072	06/27/2024	Bill Payment (Check)	6717	KATHLEEN O'CONNELL			-\$1,376.66
	Total for 22072							-\$2,753.32
	22202							
10000 Wells Fargo Checking	22202	06/30/2024	Expense		STATE OF CALIFORNIA		Reconciled	-\$0.40
10000 Wells Fargo Checking	22202	06/30/2024	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		\$0.40
	Total for 22202							\$0.00
Total for 10000 Wells Fargo Checking								-\$89,778.62
								-\$89,778.62

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
July 31, 2024

Harrison Memorial Library

Balance Sheet

Attachment 3

As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	176,779.21
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	809,100.48
14100 LAIF - Operating Reserve	175,127.25
14200 LAIF - Equipment Replacement	100,000.00
14300 LAIF - Bradney	46,747.05
14400 LAIF - Evans Restricted Fund	123,000.00
Total 14000 LAIF	1,253,974.78
Total Bank Accounts	\$1,431,213.99
Total Current Assets	\$1,431,213.99
TOTAL ASSETS	\$1,431,213.99
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	0.00
15110 LAIF - Restricted - Operating Reserve	175,127.25
15120 LAIF - Equipment Replacement	100,000.00
15130 WF - Designated Gifts	0.00
15140 Broadband Equipment Grant	3,379.77
Total 15100 Temporarily Restricted	278,507.02
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
Total 15000 Restricted Funds	425,254.07
16000 Unrestricted Net Assets	1,028,396.87
Opening Balance Equity	0.00
Net Income	-22,436.95
Total Equity	\$1,431,213.99
TOTAL LIABILITIES AND EQUITY	\$1,431,213.99

Table 1

Budget v Actuals FY 2024-2025					
July 2024-June 2025					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		\$0.00	\$30,500.00	-\$30,500.00	
22000 Donations		\$0.00	\$0.00	\$0.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$0.00	\$1,833.33	-\$1,833.33	
23100 Interest Bradney		\$1,399.07	\$291.67	\$1,107.40	
23200 Interest - Other		\$12,593.40	\$2,500.00	\$10,093.40	
Total 23000 INTEREST INCOME		\$13,992.47	\$2,791.67	\$11,200.80	
25000 Library Operations		\$0.00	\$583.33	-\$583.33	
TOTAL INCOME		\$13,992.47	\$35,708.33	-\$21,715.86	
Expenses					
30000 ADMINISTRATIO N					
Total 31000 Finance		\$0.43	\$756.25	-\$755.82	
Total 32000 Library Promotions		\$495.00	\$754.17	-\$259.17	
Total 33000 Supplies		\$349.51	\$1,138.33	-\$788.82	
Total 34000 Organizational Development		\$8,791.00	\$1,358.34	\$7,432.66	

Table 1

Budget v Actuals FY 2024-2025					
Total 30000 ADMINISTRATIVE		\$9,635.94	\$4,007.09	\$5,628.85	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$0.00	\$2,683.34	-\$2,683.34	
50000 IT					
Total 50000 IT		\$0.00	\$358.33	-\$358.33	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$1,242.40	\$3,550.00	-\$2,307.60	
Total 62000 TEEN COLLECTION		\$45.53	\$916.67	-\$871.14	
Total 63000 KIDS COLLECTION		\$645.03	\$2,583.34	-\$1,938.31	
Total 64000 REFERENCE		\$0.00	\$425.00	-\$425.00	
Total 65000 ZIP BOOKS		\$649.26	\$1,583.33	-\$934.07	
Total 60000 HARD COPY MATERIAL		\$2,582.22	\$9,058.34	-\$6,476.12	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$9,534.94	\$4,788.34	\$4,746.60	
70000 DATABASES					
Total 70000 DATABASES		\$7,258.48	\$937.93	\$6,320.55	
72000 eMaterial					

Table 1

Budget v Actuals FY 2024-2025					
Total 72000 eMaterial		\$5,990.52	\$6,954.18	-\$963.66	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$353.11	\$1,500.01	-\$1,146.90	
Total 82000 TEEN PROGRAMS		\$31.42	\$666.67	-\$635.25	
Total 83000 KIDS PROGRAMS		\$15.79	\$2,875.01	-\$2,859.22	
Total 85000 LOCAL HISTORY PROGRAMS		\$1,027.00	\$1,875.00	-\$848.00	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$1,427.32	\$6,916.69	-\$5,489.37	
Total Expenses		\$36,429.42	\$35,704.24	\$725.18	
Net Operating Income		-\$22,436.95	\$4.09	-\$22,441.04	
Net income		-\$22,436.95	\$4.09	-\$22,441.04	

