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

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

REGULAR MEETING
Wednesday, July 26, 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/82179867331 Meeting ID: 821 7986 7331 Passcode:145658 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

A. Announcements from the Trustees

B. Announcements from the Library Director

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

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

4. Receive the Librarian's Report for June 2023

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

6. Annual Election of 2023-2024 Board Officers.

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).

Attachment 1

Harrison Memorial Library Fund
Annual Financial Report

City of Carmel-by-the-Sea
California

Fiscal Year Ended June 30, 2022

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Attachment 1

HARRISON MEMORIAL LIBRARY FUND
(CITY OF CARMEL-BY-THE-SEA)
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2022

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HARRISON MEMORIAL LIBRARY

FINANCIAL SECTION

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Chavan and Associates, llp
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Honorable Mayor, Members of the City Council of the
City of Carmel-By-The-Sea and the Harrison Memorial Library Board of Trustees
Carmel-by-the-Sea, California

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Harrison Memorial Library fund (the Library; a special revenue fund) of the City of Carmel-By-The-Sea (the "City"), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position the Harrison Memorial Library fund information of the City of Carmel-By-The-Sea, as of June 30, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Harrison Memorial Library fund and do not purport to, and do not, present fairly the financial position of the City, as of June 30, 2022, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Responsibility of Management for the Financial Statements

City management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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Certified Public Accountants

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control–related matters that we identified during the audit.

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial

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statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America requires that the budgetary schedule, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 29, 2023 on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.

C & A LLP

March 29, 2023
Morgan Hill, California

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BASIC FINANCIAL STATEMENTS

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Balance Sheet
June 30, 2022

ASSETS	
Cash and investments	$ 1,573,889
Total assets	$ 1,573,889
LIABILITIES AND FUND BALANCES	
Liabilities:	
Accounts payable	$ 24,787
Total liabilities	24,787
Fund Balances:	
Restricted:	
The Reuel Bradney Book Fund	46,747
Evans Trust Book Fund	100,000
Other restrictions	103,380
Committed:	
Operating reserve	175,127
Equipment replacement	100,000
Unassigned	1,023,848
Total fund balances	1,549,102
Total liabilities and fund balances	$ 1,573,889

The accompanying notes are an integral part of these financial statements

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Statement of Revenues, Expenditures And Changes in Fund Balance
June 30, 2022

REVENUES	
Contributions:	
Carmel Public Library Foundation	$ 291,100
Donations	60,275
Friends of HML	20,000
Total contributions	371,375
Charges for services	2,239
Interest	3,327
Total Revenues	376,941
EXPENDITURES	
Current:	
Library:	
Administration	32,005
Equipment	52,639
Documents and records	95,229
Programs and cataloging	117,524
Information technology systems	1,162
Total Expenditures	298,559
Net Change in Fund Balance	78,382
Fund Balance Beginning	1,470,720
Fund Balance Ending	$ 1,549,102

The accompanying notes are an integral part of these financial statements

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NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the Harrison Memorial Library Fund (the Library) of the City of Carmel-by-the-Sea, California, (the City) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Boards (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

A. Financial Reporting Entity

Harrison Memorial Library is a blended component unit of the City and is accounted for as a special revenue fund of the City. The Library was established by City Ordinance pursuant to statutory authority provided by the California Education Code. The current Main Library building was designed by the renowned California architect Bernard Maybeck and financed by a bequest from Ella Reid Harrison as a memorial to her husband, California Supreme Court Justice Ralph Chandler Harrison. The Harrison Memorial Library opened in 1928, and services were expanded with the addition of its Park Branch facility in 1989.

The Library is governed by a Board of Trustees whom are appointed by the City Council. The Library and the City operate under terms of a 2008 Memorandum of Agreement under which terms; the City pays for all library personnel costs, and the operating and capital improvement costs for two library buildings. Duties and responsibilities of the Board are to manage and protect the library buildings and library property, to purchase books, journals, publications and other personal property, to file necessary reports with State officials, and to raise money for special or library purposes through direct organization and operation of fundraising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising.

The City of Carmel-by-the-Sea, California was incorporated on October 31, 1916, under the laws and regulations of the State of California (State). The City operates under a City Council/Manager form of government and provides the following services: general government, community planning and building, public safety (fire, police and ambulance), public works, library, economic revitalization and other community activities.

These financial statements present just the fund financial statements of the Library since the City is considered to be financially accountable for the Library and the Library is reported on a blended basis in the City's Annual Comprehensive Financial Report (ACFR). Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The City's ACFR may be obtained by writing to the City of Carmel-by-the-Sea, Finance Department, Post Office Box CC, Carmel-by-the-Sea, CA 93921, or by visiting the City's website.

The Library applies all applicable GASB pronouncements for certain accounting and financial reporting guidance. In December of 2010, GASB issued Statement No. 62*, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. GASB 62 incorporates pronouncements issued on or before November 30, 1989 into GASB authoritative literature. In June of 2015, GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.* GASB 76 supersedes Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. GASB 76 also amends GASB 62 and AICPA Pronouncements paragraphs 64, 74, and 82. The GAAP hierarchy sets forth what constitutes GAAP for all state and local governmental entities. It establishes the order of priority of pronouncements and other sources of accounting and financial reporting guidance that a governmental entity should apply. The sources of authoritative GAAP are categorized in descending order of authority as follows:

a. Officially established accounting principles—Governmental Accounting Standards Board (GASB) Statements (Category A)
b. GASB Technical Bulletins; GASB Implementation Guides; and literature of the AICPA cleared by the GASB (Category B).

