



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, June 26, 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/86800120119> Meeting ID: 868 0012 0119 Passcode: 285205 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

- 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. Approval of the Minutes for the May 22, 2024 Regular Meeting and June 19, 2024 Special Meeting
2. Receive the Librarian's Report for May 2024
3. Receive the Treasurer's Report for May 2024 and approve the check register for May 2024
4. Receive the Monthly report out from Master Plan ad hoc committee
5. Consideration of the appointment of an ad hoc committee to begin studying alternate locations for library services during the potential library restoration/renovation project
6. Receive a report from the Carmel Public Library Foundation on recent activities
7. Annual Election of 2024-2025 Board Officers.
8. Review and adopt the proposed Fiscal Year 2024-2025 budget

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).

Harrison Memorial Library Board of Trustees Meeting
Minutes

REGULAR MEETING
Wednesday, May 22, 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 audience joined the Board in the Pledge of Allegiance.

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees

Trustee Gorham announced that she is looking forward to tomorrow's workshop and is hopeful there will be more participation.

President Krisher thanked Trustee Murphy for running last month's meeting.

Item B: Announcements from the Library Director

Library & Community Activities Director Wright announced the following:

- Thank you to the Board and members of the public for all their support to staff during this hard time.
- Library Board manuals have been provided and an electric version can be sent to those who want that format.
- Looking forward to tomorrow's workshop and hoping for more participation.

ORDERS OF BUSINESS

Item 1: Approval of the Minutes for the April 24, 2024 Regular Meeting

Trustee Murphy moved to approve the Minutes for the April 24, 2024 Regular Meeting, seconded by Trustee Gorham and carried by the following roll call vote:

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

Item 2: Receive the Librarian's Report for April 2024

Library & Community Activities Director Wright presented the report.

Item 3: Receive the Treasurer's Report for April 2024 and approve the check register for April 2024

Treasurer Williams presented the report.

Trustee Murphy moved to approve the check register for April 202, seconded by Treasurer Williams and carried by the following roll call vote:

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

Item 4: Receive the Monthly report out from Master Plan ad hoc committee

Library & Community Activities Director Wright presented the report.

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

Executive Director Alexandra Fallon presented the report.

Item 6: Receive and provide direction to staff on the proposed Fiscal Year 2024-2025 budget.

Library & Community Activities Director Wright presented the proposed Fiscal Year 2024-2025 budget.

FUTURE AGENDA ITEMS

- Election of officers
- Fiscal Year 2024-2025 budget adoption
- Discuss the formation of an ad hoc committee to study alternative spaces during the renovation

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:15 a.m.
The next Regular Meeting is scheduled for June 26, 2024.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

SPECIAL MEETING
Wednesday, June 19, 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
Leslie Fenton, Executive Assistant

PUBLIC APPEARANCES
None

ORDERS OF BUSINESS

Item 1: Receive a draft of a Request for Proposals for Architectural Services for the Harrison Memorial Library provide staff with direction and make a referral for review by the City Council

Library & Community Activities Director Wright presented the report.

Public Appearances
Marci Meaux
Alexandra Fallon

Trustee Pardue moved to forward the Draft RFP to the City Council with the following changes:

1. Add innovation language
 2. Add a cost option for a phased approach
 3. Add language “validate, amend, or replace” under Section II, 2nd paragraph
- 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 9:45 a.m.
The next Regular Meeting is scheduled for June 26, 2024.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

May 31, 2024

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	5.98	1,687	1,775	19,112	18,034
Non-Fiction	14.93	1,067	1,135	12,310	10,711
Magazines	-3.57	39	95	594	616
Audio/Video	15.30	1,009	1,002	11,546	10,014
ADULT CIRCULATION TOTAL:	10.63	3,802	4,007	43,562	39,375
Juvenile Circulation:					
Fiction	59.05	2,090	2,596	25,273	15,890
Non-Fiction	38.71	621	786	6,748	4,865
Magazines	237.93	23	27	294	87
Audio/Video	38.30	142	168	1,643	1,188
JUVENILE CIRCULATION TOTAL:	54.14	2,876	3,577	33,958	22,030
CIRCULATION TOTAL:	26.24	6,678	7,584	77,520	61,405
ELECTRONIC CHECKOUTS:	30.74	7,062	6,539	72,265	55,273
HOLD REQUESTS:	-3.08	914	880	10,507	10,841
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

May 31, 2024

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	10.12	1320	1,333	15198	13,801
Non-Residents:					
Monterey County	33.43	5,039	5,667	59,189	44,360
Other Zip Codes	68.61	319	584	5,431	3,221
NON-RESIDENT CIRCULATION TOTAL	35.81	5,358	6,251	64,620	47,581
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	4.14	14	13	151	145
Monterey County Residents	4.79	90	86	1051	1003
Other Borrowers	145.53	416	118	1,262	514
REGISTRATION TOTAL:	48.26	520	217	2,464	1,662
TOTAL # OF CARDHOLDERS:	-13.06	9,583	9,059	9,583	11,022