Harrison Memorial Library

Check Detail Report

July 1-30, 2024

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking	22091							
10000 Wells Fargo Checking	22091	07/02/2024	Bill Payment (Check)	6718	Amazon Capital Services, Inc.		Reconciled	-\$2,630.60
10000 Wells Fargo Checking	22091	07/02/2024	Bill Payment (Check)	6718	Amazon Capital Services, Inc.			-\$2,630.60
	Total for 22091							-\$5,261.20
	22092							
10000 Wells Fargo Checking	22092	07/02/2024	Bill Payment (Check)	6719	BAKER & TAYLOR		Reconciled	-\$2,084.42
10000 Wells Fargo Checking	22092	07/02/2024	Bill Payment (Check)	6719	BAKER & TAYLOR			-\$2,084.42
	Total for 22092							-\$4,168.84
	22093							
10000 Wells Fargo Checking	22093	07/02/2024	Bill Payment (Check)	6720	KANOPY		Reconciled	-\$1,730.00
10000 Wells Fargo Checking	22093	07/02/2024	Bill Payment (Check)	6720	KANOPY			-\$1,730.00
	Total for 22093							-\$3,460.00
	22094							
10000 Wells Fargo Checking	22094	07/02/2024	Bill Payment (Check)	6721	Midwest Tape		Reconciled	-\$178.94
10000 Wells Fargo Checking	22094	07/02/2024	Bill Payment (Check)	6721	Midwest Tape			-\$178.94
	Total for 22094							-\$357.88
	22095					Attachment 4		
10000 Wells Fargo Checking	22095	07/02/2024	Bill Payment (Check)	6722	OFFICE DEPOT		Reconciled	-\$1,771.02
10000 Wells Fargo Checking	22095	07/02/2024	Bill Payment (Check)	6722	OFFICE DEPOT			-\$1,771.02
	Total for 22095							-\$3,542.04
	22096							
10000 Wells Fargo Checking	22096	07/02/2024	Bill Payment (Check)	6723	OVERDRIVE		Reconciled	-\$5.48
10000 Wells Fargo Checking	22096	07/02/2024	Bill Payment (Check)	6723	OVERDRIVE			-\$5.48
	Total for 22096							-\$10.96
	22107							
10000 Wells Fargo Checking	22107	07/03/2024	Bill Payment (Check)	6724	BAGMASTERS		Reconciled	-\$473.75
10000 Wells Fargo Checking	22107	07/03/2024	Bill Payment (Check)	6724	BAGMASTERS			-\$473.75
	Total for 22107							-\$947.50
	22109							
10000 Wells Fargo Checking	22109	07/03/2024	Bill Payment (Check)	6726	CALIFA GROUP		Reconciled	-\$5,047.48
10000 Wells Fargo Checking	22109	07/03/2024	Bill Payment (Check)	6726	CALIFA GROUP			-\$5,047.48
	Total for 22109							-\$10,094.96
	22110							
10000 Wells Fargo Checking	22110	07/03/2024	Bill Payment (Check)	6727	ENGAGED PATRONS		Reconciled	-\$495.00
10000 Wells Fargo Checking	22110	07/03/2024	Bill Payment (Check)	6727	ENGAGED PATRONS			-\$495.00
	Total for 22110							-\$990.00
	22111							
10000 Wells Fargo Checking	22111	07/03/2024	Bill Payment (Check)	6728	HIG		Reconciled	-\$345.00
10000 Wells Fargo Checking	22111	07/03/2024	Bill Payment (Check)	6728	HIG			-\$345.00
	Total for 22111							-\$690.00
	22112							
10000 Wells Fargo Checking	22112	07/03/2024	Bill Payment (Check)	6729	NEWS BANK		Reconciled	-\$1,377.00
10000 Wells Fargo Checking	22112	07/03/2024	Bill Payment (Check)	6729	NEWS BANK			-\$1,377.00
	Total for 22112							-\$2,754.00
	22113							
10000 Wells Fargo Checking	22113	07/03/2024	Bill Payment (Check)	6730	OVERDRIVE		Reconciled	-\$2,500.00
10000 Wells Fargo Checking	22113	07/03/2024	Bill Payment (Check)	6730	OVERDRIVE			-\$2,500.00
	Total for 22113							-\$5,000.00
	22114							
10000 Wells Fargo Checking	22114	07/03/2024	Bill Payment (Check)	6731	PACIFIC LIBRARY PARTNERSHIP		Reconciled	-\$8,641.00
10000 Wells Fargo Checking	22114	07/03/2024	Bill Payment (Check)	6731	PACIFIC LIBRARY PARTNERSHIP			-\$8,641.00
	Total for 22114							-\$17,282.00
	22115							
10000 Wells Fargo Checking	22115	07/03/2024	Bill Payment (Check)	6732	THE WALL STREET JOURNAL		Reconciled	-\$786.47
10000 Wells Fargo Checking	22115	07/03/2024	Bill Payment (Check)	6732	THE WALL STREET JOURNAL			-\$786.47
	Total for 22115							-\$1,572.94
	22119							
10000 Wells Fargo Checking	22119	07/03/2024	Bill Payment (Check)	6733	BRODART		Reconciled	-\$817.55
10000 Wells Fargo Checking	22119	07/03/2024	Bill Payment (Check)	6733	BRODART			-\$817.55
	Total for 22119							-\$1,635.10
	22120							
10000 Wells Fargo Checking	22120	07/03/2024	Bill Payment (Check)	6734	KAL-WEST		Reconciled	-\$200.00
10000 Wells Fargo Checking	22120	07/03/2024	Bill Payment (Check)	6734	KAL-WEST			-\$200.00
	Total for 22120							-\$400.00
	22121							
10000 Wells Fargo Checking	22121	07/03/2024	Bill Payment (Check)	6735	PEAK ENTERPRISES		Reconciled	-\$351.00
10000 Wells Fargo Checking	22121	07/03/2024	Bill Payment (Check)	6735	PEAK ENTERPRISES			-\$351.00

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
	Total for 22121							-\$702.00
	22123							
10000 Wells Fargo Checking	22123	07/09/2024	Bill Payment (Check)	6736	HANDLEY, BRENNEN		Reconciled	-\$500.00
10000 Wells Fargo Checking	22123	07/09/2024	Bill Payment (Check)	6736	HANDLEY, BRENNEN			-\$500.00
	Total for 22123							-\$1,000.00
	22149							
10000 Wells Fargo Checking	22149	07/11/2024	Bill Payment (Check)	6737	ALHAMBRA		Reconciled	-\$85.91
10000 Wells Fargo Checking	22149	07/11/2024	Bill Payment (Check)	6737	ALHAMBRA			-\$85.91
	Total for 22149							-\$171.82
	22150							
10000 Wells Fargo Checking	22150	07/11/2024	Bill Payment (Check)	6738	BAKER & TAYLOR		Reconciled	-\$2,364.56
10000 Wells Fargo Checking	22150	07/11/2024	Bill Payment (Check)	6738	BAKER & TAYLOR			-\$2,364.56
	Total for 22150							-\$4,729.12
	22151							
10000 Wells Fargo Checking	22151	07/11/2024	Bill Payment (Check)	6739	BRODART		Reconciled	-\$635.60
10000 Wells Fargo Checking	22151	07/11/2024	Bill Payment (Check)	6739	BRODART			-\$635.60
	Total for 22151							-\$1,271.20
	22152							
10000 Wells Fargo Checking	22152	07/11/2024	Bill Payment (Check)	6740	GAYLORD		Reconciled	-\$654.73
10000 Wells Fargo Checking	22152	07/11/2024	Bill Payment (Check)	6740	GAYLORD			-\$654.73
	Total for 22152							-\$1,309.46
	22153							
10000 Wells Fargo Checking	22153	07/11/2024	Bill Payment (Check)	6741	GOLDEN GATE BOOKKEEPING		Reconciled	-\$375.00
10000 Wells Fargo Checking	22153	07/11/2024	Bill Payment (Check)	6741	GOLDEN GATE BOOKKEEPING			-\$375.00
	Total for 22153							-\$750.00
	22154							
10000 Wells Fargo Checking	22154	07/11/2024	Bill Payment (Check)	6742	HOOPLA		Reconciled	-\$5,010.98
10000 Wells Fargo Checking	22154	07/11/2024	Bill Payment (Check)	6742	HOOPLA			-\$5,010.98
	Total for 22154							-\$10,021.96
	22155							
10000 Wells Fargo Checking	22155	07/11/2024	Bill Payment (Check)	6743	Midwest Tape		Reconciled	-\$113.79
10000 Wells Fargo Checking	22155	07/11/2024	Bill Payment (Check)	6743	Midwest Tape			-\$113.79
	Total for 22155							-\$227.58
	22156							
10000 Wells Fargo Checking	22156	07/11/2024	Bill Payment (Check)	6744	Amazon Capital Services, Inc.		Reconciled	-\$232.44
10000 Wells Fargo Checking	22156	07/11/2024	Bill Payment (Check)	6744	Amazon Capital Services, Inc.			-\$232.44
	Total for 22156							-\$464.88
	22157							
10000 Wells Fargo Checking	22157	07/11/2024	Bill Payment (Check)	6745	AV TRANSFER		Reconciled	-\$20.00
10000 Wells Fargo Checking	22157	07/11/2024	Bill Payment (Check)	6745	AV TRANSFER			-\$20.00
	Total for 22157							-\$40.00
	22158							
10000 Wells Fargo Checking	22158	07/11/2024	Bill Payment (Check)	6746	OCLC		Reconciled	-\$9,199.49
10000 Wells Fargo Checking	22158	07/11/2024	Bill Payment (Check)	6746	OCLC			-\$9,199.49
	Total for 22158							-\$18,398.98
	22159							
10000 Wells Fargo Checking	22159	07/11/2024	Bill Payment (Check)	6747	OVERDRIVE		Reconciled	-\$2,866.56
10000 Wells Fargo Checking	22159	07/11/2024	Bill Payment (Check)	6747	OVERDRIVE			-\$2,866.56
	Total for 22159							-\$5,733.12
	22163							
10000 Wells Fargo Checking	22163	07/11/2024	Bill Payment (Check)	6748	BACKSTAGE LIBRARY WORKS		Reconciled	-\$114.03
10000 Wells Fargo Checking	22163	07/11/2024	Bill Payment (Check)	6748	BACKSTAGE LIBRARY WORKS			-\$114.03
	Total for 22163							-\$228.06
	22164							
10000 Wells Fargo Checking	22164	07/11/2024	Bill Payment (Check)	6749	WELLS FARGO 2675		Reconciled	-\$5,108.50
10000 Wells Fargo Checking	22164	07/11/2024	Bill Payment (Check)	6749	WELLS FARGO 2675			-\$5,108.50
	Total for 22164							-\$10,217.00
	22165							
10000 Wells Fargo Checking	22165	07/11/2024	Bill Payment (Check)	6750	OVERDRIVE		Reconciled	-\$180.45
10000 Wells Fargo Checking	22165	07/11/2024	Bill Payment (Check)	6750	OVERDRIVE			-\$180.45
	Total for 22165							-\$360.90
	22167							
10000 Wells Fargo Checking	22167	07/11/2024	Bill Payment (Check)	6751	CASEY FRAZIER		Reconciled	-\$300.00
10000 Wells Fargo Checking	22167	07/11/2024	Bill Payment (Check)	6751	CASEY FRAZIER			-\$300.00
	Total for 22167							-\$600.00
	22171							
10000 Wells Fargo Checking	22171	07/16/2024	Bill Payment (Check)	6752	Amazon Capital Services, Inc.		Reconciled	-\$10.00
10000 Wells Fargo Checking	22171	07/16/2024	Bill Payment (Check)	6752	Amazon Capital Services, Inc.			-\$10.00
	Total for 22171							-\$20.00
	22172							
10000 Wells Fargo Checking	22172	07/16/2024	Bill Payment (Check)	6753	COPIES BY THE SEA		Reconciled	-\$750.00
10000 Wells Fargo Checking	22172	07/16/2024	Bill Payment (Check)	6753	COPIES BY THE SEA			-\$750.00