If the accounting treatment for a transaction or other event is not specified by a pronouncement in Category A, a governmental entity should consider whether the accounting treatment is specified by a source in Category B.

B. Basis of Accounting and Measurement Focus

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The Library is a special revenue fund of the City and its operations are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures, as appropriate.

Governmental Fund Financial Statements

Governmental fund financial statements include a *Balance Sheet* and a *Statement of Revenues, Expenditures and Changes in Fund Balance* for the Library's special revenue fund.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the balance sheets. The *Statement of Revenues, Expenditures and Changes in Fund Balance* present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally up to 60 days after year-end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual, are contributions and certain charges for services. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

Unearned revenues arise when potential revenues do not meet both the "measurable" and "available" criteria for recognition in the current period. Unearned revenues also arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods when both revenue recognition criteria are met or when the government has a legal claim to the resources, the unearned revenue is removed from the combined balance sheet and revenue is recognized.

C. Cash, Cash Equivalents and Investments

The Library's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturity of three months or less from the date of acquisition. Cash and cash equivalents are combined with investments and displayed as Cash and Investments.

Deposit and Investment Risk Disclosures - In accordance with GASB Statement No. 40, *Deposit and Investment Disclosures* (Amendment of GASB Statement No. 3), certain disclosure requirements, if applicable, for Deposits and Investment Risks in the following areas: Interest Rate Risk, Overall Credit Risk, Custodial Credit Risk, Concentrations of Credit Risk, and Foreign Currency Risk. Other disclosures are specified including use of certain methods to present deposits and investments, highly sensitive investments, credit quality at year-end and other disclosures.

The Library participates in an investment pool managed by the State of California titled Local Agency Investment Fund (LAIF), which has invested a portion of the pool funds in Structured Notes and Asset Backed Securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these Structured Notes and Asset-Backed Securities are subject to market risk as to change in interest rates.

If material, investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction. In determining this amount, three valuation techniques are available:

- Market approach - This approach uses prices generated for identical or similar assets or liabilities. The most common example is an investment in a public security traded in an active exchange such as the NYSE.
- Cost approach - This technique determines the amount required to replace the current asset. This approach may be ideal for valuing donations of capital assets or historical treasures.
- Income approach - This approach converts future amounts (such as cash flows) into a current discounted amount.

Each of these valuation techniques requires inputs to calculate a fair value. Observable inputs have been maximized in fair value measures, and unobservable inputs have been minimized.

D. Deferred Outflows/Deferred Inflows

Deferred outflows of resources are a consumption of net assets that is applicable to a future reporting period; for example, prepaid items and deferred charges.

Deferred inflows of resources are an acquisition of net assets that is applicable to a future reporting period; for example, unearned revenue and advance collections.

E. Fund Balances

In accordance with Government Accounting Standards Board 54*, Fund Balance Reporting and Governmental Fund Type Definitions*, the Library classifies fund balances as follows:

Nonspendable
Nonspensable fund balance includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.

Restricted
Restricted fund balance includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation. The Reuel Bradney Book Fund is a donor-restricted endowment fund. Under terms of the December 22, 1995 endowment in the amount of $46,747, the investment earnings are to be used to acquire library books, however the principal cannot be spent. The Evans Trust Book Fund is a is a donor-restricted endowment fund. Under terms of the endowment in the amount of $100,000, the investment earnings are to be used to acquire library books, however the principal cannot be spent.

Committed
Committed fund balance includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision-making authority and does not lapse at year-end. Committed fund balances are imposed by the City Council, the City's highest level of decision-making authority, for specific purposes pursuant to constraints imposed by formal action taken such as resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting periods; however the amount can be determined subsequently. The Library has set aside a six-month reserve for emergency situations, revenue shortage or budgetary imbalances, commonly referred to as revenue stabilization or reserve for economic uncertainty. Stabilization amounts may be expended with Board approval only when certain specific circumstances exist as determined by the Board at that time.

Assigned
Assigned fund balance includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balances may be assigned by the City Council, the Board of Trustees, the City Manager and the Library Director.

Unassigned
The Unassigned Fund Balance category represents fund balance, which may be held for specific types of uses or stabilization purposes, but is not yet directed to be used for a specific purpose. The detail of amounts reported for each of the above defined fund balance categories is reported in the governmental funds balance sheet and in the combining nonmajor fund balance sheets.

Flow Assumption/Spending Order Policy
When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, the Library considers restricted funds to be spent first. When expenditures are incurred for which committed, assigned, or unassigned fund balances are available, the Library considers amounts to be spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Council has directed otherwise.

F. Budgetary Information

In accordance with applicable sections of the California Government Code and the Carmel-by-the-Sea Municipal Code, the City prepares and legally adopts an annual balanced budget on a basis consistent with accounting principles generally accepted in the United States of America. The Library prepares an annual budget of cash receipts (resources) and disbursements (appropriations) that is prepared to meet the requirements of management and for internal use by the Board of Trustees. The budget is used to provide financial guidance to the Library and to determine the amount of funds required from contributions, intergovernmental and charges for services.