Patron Visit Count					
HML Building	21.46	6,876	6,766	69,286	57,045
Park Branch Building					
Local History	30.40	23	25	326	250
Youth Services Dept.	2.12	3,826	5,501	51,606	50,533
PATRON VISIT TOTAL:	12.42	10,725	12,292	121,218	107,828

LIBRARIAN'S MONTHLY REPORT

May 31, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	3.48	840	859	9789	9,460
Youth Services Desk	37.02	565	390	3820	2,788
Local History Desk	-7.67	70	95	674	730
TOTAL REFERENCE QUESTIONS:	10.06	1,475	1,344	14,283	12,978
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:		0	0	0	0
Public WiFi Use:	5.90	728	721	10,295	9,721
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-44.14	5	2	62	111
Park Branch		0	0	0	0
Harrison - Main	-8.80	33	19	259	284
TOTALS:	-18.73	38	20	321	395
OUTREACH SERVICES					
Visits		0	0	0	0
Circulation		0	0	0	0

LIBRARIAN'S MONTHLY REPORT

May 31, 2024

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	#DIV/0!	0	0	2	0
TOTAL ATTENDANCE	#DIV/0!	0	0	462	0
PRESCHOOL PROGRAMS (0-5 YRS)	-23.64	4	4	42	55
TOTAL ATTENDANCE	-3.75	156	189	1,462	1,519
SCHOOL AGE PROGRAMS (6-11 YRS)	-19.15	5	4	38	47
TOTAL ATTENDANCE	82.29	124	214	2,306	1,265
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	4	2	25	0
TOTAL ATTENDANCE:	#DIV/0!	16	5	112	0
ADULT PROGRAMS	166.67	4	3	32	12
TOTAL ATTENDANCE	1.21	85	79	1,674	1,654
OFFSITE PROGRAMS	-41.67	0	0	7	12
TOTAL ATTENDANCE	-90.65	0	0	236	2,524
LOCAL HISTORY PROGRAMS	#DIV/0!	3	0	6	0
TOTAL ATTENDANCE	#DIV/0!	75	0	96	0

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

Harrison Memorial Library

Balance Sheet

Attachment 1

As of May 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	205,322.00
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	\$1,445,766.13
Total Current Assets	\$1,445,766.13
TOTAL ASSETS	\$1,445,766.13
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	1,025,378.57
Opening Balance Equity	0.00
Net Income	-4,866.51
Total Equity	\$1,445,766.13
TOTAL LIABILITIES AND EQUITY	\$1,445,766.13

Table 1

Budget v Actuals FY 2023-2024					
July 2023 - May 2024					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		\$255,786.31	\$312,583.37	-\$56,797.06	
22000 Donations		\$300.00	\$0.00	\$300.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$25,000.00	\$22,916.63	\$2,083.37	
23100 Interest Bradney		\$4,570.72	\$3,162.50	\$1,408.22	
23200 Interest - Other		\$41,223.44	\$17,829.13	\$23,394.31	
Total 23000 INTEREST INCOME		\$45,794.16	\$20,991.63	\$24,802.53	
25000 Library Operations		\$6,492.46	\$8,250.00	-\$1,757.54	
TOTAL INCOME		\$333,372.93	\$364,741.63	-\$31,368.70	
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance		\$3,500.08	\$8,227.01	-\$4,726.93	
Total 32000 Library Promotions		\$5,870.99	\$5,225.11	\$645.88	
Total 33000 Supplies		\$13,932.13	\$15,436.63	-\$1,504.50	
Total 34000 Organizational Development		\$15,075.81	\$18,424.89	-\$3,349.08	
Total 30000 ADMINISTRATION		\$38,379.01	\$47,313.64	-\$8,934.63	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$27,895.44	\$31,624.89	-\$3,729.45	
50000 IT					
Total 50000 IT		\$2,334.52	\$4,125.00	-\$1,790.48	
60000 HARD COPY MATERIAL					

Total 61000 ADULT COLLECTION		\$34,089.73	\$37,950.00	-\$3,860.27	
Total 62000 TEEN COLLECTION		\$7,964.58	\$10,541.63	-\$2,577.05	
Total 63000 KIDS COLLECTION		\$23,452.90	\$27,958.37	-\$4,505.47	
Total 64000 REFERENCE		\$4,306.62	\$4,537.50	-\$230.88	
Total 65000 ZIP BOOKS		\$15,434.11	\$14,666.63	\$767.48	
Total 60000 HARD COPY MATERIAL		\$85,247.94	\$95,654.13	-\$10,406.19	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$46,271.04	\$45,631.63	\$639.41	
70000 DATABASES					
Total 70000 DATABASES		\$10,120.04	\$12,337.99	-\$2,217.95	
72000 eMaterial					
Total 72000 eMaterial		\$85,615.89	\$80,025.11	\$5,590.78	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$9,489.48	\$13,749.89	-\$4,260.41	
Total 82000 TEEN PROGRAMS		\$3,697.39	\$4,216.63	-\$519.24	
Total 83000 KIDS PROGRAMS		\$17,998.78	\$24,566.74	-\$6,567.96	
Total 85000 LOCAL HISTORY PROGRAMS		\$11,189.91	\$10,083.37	\$1,106.54	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$42,375.56	\$52,616.63	-\$10,241.07	
Total Expenses		\$338,239.44	\$369,329.02	-\$31,089.58	
Net Operating Income		-\$4,866.51	-\$4,587.39	-\$279.12	
Net income		-\$4,866.51	-\$4,587.39	-\$279.12	