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
	Total for 22172							-\$1,500.00
	22173							
10000 Wells Fargo Checking	22173	07/16/2024	Bill Payment (Check)	6754	DEMCO		Uncleared	-\$6,975.26
10000 Wells Fargo Checking	22173	07/16/2024	Bill Payment (Check)	6754	DEMCO			-\$6,975.26
	Total for 22173							-\$13,950.52
	22187							
10000 Wells Fargo Checking	22187	07/16/2024	Bill Payment (Check)	6755	Amazon Capital Services, Inc.		Reconciled	-\$381.73
10000 Wells Fargo Checking	22187	07/16/2024	Bill Payment (Check)	6755	Amazon Capital Services, Inc.			-\$381.73
	Total for 22187							-\$763.46
	22188							
10000 Wells Fargo Checking	22188	07/16/2024	Bill Payment (Check)	6756	ARSL		Reconciled	-\$150.00
10000 Wells Fargo Checking	22188	07/16/2024	Bill Payment (Check)	6756	ARSL			-\$150.00
	Total for 22188							-\$300.00
	22189							
10000 Wells Fargo Checking	22189	07/16/2024	Bill Payment (Check)	6757	Aunt Flow Corp.		Reconciled	-\$280.00
10000 Wells Fargo Checking	22189	07/16/2024	Bill Payment (Check)	6757	Aunt Flow Corp.			-\$280.00
	Total for 22189							-\$560.00
	22190							
10000 Wells Fargo Checking	22190	07/16/2024	Bill Payment (Check)	6758	BAKER & TAYLOR		Reconciled	-\$1,575.92
10000 Wells Fargo Checking	22190	07/16/2024	Bill Payment (Check)	6758	BAKER & TAYLOR			-\$1,575.92
	Total for 22190							-\$3,151.84
	22191							
10000 Wells Fargo Checking	22191	07/16/2024	Bill Payment (Check)	6759	Midwest Tape		Reconciled	-\$59.99
10000 Wells Fargo Checking	22191	07/16/2024	Bill Payment (Check)	6759	Midwest TapeAttachment 4			-\$59.99
	Total for 22191							-\$119.98
	22192							
10000 Wells Fargo Checking	22192	07/16/2024	Bill Payment (Check)	6760	OVERDRIVE		Uncleared	-\$55.00
10000 Wells Fargo Checking	22192	07/16/2024	Bill Payment (Check)	6760	OVERDRIVE			-\$55.00
	Total for 22192							-\$110.00
	22193							
10000 Wells Fargo Checking	22193	07/16/2024	Bill Payment (Check)	6761	PACIFIC GROVE SELF STORAGE		Reconciled	-\$407.00
10000 Wells Fargo Checking	22193	07/16/2024	Bill Payment (Check)	6761	PACIFIC GROVE SELF STORAGE			-\$407.00
	Total for 22193							-\$814.00
	22195							
10000 Wells Fargo Checking	22195	07/16/2024	Bill Payment (Check)	6762	A to Z Databases		Reconciled	-\$489.00
10000 Wells Fargo Checking	22195	07/16/2024	Bill Payment (Check)	6762	A to Z Databases			-\$489.00
	Total for 22195							-\$978.00
	22198							
10000 Wells Fargo Checking	22198	07/17/2024	Bill Payment (Check)	6763	Michael Buffo		Reconciled	-\$600.00
10000 Wells Fargo Checking	22198	07/17/2024	Bill Payment (Check)	6763	Michael Buffo			-\$600.00
	Total for 22198							-\$1,200.00
	22199							
10000 Wells Fargo Checking	22199	07/17/2024	Bill Payment (Check)	6764	OVERDRIVE		Reconciled	-\$388.51
10000 Wells Fargo Checking	22199	07/17/2024	Bill Payment (Check)	6764	OVERDRIVE			-\$388.51
	Total for 22199							-\$777.02
	22280							
10000 Wells Fargo Checking	22280	07/18/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22280	07/18/2024	Check			DEPOSITED OR CASHED CHECK		\$0.00
	Total for 22280							\$0.00
	22281							
10000 Wells Fargo Checking	22281	07/18/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22281	07/18/2024	Check			CHECK 6728		\$0.00
	Total for 22281							\$0.00
	22282							
10000 Wells Fargo Checking	22282	07/19/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22282	07/19/2024	Check			CHECK 6743		\$0.00
	Total for 22282							\$0.00
	22283							
10000 Wells Fargo Checking	22283	07/19/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22283	07/19/2024	Check			CHECK 6742		\$0.00
	Total for 22283							\$0.00
	22284							
10000 Wells Fargo Checking	22284	07/19/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22284	07/19/2024	Check			CHECK 6726		\$0.00
	Total for 22284							\$0.00
	22285							
10000 Wells Fargo Checking	22285	07/22/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22285	07/22/2024	Check			CHECK 6755		\$0.00
	Total for 22285							\$0.00
	22286							
10000 Wells Fargo Checking	22286	07/22/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22286	07/22/2024	Check			CHECK 6758		\$0.00
	Total for 22286							\$0.00