Budgetary control is legally maintained at the fund level for all City funds. Department heads submit budget requests to the City Administrator. The preliminary budget may or may not be amended by the City Council and is adopted by resolution by the City Council on or before June 30 in accordance with the municipal code.

The City Council may amend the budget by motion during the fiscal year. Only the Council can authorize transfers between funds and approve inter-fund loans. The City Administrator is authorized to transfer budgeted amounts within a fund without formal council action or approval. The City Administrator is authorized to increase expenditures in relation to revenues in funds receiving assigned revenues without approval by the City Council.

Expenditures may not legally exceed appropriations at the fund level, which is the legal level of control. Supplemental appropriations, which increase appropriations, may be made during the fiscal year.

Appropriations, except open project appropriations, and unexpended grant appropriations, lapse at the end of each fiscal year.

G. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

H. Retirement Plans and Other Benefits

Library employees are employees of the City, which provides a retirement plan for qualified employees. The City provides certain health care benefits to current qualified employees and to qualified retired employees until they become eligible for Medicare benefits. Employees of the City may become eligible for these benefits when they reach normal retirement age while working for the City or Library.

I. Compensated Absences

Library employees are employees of the City, which records an accrual for compensated absences in its government-wide financial statements and that information is available in the City's ACFR.

J. Upcoming Accounting Pronouncements

The Library is currently analyzing its accounting practices to determine the potential impact on the financial statements of the following recent GASB Statement:

GASB Statement No. 91, "Conduit Debt Obligations." Issued in May 2019, this statement provides a single method of reporting conduit debt obligations by issuers and eliminates diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The statement will be effective beginning fiscal year 2023.

GASB Statement No. 94, "Public-Private and Public-Public Partnerships and Availability Payment Arrangements." Issued in March 2020, this statement is to improve financial reporting by establishing the definitions of public-private and public-public partnership arrangements (PPPs) and available payment arrangement (APAs) and providing uniform guidance on accounting and financial reporting for transactions that meet those definitions. The statement will be effective beginning fiscal year 2023.

GASB Statement No. 96, "Subscription-Based Information Technology Arrangements." Issued in May 2020, the statement provides guidance on the accounting and financial reporting for subscription based information technology arrangements (SBITAs) for governments by (1) defining a SBITA, (2) establishing that a SBITA results in a right-to-use subscription asset-an intangible asset-and a corresponding subscription liability, (3) providing the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA, and (4) requiring note disclosures regarding a SBITA. The statement will be effective beginning fiscal year 2023.

GASB Statement No. 99, "Omnibus 2022." Omnibus statements are issued by GASB to address practice issues identified after other standards have been approved for implementation. Omnibus statements "clear up the loose ends" for recent prior statements GASB has issued. This Omnibus addresses recent pronouncements, including GASB 87 – Leases, GASB 94 – Public-Private and Public-Public Partnerships and Availability Payment Arrangements, and GASB 96 – Subscription-Based Information Technology Arrangements.

Effective Date: The requirements of this Statement are effective as follows:

- The requirements related to extension of the use of LIBOR, accounting for SNAP distributions, disclosures of nonmonetary transactions, pledges of future revenues by pledging governments, clarification of certain provisions in Statement 34, as amended, and terminology updates related to Statement 53 and Statement 63 are effective upon issuance.
- The requirements related to leases, PPPs, and SBITAs are effective for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.
- The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 are effective for fiscal years beginning after June 15, 2023, and all reporting periods thereafter.

Earlier application is encouraged and is permitted by topic.

GASB Statement No. 100, "Accounting Changes and Error Corrections – an amendment of GASB Statement No. 62." This Statement defines *accounting changes* as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement also prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections in previously issued financial statements. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

GASB Statement No. 101, "Compensated Absences." This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter.

NOTE 2 - CASH AND INVESTMENTS

As of June 30, 2022, cash and investments consisted of the following:

Cash on hand	$ 460
Demand Deposits	394,598
Local Agency Investment Fund (LAIF)	1,032,084
Restricted cash and investments - LAIF	146,747
Total cash and investments	$ 1,573,889

A. Cash Deposits

The California Government Code requires California banks and savings and loan associations to secure the City's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest and places the City ahead of general creditors of the institution.

The market value of pledged securities must equal at least 110 percent of the City's cash deposits. California law also allows institutions to secure City deposits by pledging first trust deed mortgage notes that have a value of 150 percent of the City's total cash deposits. The City has waived the collateral requirements for cash deposits which are fully insured to $250,000 by the Federal Deposit Insurance Corporation (FDIC).

The Library's bank balance before reconciling items totaled $398,575 at June 30, 2022 and was different from the carrying amount due to deposits in transit and outstanding checks. The bank amount exceeded FDIC coverage by $148,575 and was collateralized by securities held by pledging financial institutions.

B. *Fair Value Measurements*

GASB 72 established a hierarchy of inputs to the valuation techniques above. This hierarchy has three levels:

- Level 1 inputs are quoted prices in active markets for identical assets or liabilities.
- Level 2 inputs are quoted market prices for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other than quoted prices that are not observable
- Level 3 inputs are unobservable inputs, such as a property valuation or an appraisal.