Harrison Memorial Library								
Check Detail Report								
May 2024								
TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT	ACCOUNT
10000 Wells Fargo Checking								
21787								
21787	05/02/2024	Bill Payment (Check)	6636	Amazon Capital Services, Inc.	--	Cleared	-\$393.47	10000 Wells Fargo Checking
21787	05/02/2024	Bill Payment (Check)	6636	Amazon Capital Services, Inc.	--	--	-\$393.47	10000 Wells Fargo Checking
21788								
21788	05/02/2024	Bill Payment (Check)	6637	BAKER & TAYLOR	--	Cleared	-\$1,309.95	10000 Wells Fargo Checking
21788	05/02/2024	Bill Payment (Check)	6637	BAKER & TAYLOR	--	--	-\$1,309.95	10000 Wells Fargo Checking
21789								
21789	05/02/2024	Bill Payment (Check)	6638	Blackstone Publishing	--	Cleared	-\$41.60	10000 Wells Fargo Checking
21789	05/02/2024	Bill Payment (Check)	6638	Blackstone Publishing	--	--	-\$41.60	10000 Wells Fargo Checking
21790								
21790	05/02/2024	Bill Payment (Check)	6639	COPIES BY THE SEA	--	Uncleared	-\$561.11	10000 Wells Fargo Checking
21790	05/02/2024	Bill Payment (Check)	6639	COPIES BY THE SEA	--	--	-\$561.11	10000 Wells Fargo Checking
21791								
21791	05/02/2024	Bill Payment (Check)	6640	INGRAM LIBRARY SERVICES	--	Cleared	-\$119.52	10000 Wells Fargo Checking
21791	05/02/2024	Bill Payment (Check)	6640	INGRAM LIBRARY SERVICES	--	--	-\$119.52	10000 Wells Fargo Checking
21792								
21792	05/02/2024	Bill Payment (Check)	6641	KANOPY	--	Cleared	-\$1,399.00	10000 Wells Fargo Checking
21792	05/02/2024	Bill Payment (Check)	6641	KANOPY	--	--	-\$1,399.00	10000 Wells Fargo Checking
21793								
21793	05/02/2024	Bill Payment (Check)	6642	Leslie Fenton	--	Cleared	-\$14.79	10000 Wells Fargo Checking
21793	05/02/2024	Bill Payment (Check)	6642	Leslie Fenton	--	--	-\$14.79	10000 Wells Fargo Checking
21794								
21794	05/02/2024	Bill Payment (Check)	6643	MaryLee Sunseri	--	Cleared	-\$150.00	10000 Wells Fargo Checking
21794	05/02/2024	Bill Payment (Check)	6643	MaryLee Sunseri	--	--	-\$150.00	10000 Wells Fargo Checking
21795								
21795	05/02/2024	Bill Payment (Check)	6644	Midwest Tape	--	Cleared	-\$293.54	10000 Wells Fargo Checking
21795	05/02/2024	Bill Payment (Check)	6644	Midwest Tape	--	--	-\$293.54	10000 Wells Fargo Checking
21796								
21796	05/02/2024	Bill Payment (Check)	6645	OVERDRIVE	--	Cleared	-\$410.66	10000 Wells Fargo Checking
21796	05/02/2024	Bill Payment (Check)	6645	OVERDRIVE	--	--	-\$410.66	10000 Wells Fargo Checking
21797								
21797	05/02/2024	Bill Payment (Check)	6646	PLAYAWAY PRODUCTS LLC	--	Cleared	-\$170.40	10000 Wells Fargo Checking
21797	05/02/2024	Bill Payment (Check)	6646	PLAYAWAY PRODUCTS LLC	Attachment 2 --	--	-\$170.40	10000 Wells Fargo Checking
21820								
21820	05/09/2024	Bill Payment (Check)	6647	Amazon Capital Services, Inc.	--	Cleared	-\$472.37	10000 Wells Fargo Checking
21820	05/09/2024	Bill Payment (Check)	6647	Amazon Capital Services, Inc.	--	--	-\$472.37	10000 Wells Fargo Checking
21821								
21821	05/09/2024	Bill Payment (Check)	6648	BAKER & TAYLOR	--	Cleared	-\$2,684.99	10000 Wells Fargo Checking
21821	05/09/2024	Bill Payment (Check)	6648	BAKER & TAYLOR	--	--	-\$2,684.99	10000 Wells Fargo Checking
21822								
21822	05/09/2024	Bill Payment (Check)	6649	GOLDEN GATE BOOKKEEPING	--	Cleared	-\$375.00	10000 Wells Fargo Checking
21822	05/09/2024	Bill Payment (Check)	6649	GOLDEN GATE BOOKKEEPING	--	--	-\$375.00	10000 Wells Fargo Checking
21823								
21823	05/09/2024	Bill Payment (Check)	6650	HOOPLA	--	Cleared	-\$2,437.51	10000 Wells Fargo Checking
21823	05/09/2024	Bill Payment (Check)	6650	HOOPLA	--	--	-\$2,437.51	10000 Wells Fargo Checking
21824								
21824	05/09/2024	Bill Payment (Check)	6651	KAL-WEST	--	Cleared	-\$200.00	10000 Wells Fargo Checking
21824	05/09/2024	Bill Payment (Check)	6651	KAL-WEST	--	--	-\$200.00	10000 Wells Fargo Checking
21825								
21825	05/09/2024	Bill Payment (Check)	6652	LEA ANN MCDONALD	--	Cleared	-\$25.15	10000 Wells Fargo Checking
21825	05/09/2024	Bill Payment (Check)	6652	LEA ANN MCDONALD	--	--	-\$25.15	10000 Wells Fargo Checking
21826								
21826	05/09/2024	Bill Payment (Check)	6653	MICHAEL MARTINEZ	--	Uncleared	-\$300.00	10000 Wells Fargo Checking
21826	05/09/2024	Bill Payment (Check)	6653	MICHAEL MARTINEZ	--	--	-\$300.00	10000 Wells Fargo Checking
21827								
21827	05/09/2024	Bill Payment (Check)	6654	Midwest Tape	--	Uncleared	-\$69.91	10000 Wells Fargo Checking
21827	05/09/2024	Bill Payment (Check)	6654	Midwest Tape	--	--	-\$69.91	10000 Wells Fargo Checking
21828								
21828	05/09/2024	Bill Payment (Check)	6655	OVERDRIVE	--	Uncleared	-\$397.93	10000 Wells Fargo Checking
21828	05/09/2024	Bill Payment (Check)	6655	OVERDRIVE	--	--	-\$397.93	10000 Wells Fargo Checking
21829								
21829	05/09/2024	Bill Payment (Check)	6656	PEAK ENTERPRISES	--	Uncleared	-\$351.00	10000 Wells Fargo Checking
21829	05/09/2024	Bill Payment (Check)	6656	PEAK ENTERPRISES	--	--	-\$351.00	10000 Wells Fargo Checking
21830								
21830	05/09/2024	Bill Payment (Check)	6657	WORLD BOOK	--	Cleared	-\$415.11	10000 Wells Fargo Checking
21830	05/09/2024	Bill Payment (Check)	6657	WORLD BOOK	--	--	-\$415.11	10000 Wells Fargo Checking
21833								
21833	05/15/2024	Bill Payment (Check)	6658	WELLS FARGO 2675	--	Uncleared	-\$6,675.10	10000 Wells Fargo Checking
21833	05/15/2024	Bill Payment (Check)	6658	WELLS FARGO 2675	--	--	-\$6,675.10	10000 Wells Fargo Checking
21876								
21876	05/16/2024	Bill Payment (Check)	6659	ALHAMBRA	--	Uncleared	-\$111.89	10000 Wells Fargo Checking
21876	05/16/2024	Bill Payment (Check)	6659	ALHAMBRA	--	--	-\$111.89	10000 Wells Fargo Checking
21877								
21877	05/16/2024	Bill Payment (Check)	6660	Amazon Capital Services, Inc.	--	Uncleared	-\$654.35	10000 Wells Fargo Checking
21877	05/16/2024	Bill Payment (Check)	6660	Amazon Capital Services, Inc.	--	--	-\$654.35	10000 Wells Fargo Checking

TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT	ACCOUNT
21878								
21878	05/16/2024	Bill Payment (Check)	6661	BAKER & TAYLOR	--	Uncleared	-\$3,285.74	10000 Wells Fargo Checking
21878	05/16/2024	Bill Payment (Check)	6661	BAKER & TAYLOR	--	--	-\$3,285.74	10000 Wells Fargo Checking
21879								
21879	05/16/2024	Bill Payment (Check)	6662	BRENNEN HANDLEY	--	Uncleared	-\$250.00	10000 Wells Fargo Checking
21879	05/16/2024	Bill Payment (Check)	6662	BRENNEN HANDLEY	--	--	-\$250.00	10000 Wells Fargo Checking
21880								
21880	05/16/2024	Bill Payment (Check)	6663	INGRAM LIBRARY SERVICES	--	Uncleared	-\$47.89	10000 Wells Fargo Checking
21880	05/16/2024	Bill Payment (Check)	6663	INGRAM LIBRARY SERVICES	--	--	-\$47.89	10000 Wells Fargo Checking
21881								
21881	05/16/2024	Bill Payment (Check)	6664	Midwest Tape	--	Uncleared	-\$445.25	10000 Wells Fargo Checking
21881	05/16/2024	Bill Payment (Check)	6664	Midwest Tape	--	--	-\$445.25	10000 Wells Fargo Checking
21882								
21882	05/16/2024	Bill Payment (Check)	6665	OFFICE DEPOT	--	Uncleared	-\$646.75	10000 Wells Fargo Checking
21882	05/16/2024	Bill Payment (Check)	6665	OFFICE DEPOT	--	--	-\$646.75	10000 Wells Fargo Checking
21883								
21883	05/16/2024	Bill Payment (Check)	6666	OVERDRIVE	--	Uncleared	-\$995.71	10000 Wells Fargo Checking
21883	05/16/2024	Bill Payment (Check)	6666	OVERDRIVE	--	--	-\$995.71	10000 Wells Fargo Checking
21884								
21884	05/16/2024	Bill Payment (Check)	6667	PACIFIC GROVE SELF STORAGE	--	Uncleared	-\$407.00	10000 Wells Fargo Checking
21884	05/16/2024	Bill Payment (Check)	6667	PACIFIC GROVE SELF STORAGE	--	--	-\$407.00	10000 Wells Fargo Checking
21885								
21885	05/16/2024	Bill Payment (Check)	6668	YOGA SHALA BY THE SEA	--	Uncleared	-\$530.00	10000 Wells Fargo Checking
21885	05/16/2024	Bill Payment (Check)	6668	YOGA SHALA BY THE SEA	--	--	-\$530.00	10000 Wells Fargo Checking
21887								
21887	05/16/2024	Bill Payment (Check)	6669	SYSTEMS & SPACE, INC.	--	Uncleared	-\$1,064.07	10000 Wells Fargo Checking
21887	05/16/2024	Bill Payment (Check)	6669	SYSTEMS & SPACE, INC.	--	--	-\$1,064.07	10000 Wells Fargo Checking