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
	22287							
10000 Wells Fargo Checking	22287	07/22/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22287	07/22/2024	Check			DEPOSITED OR CASHED CHECK		\$0.00
	Total for 22287							\$0.00
	22288							
10000 Wells Fargo Checking	22288	07/22/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22288	07/22/2024	Check			CHECK 6752		\$0.00
	Total for 22288							\$0.00
	22289							
10000 Wells Fargo Checking	22289	07/23/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22289	07/23/2024	Check			CHECK 6745		\$0.00
	Total for 22289							\$0.00
	22290							
10000 Wells Fargo Checking	22290	07/23/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22290	07/23/2024	Check			CHECK 6748		\$0.00
	Total for 22290							\$0.00
	22291							
10000 Wells Fargo Checking	22291	07/24/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22291	07/24/2024	Check			CHECK 6761		\$0.00
	Total for 22291							\$0.00
	22292							
10000 Wells Fargo Checking	22292	07/24/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22292	07/24/2024	Check		Attachment 4	CHECK 6759		\$0.00
	Total for 22292							\$0.00
	22293							
10000 Wells Fargo Checking	22293	07/26/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22293	07/26/2024	Check			CHECK 6751		\$0.00
	Total for 22293							\$0.00
	22294							
10000 Wells Fargo Checking	22294	07/30/2024	Check				Reconciled	\$0.00
10000 Wells Fargo Checking	22294	07/30/2024	Check			CHECK 6764		\$0.00
	Total for 22294							\$0.00
Total for 10000 Wells Fargo Checking								-\$138,638.32
								-\$138,638.32

Financial statements
Of
HARRISON MEMORIAL LIBRARY For
the Period Ended August 31, 2024

Harrison Memorial Library

Balance Sheet As of August 31, 2024

Attachment 5

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	142,993.56
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	809,100.48
14100 LAIF - Operating Reserve	175,127.25
14200 LAIF - Equipment Replacement	100,000.00
14300 LAIF - Bradney	46,747.05
14400 LAIF - Evans Restricted Fund	123,000.00
Total 14000 LAIF	1,253,974.78
Total Bank Accounts	\$1,397,428.34
Total Current Assets	\$1,397,428.34
TOTAL ASSETS	\$1,397,428.34
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	0.00
15110 LAIF - Restricted - Operating Reserve	175,127.25
15120 LAIF - Equipment Replacement	100,000.00
15130 WF - Designated Gifts	0.00
15140 Broadband Equipment Grant	3,379.77
Total 15100 Temporarily Restricted	278,507.02
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
Total 15000 Restricted Funds	425,254.07
16000 Unrestricted Net Assets	1,028,396.87
Opening Balance Equity	0.00
Net Income	-56,222.60
Total Equity	\$1,397,428.34
TOTAL LIABILITIES AND EQUITY	\$1,397,428.34

Table 1

Budget v Actuals FY 2024-2025					
Aug 2024 - May 2025					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		\$0.00	\$61,000.00	-\$61,000.00	
22000 Donations		\$0.00	\$0.00	\$0.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$0.00	\$3,666.66	-\$3,666.66	
23100 Interest Bradney		\$1,399.07	\$583.34	\$815.73	
23200 Interest - Other		\$12,594.84	\$5,000.00	\$7,594.84	
Total 23000 INTEREST INCOME		\$13,993.91	\$5,583.34	\$8,410.57	
25000 Library Operations		\$552.49	\$1,166.66	-\$614.17	
TOTAL INCOME		\$14,546.40	\$71,416.66	-\$56,870.26	
Expenses					
30000 ADMINISTRATIO N					
Total 31000 Finance		\$375.77	\$1,512.50	-\$1,136.73	
Total 32000 Library Promotions		\$1,077.00	\$1,508.34	-\$431.34	
Total 33000 Supplies		\$1,866.22	\$2,276.66	-\$410.44	
Total 34000 Organizational Development		\$9,603.37	\$2,716.68	\$6,886.69	

Table 1

Budget v Actuals FY 2024-2025					
Total 30000 ADMINISTRATIVE		\$12,922.36	\$8,014.18	\$4,908.18	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$0.00	\$5,366.68	-\$5,366.68	
50000 IT					
Total 50000 IT		\$0.00	\$716.66	-\$716.66	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$6,770.91	\$7,100.00	-\$329.09	
Total 62000 TEEN COLLECTION		\$1,653.69	\$1,833.34	-\$179.65	
Total 63000 KIDS COLLECTION		\$2,917.40	\$5,166.68	-\$2,249.28	
Total 64000 REFERENCE		\$884.17	\$850.00	\$34.17	
Total 65000 ZIP BOOKS		\$2,991.71	\$3,166.66	-\$174.95	
Total 60000 HARD COPY MATERIAL		\$15,217.88	\$18,116.68	-\$2,898.80	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$13,956.31	\$9,576.68	\$4,379.63	
70000 DATABASES					
Total 70000 DATABASES		\$7,258.48	\$1,875.86	\$5,382.62	
72000 eMaterial					

Table 1

Budget v Actuals FY 2024-2025					
Total 72000 eMaterial		\$15,643.31	\$13,908.36	\$1,734.95	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$855.06	\$3,000.02	-\$2,144.96	
Total 82000 TEEN PROGRAMS		\$298.44	\$1,333.34	-\$1,034.90	
Total 83000 KIDS PROGRAMS		\$1,368.83	\$5,750.02	-\$4,381.19	
Total 85000 LOCAL HISTORY PROGRAMS		\$3,248.33	\$3,750.00	-\$501.67	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$5,770.66	\$13,833.38	-\$8,062.72	
Total Expenses		\$70,769.00	\$71,408.48	-\$639.48	
Net Operating Income		-\$56,222.60	\$8.18	-\$56,230.78	
Net income		-\$56,222.60	\$8.18	-\$56,230.78	