C. Investment Policies

City Investment Policy
The Library follows the City's investment policy. The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of bond indentures of the City, rather than the general provisions of the California Government Code or the City's investment policy.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
United States (U.S.) Treasury Issues	5 years	None	None
U.S. Government Agency Securities	5 years	50%	50%
California State and Local Bonds, Notes, & Warrants	None	None	None
Bankers Acceptance	180 days	40%	30%
Commercial Paper	270 days	15%	10%
Medium Term Corporate Notes	5 years	30%	30%
Negotiable Certificates of Deposit	5 years	30%	30%
Repurchase Agreements	92 days	None	None
Passbook Savings/Money Market	None	20%	10%
Local Agency Investment Fund (LAIF)	N/A	None	None
Federal Instrumentalities	None	None	None

D. External Investment Pool

The Library's investments with LAIF at June 30, 2022, include a portion of the pool funds invested in Structured Notes and Asset-Backed Securities. These investments include the following:

Structured Notes
These are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

Asset-Backed Securities
The bulk of asset-backed securities are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as CMO's) or credit card receivables.

LAIF is overseen by the Local Agency Investment Advisory Board, which consists of five members, in accordance with State statute. The approved investments policy is listed on the LAIF website, located at http://www.treasurer.ca.gov/pmia-laif/.

E. Risk Disclosures

The Library follows the City's policies related to risk disclosures as noted below. However, the Library's cash and investments were managed safely by invested in LAIF, which is a low risk and very liquid state investment pool.

Interest Rate Risk
Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the term of an investment's maturity, the greater the sensitivity to changes in market interest rates. It is the City's practice to manage its exposure to interest rate risk by purchasing a combination of shorter and longer-term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for City's operations.

Credit Risk
Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of an investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization, Standards and Poor. As of June 30, 2022, the City's investments were in compliance with the ratings required by the City's investment policy, indenture agreements and Government Code.

Concentrations of Credit Risk
The investment policy of the City contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. As of June 30, 2022, the City had no investments in any one issuer (other than external investment pools which are exempt) that represented 5% or more of the total City investments.

Custodial Credit Risk
For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The California Government Code and the City's investment policy do not

contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

As of June 30, 2022, the Library's investments had the following maturities and ratings:

Investment Type	13 to 24 Months	Rating	Fair Value Input Levels
LAIF (state pool)	$ 1,178,831	not rated	n/a

NOTE 3 - COMMITMENTS AND CONTINGENCIES

The Library may be involved in certain matters of litigation that have arisen in the normal course of conducting business. Management believes, based upon consultation with the City Attorney, that any cases, in the aggregate, are not expected to result in a material adverse financial impact on the Library or the City. Additionally, management believes that the City's insurance programs are sufficient to cover any potential losses should an unfavorable outcome materialize.

NOTE 4 - RISK MANAGEMENT

The Library is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injurie to employees, and natural disasters for which the City carries commercial insurance.

The City of Carmel-by-the-Sea (City) is a member of CSAC-EIA (California State Association of Counties Excess Insurance Authority) which is a shared risk pool. CSAC-EIA covers claims for City for both Workers Compensation and General Liability. The City's Liability SIR is pre-funded through CSAC-EIA for 8 quarters of payments made on behalf of City. Currently, the SIR fund for the City with CSAC-EIA is maintained at $8,183. If the pre-funded SIR balance drops below this amount, the City is billed by CSAC-EIA to replenish the fund to the $8,183 level. The City does not make claim payments, they are all issued by the city's third-party administrator from a CSA-EIA account.

The City has two layers of Liability coverage through CSAC-EIA and under the first layer, the Primary General Liability layer, there is an SIR (Self Insured Retention) of $10,000 per claim. Thereafter, the next layer of coverage kicks in (General Liability 1 program) which carries an SIR of $100,000 which is satisfied by exhausting the coverage limit of $100,000 under the Primary Liability program. The maximum limit of coverage under the primary General Liability 1 program is $25 million. The City retains the risk of loss above $25 million.

For Workers Compensation, the City is a member of both the CSAC-EI Primary Workers Compensation program and then, the CSAC-EIA Excess Workers Compensation program. The Primary Workers compensation program provides dollar 1 coverage to the City for Workers Compensation claims. In other words, City has no deductible or SIR. This layer of Workers Compensation coverage carries a maximum limit of $125,000 per occurrence. Thereafter, CSAC EIA's excess coverage steps in and the SIR (Self Insured Retention) is $125,000 which again, is satisfied by exhausting the limits of coverage under the

Primary Workers Compensation program. The upper limit of coverage under the Excess Workers Compensation program is "statutory". What this means is that regardless of the total cost of the claim, it is covered under the CSAC-EIA Excess Workers Compensation program. There is absolutely no monetary exposure to the City under these two Workers Compensation programs except for the premium costs to purchase this coverage. The City has had no settlements which exceeded insurance coverage in the last three fiscal years and no significant changes or reductions in insurance coverage during the current year.

NOTE 5 - CONCENTRATIONS

The Library received 77% of its revenue from contributions made by the Carmel Public Library Foundation during the year.