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

June 26, 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

RECOMMENDATION:

Receive a report out from the Master Plan Ad Hoc Committee

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 TIMELINE 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.

At a special meeting on June 19 the Trustees reviewed the Request for Proposals (RFP) for Architect Services, provided staff with direction for edits as follows:

1. Amend the last sentence of the second paragraph of Section "II. General Introduction and Project Description" from "validate or amend" to "validate, amend, or replace"; and replace that language where it appears throughout the RFP as it relates to the Master Plan Phase I.
2. Add language to the last paragraph of Section "III. City of Carmel and the Library" to highlight the importance of exploring opportunities for innovative design to support efficient and imaginative library services, alongside historic preservation, critical infrastructure upgrades, and gentle, community supported change.
3. Require that the Proposer include methodology and cost estimates for a phased approach to this project, in addition to the traditional cost proposal for comparison and evaluation.

With the aforementioned amendments, the Trustees recommended that the RFP be remanded to the City Council for final approval at before being released.

FISCAL IMPACT:

N/A

ATTACHMENTS:



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

June 26, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of the appointment of an ad hoc committee to begin studying alternate locations for library services during the potential library restoration/renovation project

RECOMMENDATION:

Appoint an ad hoc committee to begin studying alternate locations for library services during the potential library restoration/renovation project

BACKGROUND/SUMMARY:

The Trustees have been receiving monthly reports out from the Master Plan ad hoc committee on any progress made on the restoration/renovation project for the Harrison Memorial Library. While the project is still in very early stages, one of the keys to success for this project will be the assurance is that library services and access to materials for the duration the eventual construction.

Staff and the ad hoc committee will be exploring locations throughout the greater Carmel area to begin to determine potential options and costs for the temporary relocation of library services housed that the Harrison Library. The ad hoc committee will develop evaluation criteria and provide a report out to the board about preliminary findings before the end of the calendar year.

FISCAL IMPACT:

N/A.

ATTACHMENTS:



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

June 26, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Annual Election of 2024-2025 Board Officers.

RECOMMENDATION:

Annual Election of 2024-2025 Board Officers.

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.

President Krisher has served one term as President and is eligible for another term as President. Trustees Murphy and Williams are also eligible for an additional term in their respective positions as Vice President and Treasurer.

FISCAL IMPACT:

There is no financial impact associated with this item.

ATTACHMENTS:



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

June 26, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Review and adopt the proposed Fiscal Year 2024-2025 budget

RECOMMENDATION:

Review and adopt the proposed Fiscal Year 2024-2025 budget

BACKGROUND/SUMMARY:

The budget for FY 2024-2025 proposes an increase in both expenditures and income for Fiscal Year (FY) 2024-2025.

