



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, August 23, 2023

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/81366420498> Meeting ID: 813 6642 0498 Passcode: 052776 Dial in: 1 669 444 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. Receive a report from the Carmel Public Library Foundation on recent activities
2. Approval of the Minutes for the June 28, 2023 Regular Meeting
3. Receive the Librarian's Report for July 2023
4. Receive a year end budget report for Fiscal Year 2022-2023

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 26, 2023
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
Leslie Fenton, Executive Assistant

PLEDGE OF ALLEGIANCE

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

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees

Trustee Murphy thanked Trustees Pardue and Krisher for their help with the annual book sale.

Item B: Announcements from the Library Director

Library & Community Activities Director Wright announced that Rachael Gaither had been hired as the Reference Librarian. This was the last full-time position that needed to be filled. The Summer Reading program was a success, and they gave away 200 books and a lot of ice cream at the end of Summer Reading Celebration.

ORDERS OF BUSINESS

Item 1: Receive a report from the Carmel Public Library Foundation on recent activities.

CPLF Executive Director Alex Fallon presented the report.

- Developing annual programs
- Finalizing refresh to the library branding
- Sustainability campaign in September
- September 8 – library appreciation breakfast

Item 2: Receive the Fiscal Year 2021-22 audit report and a presentation from auditor Sheldon Chavan, C.P.A., of Chavan & Associates, LLP.

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

Item 3: Approval of the Minutes for the June 28, 2023, Regular Meeting

Trustee Krisher moved to approve the Minutes for the June 28, 2023 Regular Meeting, seconded by Trustee Pardue and carried by the following roll call vote:

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

Item 4: Receive the Librarian's Report for June 2023

Library & Community Activities Director Wright presented the report.

Item 5: Receive the Treasurer's Report and approve the check register for June 2023

Library & Community Activities Director Wright and Treasurer Krisher presented the report.

Trustee Pardue moved to approve the check register for June 2023, seconded by Trustee Williams and carried by the following roll call vote:

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

Item 6: Annual Election of 2023-2024 Board Officers.

Trustee Pardue nominated Trustee Krisher as President, Trustee Murphy as Vice-President and Trustee Williams as Treasurer, seconded by Trustee Gorham and carried by the following roll call vote:

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

FUTURE AGENDA ITEMS

- Final FY 22-23 budget figures
- Ebook usage

- Ad hoc committee – Memorandum Agreement between Board and City of Carmel

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:40 am.
The next Regular Meeting is scheduled for August 23, 2023.

Respectfully submitted,
Leslie Fenton, Executive Assistant

Susan Murphy, President, Library Board of Trustees



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

August 23, 2023
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 2022-2023

RECOMMENDATION:

Receive a year end budget report for Fiscal Year 2022-2023.

BACKGROUND/SUMMARY:

REVENUE

The adopted budget for FY 2022-2023 anticipated \$317,900 in revenue. However, total revenue for FY 2022-2023 far exceeded this, due to higher LAIF (Local Agency Investment Funds) interest rates, an increase in library operations revenue, and a series of budget adjustments to utilize unexpended funds in the library checking account from previous fiscal years. Total revenue was \$454,643, an increase of \$136,643.

Budget Adjustments

Between Fiscal Years 2017-2018 and 2021-2022 respectively, the Library had a combined total of \$193,500 in unexpended funds that is currently in the Library checking account. Of those funds the Trustees authorized budget adjustments to increase the budget by \$109,500 for library collections, programs, and equipment replacements - including moveable shelves and furniture for the Kids' Department.

Interest Income

Interest income from the LAIF funds decreased during the pandemic years with the lowest quarterly apportionment rate decreasing to 0.23% in the 4th quarter of 2021 from 2.57% in 2019 - the highest since the 2008 recession. Due to inflation, interest rates have continued to rise throughout 2022 and 2023, which resulted in additional and unanticipated income for FY 2022-2023 in the amount of \$20,658 - close to \$18,000 over and above what was budgeted.

Library Operations

Library Operations funds include monies taken in by library staff and include: small donations, printing/copying fees, lost/damaged book replacements. With the expansion of library hours there followed an increase in revenue from library operations from the anticipated \$2,000 to \$8,485.

EXPENDITURES

FY 2022-2023 most closely resembled pre-pandemic spending, as compared with FY 2020-2021 and FY 2021-2022. This is due in large part to the filling of vacant positions within the library, building back staff capacity to organize programs and engage in more curated ordering of hard-copy and e-materials. While the FY 2022-2023 adopted budget anticipated \$317,900 in expenditures, the Board approved budget adjustments in December 2022 and February 2023 for increased spending for collections, programs, and equipment. Expenditures in total were \$442,544 - under budget \$12,099.

As part of the budget adjustments, funds were increased across the board for programs, including a new music series at the Harrison Library and visit by kids' author Dan Yaccarino. In addition, the My Carmel oral history program was relaunched with a new process that allows for a more rigorous approach to collecting interviews – both audio only format and video. Funds were also increased for equipment purchases, like moveable shelves for the kids department, and databases and e-materials.

However, despite those budget adjustments, spending was overbudget for programs and databases and e-materials. This was offset by underspending on hard copy materials. While hardcopy circulation of materials has not rebounded to pre-pandemic levels, usage of e-books, audios, movies, comic books, magazines, as well as program attendance are robust.

FISCAL IMPACT:

Total revenue for FY 2022-2023 was \$454,643 and expenditures were \$442,554 - with \$12,099 in unexpended funds.

The Trustees recently adopted a new Finance Policy which states that:

Prior to the close of the fiscal year, June 30, if it is anticipated that the library will have unexpended funds of \$5,000 or more the Library Director shall notify the Executive Director of the Carmel Public Library Foundation of that amount and may request that the Executive Director reduce the 4th quarter distribution by the amount that is anticipated to be unexpended at the close of the fiscal year.

This was a new addition to the policy and staff are still trying to figure out how to best make this work logistically with the CPLF. In the interim, preliminary numbers are in from the last Friends of the Library(FOL) annual book sale and sales were not as robust as previous years. Staff is proposing that the funds be used to offset the shortfall, estimated to be about \$7,000, to maintain a balanced budget through a mid-year budget adjustment. The FOL will have final numbers in October or November.

ATTACHMENTS:

Attachment 1 - FY 2022-2023

Harrison Memorial Library

Budget vs. Actuals: FY2022-2023 - FY23 P&L

July 2022 - June 2023

	Actual	Budget	Total over Budget	% of Budget
Income				
20000 Revenue			0.00	
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			0.00	
21100 CPLF - Operating Expenses	218,325.00	291,000.00	0.00	100.00%
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	\$ 291,000.00	\$ 291,000.00	\$ 0.00	100.00%
23000 INTEREST INCOME			0.00	
23100 Interest - Bradney	2,044.51	400.00	1,644.51	511.13%
23200 Interest - Other	18,614.07	2,500.00	16,114.07	744.56%
Total 23000 INTEREST INCOME	\$ 20,658.58	\$ 2,900.00	\$ 17,758.58	712.36%
24000 Friends of HML	25,000.00	22,000.00	3,000.00	113.64%
25000 Library Operations	8,485.36	2,000.00	6,485.36	424.27%
28000 Uncategorized Revenue	109,500.00	109,500.00	0.00	100.00%
Total 20000 Revenue	\$ 454,643.94	\$ 427,400.00	\$ 27,243.94	106.37%
Total Income	\$ 454,643.94	\$ 427,400.00	\$ 27,243.94	106.37%
Gross Profit	\$ 454,643.94	\$ 427,400.00	\$ 27,243.94	106.37%
Expenses				
30000 ADMINISTRATION				
31000 Finance				
Total 31000 Finance	\$ 7,990.15	\$ 8,000.00	-\$ 9.85	99.88%
32000 Library Promotions				
Total 32000 Library Promotions	\$ 5,690.66	\$ 9,000.00	-\$ 3,309.34	63.23%
33000 Supplies				
Total 33000 Supplies	\$ 15,985.69	\$ 12,700.00	\$ 3,285.69	125.87%
34000 Organizational Development				
Total 34000 Organizational Development	\$ 18,477.57	\$ 18,900.00	-\$ 422.43	97.76%
Total 30000 ADMINISTRATION	\$ 48,144.07	\$ 48,600.00	-\$ 455.93	99.06%
OPERATIONS				
40000 EQUIPMENT				

Total 40000 EQUIPMENT	\$	109,453.30	\$	114,540.72	-\$	5,087.42	95.56%
50000 IT							
Total 50000 IT	\$	3,020.69	\$	3,700.00	-\$	679.31	81.64%
Total Operations	\$	112,473.99	\$	118,240.72	-\$	5,766.73	95.12%
LIBRARY ASSETS							
60000 HARD COPY MATERIAL							
61000 ADULT COLLECTION							
Total 61000 ADULT COLLECTION	\$	37,115.95	\$	39,700.00	-\$	2,584.05	93.49%
62000 TEEN COLLECTION							
Total 62000 TEEN COLLECTION	\$	6,406.43	\$	6,250.00	\$	156.43	102.50%
63000 KID'S COLLECTION							
Total 63000 KID'S COLLECTION	\$	24,062.29	\$	27,000.00	-\$	2,937.71	89.12%
64000 REFERENCE							
Total 64000 REFERENCE	\$	5,656.97	\$	7,200.00	-\$	1,543.03	78.57%
65000 PURCHASE SUGGESTIONS/ZIP BOOKS							
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	\$	18,841.37	\$	25,000.00	-\$	6,158.63	75.37%
Total 60000 HARD COPY MATERIAL	\$	92,083.01	\$	105,150.00	-\$	13,066.99	87.57%
66000 TECHNICAL SERVICES							
Total 66000 TECHNICAL SERVICES	\$	32,444.16	\$	33,380.00	-\$	935.84	97.20%
70000 DATABASES							
Total 70000 DATABASES	\$	13,982.30	\$	13,505.00	\$	477.30	103.53%
72000 eMaterial							
Total 72000 eMaterial	\$	87,258.55	\$	71,500.00	\$	15,758.55	122.04%
Total Library Assets	\$	225,768.02	\$	223,535.00	\$	2,233.02	101.00%
80000 PROGRAMS							
81000 ADULT PROGRAMS							
Total 81000 ADULT PROGRAMS	\$	4,495.10	\$	4,500.00	-\$	4.90	99.89%
82000 TEEN PROGRAMS							
Total 82000 TEEN PROGRAMS	\$	4,666.60	\$	3,149.28	\$	1,517.32	148.18%
83000 KIDS PROGRAMS							
Total 83000 KIDS PROGRAMS	\$	14,935.25	\$	14,200.00	\$	735.25	105.18%
85000 LOCAL HISTORY PROGRAMS							
Total 85000 LOCAL HISTORY PROGRAMS	\$	26,343.26	\$	22,300.00	\$	4,043.26	118.13%
86000 SUMMER READING PROGRAM							

Total 86000 SUMMER READING PROGRAM	\$	5,718.56	\$	4,000.00	\$	1,718.56	142.96%
Total 80000 PROGRAMS	\$	56,158.77	\$	48,149.28	\$	8,009.49	116.63%
Total Expenses	\$	442,544.85	\$	438,525.00	\$	4,019.85	100.92%
Net Operating Income	\$	12,099.09	-\$	11,125.00	\$	23,224.09	-108.76%
Net Income	\$	12,099.09	-\$	11,125.00	\$	23,224.09	-108.76%