Harrison Memorial Library

Check Detail Report

August 1-31, 2024

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking	22263							
10000 Wells Fargo Checking	22263	08/08/2024	Bill Payment (Check)	6765	ALHAMBRA		Uncleared	-\$111.89
10000 Wells Fargo Checking	22263	08/08/2024	Bill Payment (Check)	6765	ALHAMBRA			-\$111.89
	Total for 22263							-\$223.78
	22264							
10000 Wells Fargo Checking	22264	08/08/2024	Bill Payment (Check)	6766	Amazon Capital Services, Inc.		Uncleared	-\$1,181.38
10000 Wells Fargo Checking	22264	08/08/2024	Bill Payment (Check)	6766	Amazon Capital Services, Inc.			-\$1,181.38
	Total for 22264							-\$2,362.76
	22265							
10000 Wells Fargo Checking	22265	08/08/2024	Bill Payment (Check)	6767	BAKER & TAYLOR		Uncleared	-\$7,085.01
10000 Wells Fargo Checking	22265	08/08/2024	Bill Payment (Check)	6767	BAKER & TAYLOR			-\$7,085.01
	Total for 22265							-\$14,170.02
	22266							
10000 Wells Fargo Checking	22266	08/08/2024	Bill Payment (Check)	6768	BRODART		Uncleared	-\$1,114.24
10000 Wells Fargo Checking	22266	08/08/2024	Bill Payment (Check)	6768	BRODART			-\$1,114.24
	Total for 22266							-\$2,228.48
	22267							
10000 Wells Fargo Checking	22267	08/08/2024	Bill Payment (Check)	6769	GOLDEN GATE BOOKKEEPING		Uncleared	-\$375.00
10000 Wells Fargo Checking	22267	08/08/2024	Bill Payment (Check)	6769	GOLDEN GATE BOOKKEEPING			-\$375.00
	Total for 22267							-\$750.00
	22268							
10000 Wells Fargo Checking	22268	08/08/2024	Bill Payment (Check)	6770	HOOPLA		Uncleared	-\$2,355.18
10000 Wells Fargo Checking	22268	08/08/2024	Bill Payment (Check)	6770	HOOPLA			-\$2,355.18
	Total for 22268							-\$4,710.36
	22269							
10000 Wells Fargo Checking	22269	08/08/2024	Bill Payment (Check)	6771	INGRAM LIBRARY SERVICES		Uncleared	-\$311.15
10000 Wells Fargo Checking	22269	08/08/2024	Bill Payment (Check)	6771	INGRAM LIBRARY SERVICES			-\$311.15
	Total for 22269							-\$622.30
	22270							
10000 Wells Fargo Checking	22270	08/08/2024	Bill Payment (Check)	6772	KAL-WEST		Uncleared	-\$200.00
10000 Wells Fargo Checking	22270	08/08/2024	Bill Payment (Check)	6772	KAL-WEST			-\$200.00
	Total for 22270							-\$400.00
	22271							
10000 Wells Fargo Checking	22271	08/08/2024	Bill Payment (Check)	6773	KANOPY		Uncleared	-\$1,747.00
10000 Wells Fargo Checking	22271	08/08/2024	Bill Payment (Check)	6773	KANOPY			-\$1,747.00
	Total for 22271							-\$3,494.00
	22272							
10000 Wells Fargo Checking	22272	08/08/2024	Bill Payment (Check)	6774	Midwest Tape		Uncleared	-\$117.19
10000 Wells Fargo Checking	22272	08/08/2024	Bill Payment (Check)	6774	Midwest Tape			-\$117.19
	Total for 22272							-\$234.38
	22273							
10000 Wells Fargo Checking	22273	08/08/2024	Bill Payment (Check)	6775	OVERDRIVE		Uncleared	-\$2,880.95
10000 Wells Fargo Checking	22273	08/08/2024	Bill Payment (Check)	6775	OVERDRIVE			-\$2,880.95
	Total for 22273							-\$5,761.90
	22274							
10000 Wells Fargo Checking	22274	08/08/2024	Bill Payment (Check)	6776	RACHEL GAITHER		Uncleared	-\$51.95
10000 Wells Fargo Checking	22274	08/08/2024	Bill Payment (Check)	6776	RACHEL GAITHER			-\$51.95
	Total for 22274							-\$103.90
	22275							
10000 Wells Fargo Checking	22275	08/08/2024	Bill Payment (Check)	6777	UNIVERSITY PRODUCTS, INC		Uncleared	-\$429.50
10000 Wells Fargo Checking	22275	08/08/2024	Bill Payment (Check)	6777	UNIVERSITY PRODUCTS, INC			-\$429.50
	Total for 22275							-\$859.00
	22277							
10000 Wells Fargo Checking	22277	08/08/2024	Bill Payment (Check)	6778	OVERDRIVE		Uncleared	-\$2,000.00
10000 Wells Fargo Checking	22277	08/08/2024	Bill Payment (Check)	6778	OVERDRIVE			-\$2,000.00
	Total for 22277							-\$4,000.00
	22279							
10000 Wells Fargo Checking	22279	08/12/2024	Bill Payment (Check)	6779	John Paul Foster II		Cleared	-\$150.00
10000 Wells Fargo Checking	22279	08/12/2024	Bill Payment (Check)	6779	John Paul Foster II			-\$150.00
	Total for 22279							-\$300.00

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
	22324							
10000 Wells Fargo Checking	22324	08/22/2024	Bill Payment (Check)	6780	Amazon Capital Services, Inc.		Uncleared	-\$689.38
10000 Wells Fargo Checking	22324	08/22/2024	Bill Payment (Check)	6780	Amazon Capital Services, Inc.			-\$689.38
	Total for 22324							-\$1,378.76
	22325							
10000 Wells Fargo Checking	22325	08/22/2024	Bill Payment (Check)	6781	BAKER & TAYLOR		Uncleared	-\$3,694.84
10000 Wells Fargo Checking	22325	08/22/2024	Bill Payment (Check)	6781	BAKER & TAYLOR			-\$3,694.84
	Total for 22325							-\$7,389.68
	22326							
10000 Wells Fargo Checking	22326	08/22/2024	Bill Payment (Check)	6782	COPIES BY THE SEA		Uncleared	-\$437.00
10000 Wells Fargo Checking	22326	08/22/2024	Bill Payment (Check)	6782	COPIES BY THE SEA			-\$437.00
	Total for 22326							-\$874.00
	22327							
10000 Wells Fargo Checking	22327	08/22/2024	Bill Payment (Check)	6783	Midwest Tape		Uncleared	-\$593.61
10000 Wells Fargo Checking	22327	08/22/2024	Bill Payment (Check)	6783	Midwest Tape			-\$593.61
	Total for 22327							-\$1,187.22
	22328							
10000 Wells Fargo Checking	22328	08/22/2024	Bill Payment (Check)	6784	OVERDRIVE	Attachment 6	Uncleared	-\$632.17
10000 Wells Fargo Checking	22328	08/22/2024	Bill Payment (Check)	6784	OVERDRIVE			-\$632.17
	Total for 22328							-\$1,264.34
	22329							
10000 Wells Fargo Checking	22329	08/22/2024	Bill Payment (Check)	6785	PACIFIC GROVE SELF STORAGE		Uncleared	-\$407.00
10000 Wells Fargo Checking	22329	08/22/2024	Bill Payment (Check)	6785	PACIFIC GROVE SELF STORAGE			-\$407.00
	Total for 22329							-\$814.00
	22330							
10000 Wells Fargo Checking	22330	08/22/2024	Bill Payment (Check)	6786	UNIVERSITY PRODUCTS, INC		Uncleared	-\$1,384.83
10000 Wells Fargo Checking	22330	08/22/2024	Bill Payment (Check)	6786	UNIVERSITY PRODUCTS, INC			-\$1,384.83
	Total for 22330							-\$2,769.66
	22332							
10000 Wells Fargo Checking	22332	08/26/2024	Bill Payment (Check)	6787	WELLS FARGO 2675		Uncleared	-\$1,925.28
10000 Wells Fargo Checking	22332	08/26/2024	Bill Payment (Check)	6787	WELLS FARGO 2675			-\$1,925.28
	Total for 22332							-\$3,850.56
	22357							
10000 Wells Fargo Checking	22357	08/28/2024	Bill Payment (Check)	6788	Amazon Capital Services, Inc.		Uncleared	-\$719.59
10000 Wells Fargo Checking	22357	08/28/2024	Bill Payment (Check)	6788	Amazon Capital Services, Inc.			-\$719.59
	Total for 22357							-\$1,439.18
	22358							
10000 Wells Fargo Checking	22358	08/28/2024	Bill Payment (Check)	6789	BAKER & TAYLOR		Uncleared	-\$1,106.74
10000 Wells Fargo Checking	22358	08/28/2024	Bill Payment (Check)	6789	BAKER & TAYLOR			-\$1,106.74
	Total for 22358							-\$2,213.48
	22359							
10000 Wells Fargo Checking	22359	08/28/2024	Bill Payment (Check)	6790	GALE		Uncleared	-\$158.95
10000 Wells Fargo Checking	22359	08/28/2024	Bill Payment (Check)	6790	GALE			-\$158.95
	Total for 22359							-\$317.90
	22360							
10000 Wells Fargo Checking	22360	08/28/2024	Bill Payment (Check)	6791	INGRAM LIBRARY SERVICES		Uncleared	-\$59.10
10000 Wells Fargo Checking	22360	08/28/2024	Bill Payment (Check)	6791	INGRAM LIBRARY SERVICES			-\$59.10
	Total for 22360							-\$118.20
	22361							
10000 Wells Fargo Checking	22361	08/28/2024	Bill Payment (Check)	6792	KATHLEEN O'CONNELL		Uncleared	-\$213.37
10000 Wells Fargo Checking	22361	08/28/2024	Bill Payment (Check)	6792	KATHLEEN O'CONNELL			-\$213.37
	Total for 22361							-\$426.74
	22362							
10000 Wells Fargo Checking	22362	08/28/2024	Bill Payment (Check)	6793	MaryLee Sunseri		Uncleared	-\$450.00
10000 Wells Fargo Checking	22362	08/28/2024	Bill Payment (Check)	6793	MaryLee Sunseri			-\$450.00
	Total for 22362							-\$900.00
	22363							
10000 Wells Fargo Checking	22363	08/28/2024	Bill Payment (Check)	6794	Midwest Tape		Uncleared	-\$403.87
10000 Wells Fargo Checking	22363	08/28/2024	Bill Payment (Check)	6794	Midwest Tape			-\$403.87
	Total for 22363							-\$807.74
	22364							
10000 Wells Fargo Checking	22364	08/28/2024	Bill Payment (Check)	6795	MONTEREY HERALD		Uncleared	-\$1,015.58
10000 Wells Fargo Checking	22364	08/28/2024	Bill Payment (Check)	6795	MONTEREY HERALD			-\$1,015.58
	Total for 22364							-\$2,031.16
	22365							
10000 Wells Fargo Checking	22365	08/28/2024	Bill Payment (Check)	6796	MONTEREY PENINSULA CYPRESSAIRES		Uncleared	-\$300.00