FY 2023-2024 BUDGET REVIEW

In December 2023 and January 2024 the Trustees approved a series of internal budget adjustments in addition to a supplemental \$5,000 from reserves from emergency supplies, bringing the total budget from \$397,900, as adopted at the start of the fiscal year to \$402,900.

Income

The quarterly disbursements from the Carmel Public Library Foundation and the annual disbursement from the Friends of the Library have been as expected. Local Agency Investment Fund (LAIF) interest rates continued to increase this year, resulting in additional \$22,000 unanticipated revenue. Income from Library Operations is lower than anticipated due to fewer donations directly to the library and lower public printing volume.

Expenditures

Administration is on track to be slightly under budget and staff are working on finishing up equipment and furniture purchases. Hard copy materials spending is on track to expend all of the funds before the end of the fiscal year, as is Technical Services. Most databases and other services that span spending areas and that are billed annually have been received and paid, with a few that have not yet been submitted for payment. eMaterial spending is projected to be over budget by approximately \$7,000, which will be offset by unanticipated interest income. In March 2024 the Trustees elected to put a cap on the cost per item to keep Hoopla costs from continuing to escalate.

FISCAL IMPACT:

FY 2024-2025 PROPOSED BUDGET

Income

The library has 4 sources of income: 1. Interest Income; 2. Library Operations; 3. The Friends of the Library; and 4. The Carmel Public Library Foundation.

Interest Income

Interest income from the LAIF funds continues to increase (as does inflation) with the apportionment rate rising from 3.15% in June 2023 to 4.3% in the first quarter of 2024 - the highest since the 2008 recession.

Due to inflation, interest rates have continued to rise, which resulted in additional and unanticipated income for FY 2023-2024. While the Fed has been discussing lowering interest rates for some time this has not yet happened. The FY 2023-2024 budget conservatively estimated \$22,900 in interest income - however, the library is currently at \$32,650 in interest income. Based upon this staff is estimating \$33,500 in interest income for FY 2024-2025.

Library Operations

Library Operations funds include monies taken in by library staff and include: small donations, printing/copying fees, lost/damaged book replacements. Based on this past year's income, in a year that most closely resembles pre-pandemic levels of library activities, staff is estimating \$7,000 in library operations income for next fiscal year.

Friends of the Library

Last year the Friends of the Library held their 50th and last annual large book sale. Since the completion of the final book sale, the Friends have continued their ongoing sales at the Farmers' Market and Park Branch lobby and have revamped the book room to do book sales three days a week. All three have been incredibly successful and staff is anticipating \$22,000 in income from the Friends.

Carmel Public Library Foundation (CPLF)

After working with the Treasurer to develop the draft budget and understanding inflation impacting costs, staff submitted a formal request to the CPLF, which was approved, for an increase in the annual disbursement in the amount of \$25,000 bringing the total new disbursement amount to \$366,000 for FY 2024-2025.

Expenditures

Because of inflation and increases in library use, activities and programs, staff is proposing an increase in expenditures, in particular for programs and hard copy materials.

Administration, Equipment, and IT

No substantive changes are proposed for Administration, which encompasses Finance, Library Promotions, Supplies, and Organizational Development.

	Actual 06/24	Budget	Budget Adjustments 01-24	FY 24-25 Proposed Budget
30000 ADMINISTRATION				
31000 Finance				
Total 31000 Finance	\$8,999.14	\$ 8,975.00	\$ 8,975.00	\$9,075.00
32000 Library Promotions				
Total 32000 Library Promotions	\$6,166.48	\$ 10,000.00	\$ 5,700.00	\$9,050.00

33000 Supplies				
Total 33000 Supplies	\$14,664.78	\$ 11,840.00	\$ 16,840.00	\$13,600.00
34000 Organizational Development				
Total 34000 Organizational Development	\$ 15,156.16	\$ 20,100.00	\$ 20,100.00	\$16,300.00
Total 30000 ADMINISTRATION	\$44,986.56	\$ 50,915.00	\$ 50,915.00	\$48,025.00

For the Equipment budget, staff are still waiting for some cost estimates to do some reconfiguring in the staff workroom at the Park Branch, but staff are not anticipating a large increase in furniture and equipment spending over last year.

	Actual 06/24	Budget	Budget Adjustments 01-24	FY 24-25 Proposed Budget
40000 EQUIPMENT				
Total 40000 EQUIPMENT	\$ 31,452.83	\$ 34,500.00	\$ 34,500.00	\$15,200.00

The proposed budget for IT has been decreased significantly as compared with last year. Staff budgeted funds in FY 23-24 for potential contract help to solve issues with the public computers and printing. This is poised to be solved in-house in the next two weeks. Citywide computer replacements are on the horizon in the next couple of years and as such, IT does not recommend budgeting for computer replacements this year.