REQUIRED SUPPLEMENTARY INFORMATION

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Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual (GAAP)
June 30, 2022

	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Contributions	$ 291,000	$ 291,000	$ 371,375	$ 80,375
Charges for services	16,000	16,000	2,239	(13,761)
Interest	10,850	10,850	3,327	(7,523)
Total Revenues	317,850	317,850	376,941	59,091
EXPENDITURES				
Current:				
Library:				
Administration	29,800	29,800	32,005	(2,205)
Equipment	43,250	43,250	52,639	(9,389)
Documents and records	102,350	102,350	95,229	7,121
Programs and cataloging	139,145	139,145	117,524	21,621
Information technology systems	3,700	3,700	1,162	2,538
Total Expenditures	318,245	318,245	298,559	19,686
Net Change in Fund Balance	(395)	(395)	78,382	78,777
Fund Balance Beginning	1,470,720	1,470,720	1,470,720	-
Fund Balance Ending	$ 1,470,325	$ 1,470,325	$ 1,549,102	$ 78,777

Expenditures in excess of appropriations were covered by budgets in other objects/functions or beginning fund balance.

HARRISON MEMORIAL LIBRARY

OTHER INDEPENDENT AUDITOR'S REPORT

Chavan and Associates, llp
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL ONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCNIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor, Members of the City Council of the
City of Carmel-By-The-Sea and the Harrison Memorial Library Board of Trustees
Carmel-by-the-Sea, California

We have audited, in accordance with standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements od the Harrison Memorial Library Fund (the Library) of the City of Carmel-By-The-Sea (the "City") as of and for the year ended June 30, 2022, and the related notes to the financial, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated February 28, 2023.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing our opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

A *deficiency in internal control* exists when the design or operations of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the Library's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statements. However, providing an opinion on compliance with those

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provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C & A LLP

March 29, 2023
Morgan Hill, California

15105 Concord Circle, Suite 130, Morgan Hill, CA 95037
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REGULAR MEETING
Wednesday, June 28, 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 announced the Friends annual book sale is being held July 13-15 at the Carmel Youth Center and that they are also selling books in the lobby of the Park Branch.

Item B: Announcements from the Library Director

Library & Community Activities Director Wright welcomed new board members Marie-Clare Gorham and Mary Jo Williams and announced that the Friends would be receiving a proclamation at the next City Council meeting thanking them for 50 years of helping the library.

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.

- FY 23-24 budget has been adopted and an increase to the distribution was approved
- 2500 people attended CPLF programs last fiscal year
- Working on Master Plan and next year's programs
- Held Sterling Circle event

Item 2: Approval of the Minutes for the April 26, 2023 Regular Meeting

Trustee Pardue moved to approve the Minutes for the April 26, 2023 Regular Meeting, seconded by Trustee Krisher and carried by the following roll call vote:

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

Item 3: Receive the Librarian's Report for April and May 2023

Library & Community Activities Director Wright presented the report.

Item 4: Receive the Treasurer's Report and approve the check registers for April and May 2023

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

Trustee Pardue moved to approve the check registers for April and May 2023, seconded by Trustee Krisher and carried by the following roll call vote:

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

Item 5: Receive and adopt the Fiscal Year 2023-2024 budget

Library & Community Activities Director Wright presented the FY 2023-2024 budget.

Trustee Pardue moved to approve the FY 2023-2024 budget, seconded by Trustee Krisher and carried by the following roll call vote:

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

Item 6: Consideration of the adoption of a new "Library Finance Policy" and the rescinding of the "Library Policy for Cash Handling and Receipting Money".

Library & Community Activities Director Wright presented the report.

Trustee Pardue moved to adopt a new "Library Finance Policy" and rescind the "Library Policy for Cash Handling and Receipting Money", seconded by Trustee Krisher and carried by the following roll call vote:

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

FUTURE AGENDA ITEMS

- Election of officers
- End of year budget review
- Audit

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:45 am. The next Regular Meeting is scheduled for July 26, 2023.

____

Respectfully submitted,
Leslie Fenton, Executive Assistant

____

Susan Murphy,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

June 30, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	**15.71**	1,759	1,605	19,793	17,105
Non-Fiction	**23.92**	967	1,013	11,678	9,424
Magazines	**5.72**	49	35	665	629
Audio/Video	**16.32**	890	892	10,904	9,374
ADULT CIRCULATION TOTAL:	**17.81**	**3,665**	**3,545**	**43,040**	**36,532**
Juvenile Circulation:					
Fiction	**24.03**	1,832	1,651	17,722	14,289
Non-Fiction	**42.92**	446	492	5,311	3,716
Magazines	**188.24**	11	16	98	34
Audio/Video	**53.26**	104	110	1,292	843
JUVENILE CIRCULATION TOTAL:	**29.35**	**2,393**	**2,269**	**24,423**	**18,882**
CIRCULATION TOTAL:	**21.74**	**6,058**	**5,814**	**67,463**	**55,414**
ELECTRONIC CHECKOUTS:	**26.22**	**5,041**	**5,415**	**60,314**	**47,785**
HOLD REQUESTS:	**-15.98**	**943**	**864**	**11,784**	**14,026**
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

June 30, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	**1.81**	**1,238**	**1,137**	**15,039**	**14,772**
Non-Residents:					
Monterey County	**28.38**	4,473	4,334	48,833	38,037
Other Zip Codes	**50.23**	347	343	3,568	2,375
NON-RESIDENT CIRCULATION TOTAL	**29.67**	**4,820**	**4,677**	**52,401**	**40,412**
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	**29.60**	17	12	162	125
Monterey County Residents	**70.63**	101	74	1104	647
Other Borrowers	**140.00**	62	70	576	240
REGISTRATION TOTAL:	**82.02**	**180**	**156**	**1,842**	**1,012**
TOTAL # OF CARDHOLDERS:	**6.15**	**11,180**	**11,022**	**11,180**	**10,532**