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking	22365	08/28/2024	Bill Payment (Check)	6796	MONTEREY PENINSULA CYPRESSAIRES			-\$300.00
	Total for 22365							-\$600.00
	22366							
10000 Wells Fargo Checking	22366	08/28/2024	Bill Payment (Check)	6797	OVERDRIVE		Uncleared	-\$37.49
10000 Wells Fargo Checking	22366	08/28/2024	Bill Payment (Check)	6797	OVERDRIVE			-\$37.49
	Total for 22366							-\$74.98
Total for 10000 Wells Fargo Checking								-\$68,678.48
								-\$68,678.48

Attachment 6



CITY OF CARMEL-BY-THE-SEA HARRISON MEMORIAL LIBRARY BOARD Staff Report

September 25, 2024
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction

RECOMMENDATION:

Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction

BACKGROUND/SUMMARY:

The Ad Hoc Committee for the Library Master Plan is made up of President John Krisher and Trustee Phil Pardue. As representatives of the Board of Trustees, the Ad Hoc Committee remains committed to ensuring that library services are continuous and facilities are well-maintained during the renovation planning process and during potential renovation.

As such the Board of Trustees adopted the following guiding principles proposed by the Ad Hoc Committee to be taking into account when the Trustees are evaluating building options and/or making recommendations to Council:

1. Well maintained facilities that meet the patrons needs
2. Maximize service hours
3. No negative impact to the workforce (Library Staff)
4. No extra cost to the City residents
5. Minimal disruption to services.

2024 PROJECT TO-DATE

- February 28, 2024: Ad Hoc Committee requested a presentation from a Public Works representative on the current maintenance requirements for both library branches and their criticality.
- March 5, 2024: City Council received a presentation on the proposed FY 2024-2025 Capital Improvement Plan projects, which included the carryover of the Library Facilities Master Plan Phases II-IV and requested an update and presentation on Phase I Library Facilities Master Plan.
- March 20, 2024: At a special Library Board meeting the Library Director and the Public Works Director presented on both the current maintenance requirements for the facilities and a high-level overview of the Master Plan Phase I report.
- April 2, 2024: At the regular City Council meeting the Library Director and the Public Works Director provided a presentation to the City Council and Council provided staff with direction to solicit community input to inform a Request for Proposals (RFP) for Architect Services for the renovation of

the Harrison Memorial Library.

- May 16: The first of two workshops to solicit community input to inform the drafting of an RFP was canceled due to lack of public participation.
- May 23: The second of two workshops to solicit community input to inform the drafting of an RFP was attended by 7 members of the public in addition to representatives from the Board of Trustees and the Carmel Public Library Foundation Board.
- June 19: The Trustees received the RFP for review, provided staff with feedback, and made a recommendation for Council review and approval.
- July 7: City Council provided staff with direction to add language to the RFP, specifically in the criteria section calling out the necessity of a library consultant for the project. In addition, the City Council directed staff to return with a draft agreement between the City and the CPLF regarding funding responsibility for the project. The Council requested that this RFP and agreement return to them for review at the August Council meeting.
- August 6: Staff returned to Council with the updated RFP and the Architect Review Committee, organized by the CPLF, member list. The agreement was not included as CPLF was still reviewing the proposed agreement from the City. The Council approved the release of the RFP, despite not having the agreement for approval with the understanding that if an architect was engaged the CPLF would pay up to \$250k of costs in the absence of an agreement.

The RFP was issued on August 8, 2024 via Public Purchase and through contact with California AIA and the adjacent AIA groups on the central coast and in the Bay Area. A mandatory walkthrough was held on August 28, 2024 and 23 firms participated. Proposals are due October 4.

FISCAL IMPACT:

N/A

ATTACHMENTS:



CITY OF CARMEL-BY-THE-SEA HARRISON MEMORIAL LIBRARY BOARD Staff Report

September 25, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Receive a year end budget report for Fiscal Year 2023-2024

RECOMMENDATION:

Receive a year end budget report for Fiscal Year 2023-2024.

BACKGROUND/SUMMARY:

The adopted budget for FY 2023-2024 anticipated \$398,900 in revenue. However, overall total revenue for FY 2023-2024 exceeded this due in large part to higher LAIF (Local Agency Investment Funds) interest rates, with total revenue reaching \$418,787. Total expenditures were anticipated to be \$402,900, but through a series of budget adjustments accounting for additional interest income, expenses totaled \$415,769 resulting in net income of \$3,018.

REVENUE

Carmel Public Library Foundation(CPLF) and Friends of the Library(FOL)

The CPLF approved an increase to the library disbursement in the amount of \$50,000 annually from \$291,000 in FY 2022-2023 to \$341,000 for FY 2023-2024 to meet increasing costs and increasing library usage. FY 2022-2023 was the last year that the FOL held their annual book sale and expectations were that their annual contribution may decrease. However, they established a new ongoing model for books sales that includes regular book sale days in the book room at Sunset Center and books available for purchase at the Park Branch and Farmers' Market and they contributed \$25,000.

Interest Income

Staff anticipated that interest rate would start to come down during FY 2023-2024 and estimated \$22,900 in interest income. However, due to stubborn inflation, interest rates continued to rise throughout 2023 and into 2024, which resulted in additional and unanticipated income for FY 2023-2024 in the amount of \$22,895 over and above what was budgeted, for a total of \$45,795 in interest income.

Library Operations

Library Operations funds include monies taken in by library staff and include: small donations,

printing/copying fees, lost/damaged book replacements, Better World books revenue (weeding), and disbursements from the regional library consortium. With the exception of the regional consortium disbursement, this revenue stream can be variable year-over-year - for instance if printing/copying is working vs. not working or if there is a large weeding project resulting in additional revenue from Better World books. As such, revenue from library operations was \$6,655 - \$2,345 less than the anticipated \$9,000.