	Actual 06/24	Budget	Budget Adjustments 01-24	FY 24-25 Proposed Budget
50000 IT				
Total 50000 IT	\$ 2,334.52	\$ 11,000.00	\$ 4,500.00	\$4,300.00

Programs

The Kids' Library now has weekly story times and Friday nights at the Library featuring movies, games, Legos, and crafts. This was the second year staff worked with the River School and Tularcitos Elementary to do an author visit from a children's author, illustrator Raul III. Building this program has been a great way to strengthen our relationship with the school district and this is a program that we would like to continue to hold annually going forward. In addition, staff has an excellent slate of performers lined-up for Summer Reading.

Teen programming continues to build, with the addition of a Dungeons & Dragons club, crochet club and crafting. In addition, as part of the Summer Reading program there will be a teen book club and yarn bombing.

The monthly music program at the Harrison Library continues to be popular, as well as cardmaking, and small programs in the Gathering Place on various topics. Because of the unexpected popularity of cardmaking, staff are exploring additional crafting programs and will be doing some game afternoons during Summer Reading.

The Local History Oral History program continues collecting interviews, both audio and video format - the video format requiring the assistance of a videographer. The Local History Librarian has also worked on re-launching preservation programs aimed at teaching the public how to preserve family treasures, which are being held at the library and the Carmel Foundation.

Actual 06/24	Budget	Budget Adjustments	FY 24-25 Proposed
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			01-24	Budget
80000 PROGRAMS				
81000 ADULT PROGRAMS				
Total 81000 ADULT PROGRAMS	\$12,116.51	\$ 12,000.00	\$ 15,000.00	\$18,000.00
82000 TEEN PROGRAMS				
Total 82000 TEEN PROGRAMS	\$4,773.33	\$ 5,600.00	\$ 4,600.00	\$8,000.00
83000 KIDS PROGRAMS				
Total 83000 KIDS PROGRAMS	\$20,226.57	\$ 26,800.00	\$ 26,800.00	\$34,500.00
85000 LOCAL HISTORY PROGRAMS				
Total 85000 LOCAL HISTORY PROGRAMS	\$ 11,880.78	\$ 13,000.00	\$ 11,000.00	\$22,500.00
Total 80000 PROGRAMS	\$48,997.19	\$ 57,400.00	\$ 57,400.00	\$83,000.00

Hard Copy Materials

Circulation of hardy copy materials is inching ever closer to pre-pandemic levels. When comparing current circulation levels to the benchmark of statistics pre-pandemic, it is important to factor in the general and far reaching changes to human behavior caused by the pandemic in terms of how people interact with the larger world, including library usage.

While Children's hard copy circulation has been exceeding pre-pandemic levels, adult circulation has not yet reached pre-pandemic levels, though it is slowly moving in that direction. Staff suspects that there are two factors affecting this: 1. During the pandemic some adult library users adapted to and are enjoying using Overdrive/Libby, Hoopla, and Kanopy; and 2. The lack of Saturday hours, which are an obstacle to access for those who work during the week, which staff is continuing to work to restore.

Overall, hard copy circulation is 52% of circulation between hard copy and eResources and is proposed to make up 77% of spending for FY 2024-2025. Staff proposes to increase hard copy spending to offset lingering inflation and general incremental increases in ordering and processing costs.

	Actual 06/24	Budget	Budget Adjustments 01-24	FY 24-25 Proposed Budget
60000 HARD COPY MATERIAL				
61000 ADULT COLLECTION				
Total 61000 ADULT COLLECTION	\$36,564.48	\$ 44,400.00	\$ 41,400.00	\$42,600.00
62000 TEEN COLLECTION				
Total 62000 TEEN COLLECTION	\$8,042.81	\$ 8,500.00	\$ 11,500.00	\$11,000.00
63000 KID'S COLLECTION				
Total 63000 KID'S COLLECTION	\$24,926.62	\$ 26,500.00	\$ 30,500.00	\$31,000.00
64000 REFERENCE				
Total 64000 REFERENCE	\$6,707.61	\$ 4,950.00	\$ 4,950.00	\$5,100.00
65000 PURCHASE SUGGESTIONS/ZIP BOOKS				
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	\$ 17,227.15	\$ 20,000.00	\$ 16,000.00	\$19,000.00
Total 60000 HARD COPY MATERIAL	\$93,515.08	\$ 104,350.00	\$ 104,350.00	\$108,700.00

66000 TECHNICAL SERVICES				
Total 66000 TECHNICAL SERVICES	\$ 48,610.38	\$ 38,980.00	\$ 49,780.00	\$57,460.00
TOTAL	\$142,125.46	\$143,330	\$154,130	\$166,160.00

eMaterial

eMaterial usage has continued to increase, in particular for Hoopla and Kanopy, which are on-demand pay-per-use services. Staff and the Trustees have been having an ongoing conversation for the past few years with regards to eMaterial usage, spending, and impacts on in-person library use. At the March meeting the Trustees voted to place a cap on Hoopla spending for the remainder of FY 23-24. At the May regular meeting the Trustees also voted to sunset Hoopla by September 30. Funds that would have put towards Hoopla are being channeled to ebooks for Overdrive/Libby and Palace, and Kanopy.

72000 eMaterial			
Total 72000 eMaterial	\$ 93,975.30	\$ 87,300.00	\$83,450.00

ATTACHMENTS:

Attachment 1 - Final Budget FY 2024-2025

Harrison Memorial Library
Budget vs. Actuals: FY2023-2024 - FY24 P&L
July 2023 - June 2024

	Total		
	06/18	Budget Adjustments 01- 24	FY 24-25 Proposed Budget
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			
21100 CPLF - Operating Expenses	255,750.00	341,000.00	\$366,000.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	\$ 341,000.00	\$ 341,000.00	\$366,000.00
23000 INTEREST INCOME			
23100 Interest - Bradney	4,570.72	3,450.00	\$3,500.00
23200 Interest - Other	41,219.51	19,450.00	\$30,000.00
Total 23000 INTEREST INCOME	\$ 45,790.23	\$ 22,900.00	\$33,500.00
24000 Friends of HML	25,000.00	25,000.00	\$22,000.00
25000 Library Operations	6,492.46	9,000.00	\$7,000.00
28000 Uncategorized Revenue	200.00	0.00	\$0.00
Total 20000 Revenue	\$ 418,482.69	\$ 397,900.00	\$366,000.00
Budget Adjustment from Reserves		5,000.00	\$0.00
Total Income	\$ 418,482.69	\$ 402,900.00	\$428,500.00
Gross Profit	\$ 418,482.69	\$ 402,900.00	\$428,500.00
Expenses			
30000 ADMINISTRATION			
31000 Finance			
Total 31000 Finance	\$ 8,999.14	\$ 8,975.00	\$9,075.00
32000 Library Promotions			
Total 32000 Library Promotions	\$ 6,166.48	\$ 5,700.00	\$9,050.00
33000 Supplies			
Total 33000 Supplies	\$ 14,662.78	\$ 16,840.00	\$13,660.00
34000 Organizational Development			
Total 34000 Organizational Development	\$ 15,156.16	\$ 20,100.00	\$16,300.00
Total 30000 ADMINISTRATION	\$ 44,984.56	\$ 50,915.00	\$48,085.00
40000 EQUIPMENT			
Total 40000 EQUIPMENT	\$ 31,452.83	\$ 34,500.00	\$32,200.00
50000 IT			
Total 50000 IT	\$ 2,334.52	\$ 4,500.00	\$4,300.00
60000 HARD COPY MATERIAL			
61000 ADULT COLLECTION			
Total 61000 ADULT COLLECTION	\$ 36,564.48	\$ 41,400.00	\$42,600.00
62000 TEEN COLLECTION			
Total 62000 TEEN COLLECTION	\$ 8,042.81	\$ 11,500.00	\$11,000.00
63000 KID'S COLLECTION			
Total 63000 KID'S COLLECTION	\$ 24,926.62	\$ 30,500.00	\$31,000.00
64000 REFERENCE			
Total 64000 REFERENCE	\$ 6,707.61	\$ 4,950.00	\$5,100.00
65100 Purchase Suggestions/Zip Books	17,043.65	16,000.00	\$19,000.00
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	\$ 17,043.65	\$ 16,000.00	\$19,000.00
Total 60000 HARD COPY MATERIAL	\$ 93,285.17	\$ 104,350.00	\$108,700.00
66000 TECHNICAL SERVICES			
Total 66000 TECHNICAL SERVICES	\$ 48,610.38	\$ 49,780.00	\$57,460.00

Harrison Memorial Library
Budget vs. Actuals: FY2023-2024 - FY24 P&L
July 2023 - June 2024

	Total		
	06/18	Budget Adjustments 01- 24	FY 24-25 Proposed Budget
70000 DATABASES			
Total 70000 DATABASES	\$ 13,390.04	\$ 13,455.00	\$11,305.00
80000 PROGRAMS			
81000 ADULT PROGRAMS			
Total 81000 ADULT PROGRAMS	\$ 12,116.51	\$ 15,000.00	\$18,000.00
82000 TEEN PROGRAMS			
Total 82000 TEEN PROGRAMS	\$ 4,773.33	\$ 4,600.00	\$8,000.00
83000 KIDS PROGRAMS			
Total 83000 KIDS PROGRAMS	\$ 20,226.57	\$ 26,800.00	\$34,500.00
85000 LOCAL HISTORY PROGRAMS			
Total 85000 LOCAL HISTORY PROGRAMS	\$ 11,880.78	\$ 11,000.00	\$22,500.00
Total 80000 PROGRAMS	\$ 48,997.19	\$ 57,400.00	\$83,000.00
Total Expenses	\$ 377,029.99	\$ 402,200.00	\$428,500.00
Net Operating Income	\$ 418,482.69	\$ 700.00	\$428,500.00
Net Income	\$ 418,482.69	\$ 700.00	