Patron Visit Count					
HML Building	**272.02**	6,653	6,150	63,698	17,122
Park Branch Building					
Local History	**126.89**	20	24	270	119
Youth Services Dept.	**515.52**	6,249	4,156	56,782	9,225
PATRON VISIT TOTAL:	**356.25**	**12,922**	**10,330**	**120,750**	**26,466**

LIBRARIAN'S MONTHLY REPORT

June 30, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	**65**	826	782	10,286	6,245
Youth Services Desk	**22**	355	220	3,143	2,567
Local History Desk	**-3**	40	48	770	790
TOTAL REFERENCE QUESTIONS:	**48**	**1,221**	**1,050**	**14,199**	**9,602**
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	**#DIV/0!**	0	0	0	0
Public WiFi Use:	**104**	926	1,061	10,647	5,217
VOLUNTEER HOURS	**YTD Percentage Change**	**This Month**	**Last Month**	**This YTD**	**Last YTD**
Local History	**-21**	8	10	119	150
Park Branch	**#DIV/0!**	0	0	0	0
Harrison - Main	**32**	28	28	312	237
TOTALS:	**11**	**36**	**38**	**431**	**387**

OUTREACH SERVICES					
Visits	**#DIV/0!**	0	0	0	0
Circulation	**#DIV/0!**	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

June 30, 2023

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	**33.33**	4	0	4	3
TOTAL ATTENDANCE	**47.62**	**310**	**0**	**310**	**210**
PRESCHOOL PROGRAMS (0-5 YRS)	**5,800.00**	**4**	**6**	**59**	1
TOTAL ATTENDANCE	**7,239.13**	**169**	**233**	**1,688**	**23**
SCHOOL AGE PROGRAMS (6-11 YRS)	**1,125.00**	**2**	**3**	**49**	4
TOTAL ATTENDANCE	**369.53**	**45**	**96**	**1,310**	**279**
TEEN PROGRAMS (12-18 YRS)	**#DIV/0!**	**6**	**0**	**6**	0
TOTAL ATTENDANCE:	**#DIV/0!**	**6**	**0**	**6**	**0**
ADULT PROGRAMS	**36.36**	**3**	**2**	**15**	11
TOTAL ATTENDANCE	**3.92**	**71**	**69**	**1,725**	**1,660**
OFFSITE PROGRAMS	**50.00**	**0**	**0**	**12**	8
TOTAL ATTENDANCE	**77.50**	**0**	**0**	**2,524**	**1,422**
LOCAL HISTORY PROGRAMS	**#DIV/0!**	**0**	**0**	**0**	0
TOTAL ATTENDANCE	**#DIV/0!**	**0**	**0**	**0**	**0**

July through June FY 2022-2023

	2018	2019	2020	2021	2022	2023
Adult Circulation	73,736	75,571	56,689	28,332	36,532	43,040
Kids Circulation	26,066	28,885	28,121	15,824	18,882	24,423
Electronic checkouts	14,257	16,165	28,121	45,642	55,414	60,314
TOTAL CIRCULATION	**114,059**	**120,621**	**112,931**	**89,798**	**110,828**	**127,777**
Patron visits	82,480	88,607	64,541	0	21,522	120,750
Questions	26,505	23,481	13,579	10,159	9,602	14,199
Programs	143	119	129	72	21	133
Program Attendance	5,255	4,572	5,214	1,593	2,172	5,039

Financial statements

Of

HARRISON MEMORIAL LIBRARY

For the Period Ended

June 30, 2023

Harrison Memorial Library

Attachment 1

Balance Sheet

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	201,633.20
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	754,402.49
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	**1,199,276.79**
Total Bank Accounts	**$1,401,369.99**
Total Current Assets	**$1,401,369.99**
TOTAL ASSETS	**$1,401,369.99**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	20,107.23
Total Accounts Payable	**$20,107.23**
Total Current Liabilities	**$20,107.23**
Total Liabilities	**$20,107.23**
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	1,123,848.33
Opening Balance Equity	0.00
Net Income	-167,839.64
Total Equity	**$1,381,262.76**
TOTAL LIABILITIES AND EQUITY	**$1,401,369.99**