Budget Adjustment Increase

The Trustees authorized a budget adjustment in December 2023 from reserves to increase the budget by \$5,000 for replacement emergency response supplies, including new portable battery/solar operated generators to allow the library to operate as a community charging station during power outages. (Note: The Trustees also authorized a series of line item budget adjustments in January 2024, discussed below, but these did not require additional funds from reserves.)

EXPENDITURES

As mentioned previously, overall, the Library was under budget \$3,018 with a total of \$415,769 in expenditures for FY 2023-2024. In January 2024 the Trustees authorized a series of line item budget adjustments to re-balance expenditures, due to some underspending in Administration, Equipment, and IT and potential over spending in Supplies, Technical Services, and eMaterials.

Hard Copy Materials spending was rebalanced to decrease some Adult Collection spending and transfer it to the Teen and Youth Collections. Funds were also transferred from Administration and IT to Technical Services to cover an anticipated shortfall to higher costs in magazines, book replacements, and new vendor services. eMaterials were also projected to exceed budgeted funds, due in large part to the popularity and increasing costs of Hoopla and was also shored up by transfers from Administration and IT. In March 2024 the Trustees put a cap on Hoopla spending.

	FY 2023-2024 Adopted	Budget Adjustment	FY 2023-2024 Adjusted	FY 2023-2024 Actual	Over/Under
Administration	\$50,915	+\$5,000 (reserves) -\$4,300	\$51,615	\$53,183	Over \$1,568
Equipment	\$34,500	None	No Change	\$43,642	Over \$9,142
IT	\$11,00	-\$6,500	\$4,500	\$2,334	Under \$2,165
Hard Copy Materials	\$104,350	None	No Change	\$98,918	Under \$5,431
Technical Services	\$38,980	\$10,800	\$49,780	\$51,489	Over \$1,709
Databases	\$13,455	None	No Change	\$13,453	Under \$1
eMaterial	\$87,300	None	No Change	\$96,494	Over \$9,194
Programs	\$57,400	None	No Change	\$56,253	Under \$1,146

TOTAL Expenditures	\$398,900	+\$5,000	\$402,900	\$415,766	Over \$12,870
--------------------	-----------	----------	-----------	-----------	---------------

Total over budget spending was \$12,870 which was offset by interest income. Despite internal budget adjustments, Technical Services and Administration still went slightly over budget. As anticipated and despite the late cap on Hoopla, eMaterial spending went over budget by \$9,194. Because interest rates continued to increase each quarter resulting in unanticipated income in the last two quarters of the FY 2023-2024, the Library Director authorized end-of-fiscal year spending for new magazine holders and shelves and filming equipment for the oral history program putting Equipment over budget \$9,142.

FISCAL IMPACT:

For FY 2023-2024, the budget initially projected \$398,900 in revenue. However, due to higher LAIF interest rates, actual revenue came in at \$418,787. While expenditures were expected to be \$402,900, adjustments and the additional interest income led to actual expenses of \$415,769. This resulted in a net income of \$3,018 which can be moved into reserves.

ATTACHMENTS:



CITY OF CARMEL-BY-THE-SEA HARRISON MEMORIAL LIBRARY BOARD Staff Report

September 25, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of a budget adjustment in the amount of \$8,000 for Strategic Planning Services from Visionary Strategic Consulting and the appointment of a Trustee to work with the Library Director and consultant on a new Strategic Plan.

RECOMMENDATION:

1. Approve a budget adjustment in the amount of \$8,000 for Strategic Planning Services from Visionary Strategic Consulting.
2. Appoint a Trustee to work with the Library Director and consultant on a new Strategic Plan.

BACKGROUND/SUMMARY:

During the Fall of 2019 the Board of Trustees worked to develop a new Strategic Plan which was adopted in early 2020 and the result of these efforts was a streamlined plan designed to guide staff in their work and provide them with the flexibility to be responsive to community needs and trends within that framework.

The goals of the 2020-2022 Strategic Plan are:

1. Increase community awareness and engagement
2. Innovate to support equitable and inclusive access
3. Increase operational excellence

As some semblance of pre-pandemic normalcy began to return, staff picked-up working on the Strategic Plan initiatives and making quite good headway. Of particular note here are some key projects and initiatives that have been completed or are currently underway:

1. Programs in the Gathering Place: These are now being held on a monthly basis, in addition to the music and craft programs held in the reading room.
2. RFID and new self-check machines: Project completed.
3. Library Facilities Master Plan Project: Phase 1 was completed by Jayson Architecture and the project is currently underway.

4. Reconfigure Children's Library: Project completed.
5. Library Rebranding: Project completed.

Many accolades to the staff for completing these projects while rebuilding coming out of the pandemic. Of note: RFID has been on the Library's Strategic Plan since the early 2000's and it is quite an accomplishment to finally have migrated to RFID.

Although the pandemic chaos is over, for a variety of reasons the library remains short-staffed, which has impacted the Library Director's ability to sustain momentum on developing a new strategic plan. As such the Library Director reached out to Robert Kramer of Visionary Strategic Consulting.

Robert Kramer is a Senior Counselor/Consultant with the Cal Coastal SBDC in Salinas, California, where he has worked for over 20 years. A service-disabled U.S. Army veteran and small business owner, he is the Founder and President of Visionary Strategic Consulting and The Prosperity Leadership Forum of Monterey and Salinas, both award-winning firms specializing in management consulting and executive coaching. Bob holds the prestigious Certified Management Consultant (CMC) designation and has consulted with over 1,000 business leaders across various industries. A graduate of the U.S. Military Academy at West Point, he retired as a Lt. Colonel in 1992 and holds both an MBA and MA. He is also a Verified SDVOSB, Certified CA DVBE, and has received numerous professional and leadership awards.

In addition to his impressive resume and years of experience, Robert is very familiar with the Carmel Public Library having served a term on the Carmel Public Library Foundation board of directors and in preliminary conversations with him regarding the scope of this work it is clear that he is passionate about libraries.

Staff is requesting \$8,000 to engage Robert Kramer of Visionary Strategic Consulting to work with staff to create a new Library Strategic Plan.

FISCAL IMPACT:

The unrestricted reserve balance \$809,100.

Should the Trustees approve the transfer of \$8,000 from reserves, it will be moved to 34100 Staff Training/Conferences.

ATTACHMENTS:

- Attachment 1 - 2020-2022 Strategic Plan
- Attachment 2 - Vision Strategic Consulting Deliverables



CARMEL PUBLIC LIBRARY

Harrison Memorial Library • Park Branch Library

2020-2022 Strategic Plan

Planning for possibilities

As we contemplate the future of the Library in our community, we are working to re-orient ourselves and be more turned outward to the public; to see and hear our community, to act with intentionality; and to move down a path of making thoughtful, lasting change for our library patrons and the community.

The turned outward approach that we are taking underpins the new strategic plan, which establishes three clear strategic goals: 1. Increase community awareness and engagement, 2. Innovate to support equitable and inclusive access, and 3. Increase operational excellence.

Advancing the organization in this way will empower the Library to be a welcoming place, where reading, learning and imagination thrive; a recognized leader and respected voice in our community; and a model library in our industry. By successfully implementing this plan, we will also be positioning the Library to be a venue for civil discourse and a catalyst for considerate change.

What does the community want?

We conducted community conversations with 6 groups, made up of 57 citizens throughout the community, to better understand their aspirations, concerns, and how they want their community to move forward. Throughout these conversations, we heard several themes coming up again and again: a desire for a connected and inclusive community, concerns about social isolation and community fragmentation, and a lack of communication and follow through.

The sense throughout all the conversations was of an enormous potential for partnerships and collaboration between the Library, the City, community organizations and community members. As the Library continues to engage the community in conversation, we are committed to reshaping our strategic plan based on the new public knowledge that we gain.

In addition to conducting community conversations, we also analyzed national studies and local data about actual use of our Library facilities and programs. Libraries throughout the nation are demonstrating a slow downward trend in visits, circulation, and public-access computer usage. However, they are also seeing an increase in program attendance, and therefore a shift in traditional library usage. Our Library, although performing well above state and national averages, is reflecting the same trends.

Based on community conversations and analysis of Library use data and trends, we have created a new strategic plan for the Library that will guide us to better engage and serve our community.

What do we believe?

As part of this strategic planning process, we have embraced a new mission and vision to inspire us. By putting these beliefs to work every day, we will transform the Library to better serve the Carmel-by-the-Sea community and greater Monterey Peninsula in the years to come.

Our Mission: What we do.

We are an efficient medium for the free and equitable distribution and exchange of books, information, and ideas; and a recognized social center providing the community with a place to learn, interact and gather.

Our Vision: What we aspire to be.

We aspire to be a welcoming place where reading, learning and imagination thrive; a recognized leader and respected voice in our community; and a model library in our industry.

Where do we want to go and how do we get there?

Informed by what we have learned, and inspired by our vision and mission we selected three primary goals to guide the Library's work. For each of these three goals, we developed specific strategies that we will be implementing in a wide range of ways.

Goal 1. *Increase community awareness and engagement*

- Lead the community as a center for learning
 - Provide a variety of interesting and informative programs for all ages
 - ~~Develop and hold two programs to be held during open hours in the gathering place (June 2021)~~
 - ~~Explore passive programs for all ages (ongoing)~~
- Broaden community impact
 - Develop a multifaceted outreach program.
 - Develop a plan to better serve patrons with dementia and Alzheimers and their caregivers (June 2020)
 - Work with Carmel business owners to inform workers of library resources (March 2021)
 - ~~Begin participating in the Farmers' Market monthly (June 2021)~~
 - Explore options for a bookmobile or bikemobile service program (December 2022)
- Invest in thoughtful and purposeful community partnerships
- Tell the library's story
 - Re-brand the library so that it is clear who we are, where we are, and what we do, (June 2023)
 - Develop a plan and strategy for marketing and communication of library services (July 2023)
 - Create a welcome packet for new community members (December 2021)
- Identify patrons' unique needs to shape Library services
 - Add suggestion boxes for ongoing feedback (June 2020)
 - Conduct four community conversations per year and provide annual review of updated Public Knowledge Report
 - Conduct surveys to help inform policy changes (ongoing - quarterly)

Goal 2. *Innovate to support equitable and inclusive access*

- Create welcoming and vibrant spaces
 - ~~Install community bulletin board at Park Branch (Fall 2020)~~
 - ~~Improve signage in both buildings in concert with branding project (December 2020)~~
 - Develop a cohesive strategy around digital resources (June 2021)
 - Appoint an ad hoc committee of the Library Board of Trustees work with City staff to develop a facilities plan for both library buildings that identifies opportunities for

improvements in both buildings, including ADA access, shelving, modular furniture, and improved catalog access (June 2021) Attachment 1

- Devendorf Park Expansion Project (December 2022)
- Improve days and hours of service
 - Determine if weekend hours for the Local History Department are possible and consider altering weekend hours in the Kids' Library (Fall 2020)

Goal 3. Increase operational excellence

- Optimize public resources
 - ~~Work with the Carmel Public Library Foundation to identify projects that could provide opportunities for special donor funding~~
 - ~~Complete gathering place project (May 2020)~~
 - ~~Reconfigure Park Branch Kid's Library and incorporate moveable shelves and furniture to create flexible space (June 2020)~~
 - ~~Replace and reconfigure furniture and lighting on check-out desk level of Main Library (December 2021)~~
 - Refresh the Main Library Reading Room (December 2022)
 - Review, reaffirm, and amend financial policies and procedures to ensure maximum transparency and efficiency (August 2023)
 - Work with partner libraries to investigate resource sharing between area libraries (August 2023)
- Empower staff for continued exceptional service
 - Develop staff training plan (June 2020)
 - ~~Invest in RFID, new self-check machines, and security gates (June 2023)~~
- Create volunteer job descriptions (March 2021)



Visionary Strategic Consulting

Bringing Vision into Reality

Strategic Planning Engagement Proposal

Date of Agreement: August 5, 2024

Consultant: Robert C. Kramer, President, MA, MBA
Certified Management Consultant

Client Company: Carmel Public Library

Principal: Ashlee Wright, Library and Community Activities Director

Consultant, Robert C. Kramer, agrees to provide the following consulting services:

Level of Engagement: Conduct a strategic planning engagement for the Trustees and Staff of the Carmel Public Library.

Phases:

- Phase I: Collaboration with Ashlee to determine dates, times & attendees
- Phase II: Conduct a participant survey prior to first meeting
- Phase III: In collaboration with Ashlee, plan, organize and prepare to conduct a series of strategic planning meetings
- Phase IV: Achieve consensus on a final draft of the Vision Canvas
- Phase V: Document final draft of Vision Canvas no later than January
- Phase VI: (optional) Celebratory Meeting/Celebration Hour

Participants: Up to 10

Deliverables

- (1) Pre-engagement survey and analysis
- (2) Facilitation of all participant meetings
- (3) A documented process for Vision-Strategy workshop
- (4) A statement of organizational values
- (5) A statement of organizational vision and mission that represents the best thinking shared beliefs of all participants
- (6) A prioritized list of key objectives (Bold Steps)

Guarantee: All deliverables are performance guaranteed on agreed upon schedule barring any unforeseen delays with participants and their schedules.

Continuing Services: Continuing consulting services: leadership coaching, training, workshops, plan implementation and follow-up beyond the scope of



Visionary Strategic Consulting

Bringing Vision Into Reality Is Our Passion

this proposal are available by separate agreement which establishes project scope, fee, schedule, and purpose of the consulting engagement.

The time and location of the consulting engagement are as follows:

Time: Vision-Strategy Workshop: 2:00 to 4:30PM every other Friday (as appropriate)

Place: (TBD) Location requirements: no telephone interference, quiet surroundings, moveable tables & chairs, consideration for food and beverage catering or suitable substitute.

Vision Workshop Investment: (Expenses to be paid upon invoice with receipts)

This Agreement serves as the receipt for one Scheduled Assurance Payment:

- I. **Total Investment to completion is \$8000** (maybe less if completed early)
- II. Assurance payment of 50% (\$4000) requested upon signature of this agreement
- II. All succeeding payments by consultant invoice

Kramer will confirm all engagements at least 48 hours with Ashlee Wright.

The undersigned understand and agree to the terms and conditions of this agreement.

Signature/Date of Client, _____

Ashlee Wright, Library and Community Activities Director

Signature/Date of Consultant, _____

Robert C. Kramer
President, Visionary Strategic Consulting
Certified Management Consultant