X	**Harrison Memorial Library**			Attachment 1			
	Budget vs. Actuals: FY2022-2023 - FY23 P&L						
X	**July 2022 - June 2023**						
X		**Total**					
X		**Actual**	**Budget**	**over Budget**			
X	**INCOME**						
X	**Total 21000 CARMEL LIBRARY FOUNDATION**	**$ 218,325.00**	**$ 291,000.00**	_$72,675.00			
X	**28000 Uncategorized Revenue**		**$ 109,500.00**	-$109,500.00	**Budget adjustment**		
X	**24000 Friends of HML**	25,000.00	22,000.00	$3,000.00			
X	**23100 Interest Bradney**	2,044.51	400.00	**$ 1,644.51**			
X	**23200 Interest - Other**	18,614.07	2,500.00	16,114.51			
X	**Total 23000 INTEREST INCOME**	**$ 20,658.58**	**$ 2,900.00**	**$ 17,758.58**			
X	**25000 Library Operations**	8,485.36	2,000.00	6,485.36			
X	**TOTAL INCOME**	**$ 272,468.94**	**$ 427,400.00**	**-$ 154,931.06**			,
X	**Expenses**						
X	**30000 ADMINISTRATION**						
X	**Total 31000 Finance**	**$ 7,990.15**	**$ 8,000.00**	-9.85			
X	**Total 32000 Library Promotions**	$5,690.66	**$ 9,000.00**	**-$ 3,309.34**			
X	**Total 33000 Supplies**	**$ 15,985.69**	**$ 12,700.00**	**$ 3,285.69**			
X	**Total 34000 Organizational Development**	**$ 18,477.47**	**$ 18,900.00**	**-$ 422.43**			
X	**Total 30000 ADMINISTRATION**	**$ 48,144.07**	**$ 48,600.00**	**-$ 455.93**			
X	**40000 EQUIPMENT**						
X	**Total 40000 EQUIPMENT**	109,453.30	114,540.72	-5,087.42			
X	**50000 IT**						
X	**Total 50000 IT**	3,020.69	3,700.00	-$679.31			
X	**60000 HARD COPY MATERIAL**						
X	**Total 61000 ADULT COLLECTION**	**$ 36,408.53**	39,700.00	-$3,291.47			
X	**Total 62000 TEEN COLLECTION**	**$ 6,176.86**	**$ 6,250.00**	**-$ 71.14**			
X	**Total 63000 KID'S COLLECTION**	**$ 23,730.14**	**$ 27,000.00**	**-$ 3,269.86**			
X	**Total 64000 REFERENCE**	**$ 5,656.97**	**$ 7,200.00**	**-$ 1,543.03**			
X	**Total 65000 ZIP BOOKS**	**$ 18,590.57**	**$ 25,000.00**	**-$ 6,409.43**	Well under budget		
X	**Total 60000 HARD COPY MATERIAL**	**$ 90,565.07**	**$ 105,150.00**	**-$ 14,584.93**			
X	**66000 TECHNICAL SERVICES**						
X	**Total 66000 TECHNICAL SERVICES**	31,725.83	33,380.00	-$1,654.17			
X	**70000 DATABASES**						
X	**Total 70000 DATABASES**	13,982.30	13,505.00	477.30	**EBSCO Database**		
X	**72000 eMaterial**						
X	**Total 72000 eMaterial**	87,258.55	71,500.00	15,758.55	Hoopla/EBOOKS/ Kanopy		
X	**80000 PROGRAMS**						
X	**Total 81000 ADULT PROGRAMS**	**$ 4,495.10**	**$ 4,500.00**	**-$ 4.90**			
X	**Total 82000 TEEN PROGRAMS**	**$ 4,666.60**	**$ 3,149.28**	**$ 1,517.32**	**New teen librarian**		
X	**Total 83000 KIDS PROGRAMS**	**$ 14,935.25**	**$ 14,200.00**	**$ 735.25**			
X	**Total 85000 LOCAL HISTORY PROGRAMS**	**$ 26,343.26**	**$ 22,300.00**	**$ 4,043.26**	Video interviews		
X	**85400 Archival Storage Off-site**	**$ 4,248.00**	**$ 4,000.00**	**$ 248.00**			
X	**Total 86000 SUMMER READING PROGRAM**	**$ 5,718.56**	**$ 4,000.00**	**$ 1,718.56**	**Hiring Performaners**		
X	**Total 80000 PROGRAMS**	$56,158.77	**$ 48,149.28**	**$$8,009.49**			
	Total Expenses	$440,308.58	$438,535.00	$1,783.58	**Incomplete**		
	NET OPERATING INCOME	$167,839.64	$11,125.00	-$156,714.64			
	Net Income	$167,839.64	$11,125.00	-$156,714.64			

Harrison Memorial Library

Attachment 2

Check Detail

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
06/01/2023	Bill Payment (Check)	6238	Amazon Capital Services, Inc.		R	-619.72
						-619.72
06/01/2023	Bill Payment (Check)	6239	AT&T CALNET 3		R	-0.06
						-0.06
06/01/2023	Bill Payment (Check)	6240	BAKER & TAYLOR		R	-2,055.29
						-2,055.29
06/01/2023	Bill Payment (Check)	6241	BRODART		R	-71.37
						-71.37
06/01/2023	Bill Payment (Check)	6242	HAPPY BIRDS		R	-895.00
						-895.00
06/01/2023	Bill Payment (Check)	6243	MATTHEW HALLA		R	-1,000.00
						-1,000.00
06/01/2023	Bill Payment (Check)	6244	Megan Cassamas		R	-300.00
						-300.00
06/01/2023	Bill Payment (Check)	6245	Midwest Tape		R	-206.28
						-206.28
06/01/2023	Bill Payment (Check)	6246	OVERDRIVE		R	-890.08
						-890.08
06/01/2023	Bill Payment (Check)	6247	RAZZOLINK		R	-14.99
						-14.99
06/01/2023	Bill Payment (Check)	6248	KANOPY		R	-1,605.00
						-1,605.00
06/08/2023	Bill Payment (Check)	6249	Amazon Capital Services, Inc.		R	-297.20
						-297.20
06/08/2023	Bill Payment (Check)	6250	BAKER & TAYLOR		R	-503.45
						-503.45
06/08/2023	Bill Payment (Check)	6251	GOLDEN GATE BOOKKEEPING		R	-325.00
						-325.00
06/08/2023	Bill Payment (Check)	6252	HOOPLA		R	-3,824.52
						-3,824.52

Harrison Memorial Library

Attachment 2

Check Detail

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/08/2023	Bill Payment (Check)	6253	KAL-WEST		R	-200.00
						-200.00
06/08/2023	Bill Payment (Check)	6254	KEN HALLA		R	-1,427.00
						-1,427.00
06/08/2023	Bill Payment (Check)	6255	OVERDRIVE		R	-250.67
						-250.67
06/08/2023	Bill Payment (Check)	6256	U.S. POSTAL SERIVCE		R	-398.00
						-398.00
06/09/2023	Bill Payment (Check)	6257	PUPPET ART THEATER		R	-575.00
						-575.00
06/15/2023	Bill Payment (Check)	6258	ALHAMBRA		R	-100.39
						-100.39
06/15/2023	Bill Payment (Check)	6259	Amazon Capital Services, Inc.		R	-302.10
						-302.10
06/15/2023	Bill Payment (Check)	6260	AUBREY YOUNG		R	-415.99
						-415.99
06/15/2023	Bill Payment (Check)	6261	BAKER & TAYLOR		R	-2,210.25
						-2,210.25
06/15/2023	Bill Payment (Check)	6262	Blackstone Publishing		R	-41.60
						-41.60
06/15/2023	Bill Payment (Check)	6263	BRODART		R	-141.98
						-141.98
06/15/2023	Bill Payment (Check)	6264	Kristen Gradwohl		R	-400.00
						-400.00
06/15/2023	Bill Payment (Check)	6265	Midwest Tape		R	-1,639.44
						-1,639.44
06/15/2023	Bill Payment (Check)	6266	OVERDRIVE			-328.47
						-328.47
06/15/2023	Bill Payment (Check)	6267	PACIFIC GROVE SELF STORAGE		R	-354.00
						-354.00

Harrison Memorial Library

Attachment 2

Check Detail

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/15/2023	Bill Payment (Check)	6268	VANGUARD		R	-357.22
						-357.22
06/15/2023	Bill Payment (Check)	6269	CTC Technology & Energy		R	-1,736.70
						-1,736.70
06/15/2023	Bill Payment (Check)	6270	SCHOLASTIC INC.		R	-644.84
						-644.84
06/15/2023	Bill Payment (Check)	6271	WELLS FARGO 4798		R	-1,210.31
						-1,210.31
06/22/2023	Bill Payment (Check)	6272	Amazon Capital Services, Inc.		R	-375.64
						-375.64
06/22/2023	Bill Payment (Check)	6273	BAKER & TAYLOR		R	-784.63
						-784.63
06/22/2023	Bill Payment (Check)	6274	Midwest Tape		R	-154.78
						-154.78
06/22/2023	Bill Payment (Check)	6275	OVERDRIVE		R	-360.00
						-360.00
06/22/2023	Bill Payment (Check)	6276	TOM NODDY MCALLISTER		R	-450.00
						-450.00
06/29/2023	Bill Payment (Check)	6277	Amazon Capital Services, Inc.		C	-486.74
						-486.74
06/29/2023	Bill Payment (Check)	6278	BAKER & TAYLOR		C	-2,283.98
						-2,283.98
06/29/2023	Bill Payment (Check)	6279	City of Carmel-by-the-Sea		R	-4,000.00
						-4,000.00
06/29/2023	Bill Payment (Check)	6280	COPIES BY THE SEA		C	-386.05
						-386.05
06/29/2023	Bill Payment (Check)	6281	Midwest Tape		C	-134.28
						-134.28
06/29/2023	Bill Payment (Check)	6282	OVERDRIVE		C	-1,130.30
						-1,130.30

Attachment 2

Harrison Memorial Library

Check Detail

June 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
06/29/2023	Bill Payment (Check)	6283	RAZZOLINK		C	-14.99
						-14.99
06/29/2023	Bill Payment (Check)	6284	VALUE LINE		C	-1,720.00
						-1,720.00
06/30/2023	Bill Payment (Check)	6305	BAKER & TAYLOR		C	-4,587.56
						-4,587.56
06/30/2023	Expense		STATE OF CALIFORNIA		R	-4.56
				FEDERAL TAX WITHHELD		4.56

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

July 26, 2023
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Annual Election of 2023-2024 Board Officers.

RECOMMENDATION:

Elect board officers for 2023-2024.

BACKGROUND/SUMMARY:

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

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

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

Treasurer Krisher was appointed in 2021, fulfilling former Treasurer McDougall's term, and was reappointed in 2022. He is not eligible to serve as Treasurer again this year as he has served two years in his current position, but will be able to serve as Treasurer again in the future. Typically, one of the newest board members is appointed as Treasurer to familiarize them fully with library operations.

With the departure of President Twomey from the Board in February 2023, the board appointed and interim slate of officers - Trustee Murphy as President, Trustee Pardue as Vice-President.

FISCAL IMPACT:

There is no financial impact associated with this item.

ATTACHMENTS: