



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, May 22, 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/85440383804> Meeting ID: 854 4038 3804
Passcode:238650 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 April 24, 2024 Regular Meeting
2. Receive the Librarian's Report for April 2024
3. Receive the Treasurer's Report for April 2024 and approve the check register for April 2024
4. Receive the Monthly report out from Master Plan ad hoc committee
5. Receive a report from the Carmel Public Library Foundation on recent activities
6. 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, April 24, 2024
9:00 AM

CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIANCE

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

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees

None

Item B: Announcements from the Library Director

Library & Community Activities Director Wright announced that the e-Resources Ad-hoc committee had met twice and would have a report for the Board at the May meeting.

ORDERS OF BUSINESS

Item 1: Approval of the Minutes for the March 27, 2024 Regular Meeting

Trustee Pardue moved to approve the minutes for the March 27, 2024, Regular Meeting, seconded by Trustee Williams and carried by the following roll call vote:

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

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

Library & Community Activities Director Wright presented the report.

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

Treasurer Williams presented the report.

Trustee Pardue moved to approve the check register for March 2024, seconded by Trustee Gorham and carried by the following roll call vote:

AYES: Gorham, Krisher, Pardue, Williams, Murphy

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.

- 2 community workshops scheduled for May

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

Executive Director Alexandra Fallon presented the report.

FUTURE AGENDA ITEMS

- e-Resources report
- Draft Budget
- Master Plan ad-hoc committee report on first workshop input

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:15 a.m. The next Regular Meeting is scheduled for May 22, 2024.

Respectfully submitted,
Leslie Fenton, Executive Assistant

Susan Murphy,
Vice-President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

April 30, 2024

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	6.06	1,775	1,847	17,425	16,429
Non-Fiction	15.93	1,135	1,208	11,243	9,698
Magazines	-4.48	95	73	555	581
Audio/Video	15.51	1,002	1,056	10,537	9,122
ADULT CIRCULATION TOTAL:	10.97	4,007	4,184	39,760	35,830
Juvenile Circulation:					
Fiction	62.81	2,596	2,666	23,183	14,239
Non-Fiction	40.11	786	776	6,127	4,373
Magazines	281.69	27	29	271	71
Audio/Video	39.24	168	171	1,501	1,078
JUVENILE CIRCULATION TOTAL:	57.29	3,577	3,642	31,082	19,761
CIRCULATION TOTAL:	27.43	7,584	7,826	70,842	55,591
ELECTRONIC CHECKOUTS:	30.78	6,539	7,214	65,203	49,858
HOLD REQUESTS:	-3.85	880	1,019	9,593	9,977
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

April 30, 2024

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	9.759569756	1,333	1,513	13878	12,644
Non-Residents:					
Monterey County	60.27	5,667	5,890	64,150	40,026
Other Zip Codes	77.62	584	423	5,112	2,878
NON-RESIDENT CIRCULATION TOTAL	61.43	6,251	6,313	69,262	42,904
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	3.01	13	10	137	133
Monterey County Residents	3.44	86	114	961	929
Other Borrowers	90.54	118	73	846	444
REGISTRATION TOTAL:	29.08	217	197	1,944	1,506
TOTAL # OF CARDHOLDERS:	-17.62	9,059	12,568	9,059	10,997

Patron Visit Count					
HML Building	22.63	6,766	7,272	62,410	50,895
Park Branch Building					
Local History	34.07	25	13	303	226
Youth Services Dept.	3.03	5,501	4,886	47,780	46,377
PATRON VISIT TOTAL:	13.33	12,292	12,171	110,493	97,498

LIBRARIAN'S MONTHLY REPORT

April 30, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	3.12	859	988	8,949	8,678
Youth Services Desk	26.75	390	310	3,255	2,568
Local History Desk	-11.44	95	60	604	682
TOTAL REFERENCE QUESTIONS:	7.38	1344	1,358	12,808	11,928
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	
Public WiFi Use:	10.47	721	823	9,567	8,660
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-43.56	2	2	57	101
Park Branch	#DIV/0!		0	0	0
Harrison - Main	-11.72	19	29	226	256
TOTALS:	-20.73	20	31	283	357
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

April 30, 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)	-22.45	4	4	38	49
TOTAL ATTENDANCE	1.63	189	171	1,306	1,285
SCHOOL AGE PROGRAMS (6-11 YRS)	-25.00	4	6	33	44
TOTAL ATTENDANCE	86.66	214	920	2,182	1,169
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	2	5	21	0
TOTAL ATTENDANCE:	#DIV/0!	5	24	96	0
ADULT PROGRAMS	180.00	3	4	28	10
TOTAL ATTENDANCE	0.25	79	133	1,589	1,585
OFFSITE PROGRAMS	#DIV/0!	0	1	7	0
TOTAL ATTENDANCE	#DIV/0!	0	5	236	0
LOCAL HISTORY PROGRAMS	#DIV/0!	0	1	3	0
TOTAL ATTENDANCE	#DIV/0!	0	5	21	0

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

Harrison Memorial Library

Balance Sheet

Attachment 1

As of April 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	233,027.33
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	\$1,473,471.46
Total Current Assets	\$1,473,471.46
TOTAL ASSETS	\$1,473,471.46
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	1,030,378.57
Opening Balance Equity	0.00
Net Income	17,838.82
Total Equity	\$1,473,471.46
TOTAL LIABILITIES AND EQUITY	\$1,473,471.46

Table 1

Budget v Actuals FY 2023-2024					
July 2023 - April 2024					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		\$255,786.31	\$284,166.70	-\$28,380.39	
22000 Donations		\$300.00	\$0.00	\$300.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$25,000.00	\$20,833.30	\$4,166.70	
23100 Interest Bradney		\$4,570.72	\$2,875.00	\$1,695.72	
23200 Interest - Other		\$41,219.51	\$16,208.30	\$25,011.21	
Total 23000 INTEREST INCOME		\$45,792.28	\$19,083.30	\$26,708.98	
25000 Library Operations		\$6,492.46	\$7,500.00	-\$1,007.54	
TOTAL INCOME		\$333,371.05	\$331,583.30	\$1,787.75	
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance		\$3,124.14	\$7,479.10	-\$4,354.96	
Total 32000 Library Promotions		\$5,164.88	\$4,750.10	\$414.78	
Total 33000 Supplies		\$18,078.76	\$9,866.60	\$8,212.16	
Total 34000 Organizational Development		\$15,050.66	\$16,749.90	-\$1,699.24	
Total 30000 ADMINISTRATION		\$41,418.93	\$38,845.70	\$2,573.23	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$21,647.80	\$28,749.90	-\$7,102.10	
50000 IT					
Total 50000 IT		\$1,738.72	\$3,750.00	-\$2,011.28	

60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$31,217.58	\$34,500.00	-\$3,282.42	
Total 62000 TEEN COLLECTION		\$5,958.43	\$9,583.30	-\$3,624.87	
Total 63000 KIDS COLLECTION		\$22,299.73	\$25,416.70	-\$3,116.97	
Total 64000 REFERENCE		\$3,895.46	\$4,125.00	-\$229.54	
Total 65000 ZIP BOOKS		\$13,989.24	\$13,333.30	\$655.94	
Total 60000 HARD COPY MATERIAL		\$77,360.44	\$86,958.30	-\$9,597.86	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$43,787.17	\$41,483.30	\$2,303.87	
70000 DATABASES					
Total 70000 DATABASES		\$10,120.04	\$11,220.90	-\$1,100.86	
72000 eMaterial					
Total 72000 eMaterial		\$79,975.08	\$72,750.10	\$7,224.98	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$8,547.32	\$12,499.90	-\$3,952.58	
Total 82000 TEEN PROGRAMS		\$3,100.49	\$3,833.30	-\$732.81	
Total 83000 KIDS PROGRAMS		\$17,167.58	\$22,333.40	-\$5,165.82	
Total 85000 LOCAL HISTORY PROGRAMS		\$10,668.66	\$9,166.70	\$1,501.96	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$39,484.05	\$47,833.30	-\$8,349.25	
Total Expenses		\$315,532.23	\$331,591.50	-\$16,059.27	
Net Operating Income		\$17,838.82	\$8.20	\$17,847.02	
Net income		\$17,838.82	\$8.20	\$17,847.02	

Harrison Memorial Library

Check Detail

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
04/04/2024	Bill Payment (Check)	6600	Amazon Capital Services, Inc.			-473.82
						-473.82
04/04/2024	Bill Payment (Check)	6601	BAKER & TAYLOR	Attachment 2		-2,364.09
						-2,364.09
04/04/2024	Bill Payment (Check)	6602	Blackstone Publishing			-41.60
						-41.60
04/04/2024	Bill Payment (Check)	6603	COPIES BY THE SEA			-825.60
						-825.60
04/04/2024	Bill Payment (Check)	6604	HOOPLA			-5,182.54
						-5,182.54
04/04/2024	Bill Payment (Check)	6605	KANOPY			-1,528.00
						-1,528.00
04/04/2024	Bill Payment (Check)	6606	KATHLEEN O'CONNELL			-34.72
						-34.72
04/04/2024	Bill Payment (Check)	6607	OVERDRIVE			-445.92
						-445.92
04/04/2024	Bill Payment (Check)	6608	RACHEL GAITHER			-21.39
						-21.39
04/11/2024	Bill Payment (Check)	6609	Amazon Capital Services, Inc.			-504.77
						-504.77
04/11/2024	Bill Payment (Check)	6610	BAKER & TAYLOR			-2,214.07
						-2,214.07
04/11/2024	Bill Payment (Check)	6611	GOLDEN GATE BOOKKEEPING			-375.00
						-375.00
04/11/2024	Bill Payment (Check)	6612	INGRAM LIBRARY SERVICES			-113.93
						-113.93
04/11/2024	Bill Payment (Check)	6613	KAL-WEST			-200.00
						-200.00
04/11/2024	Bill Payment (Check)	6614	Midwest Tape			-988.54
						-988.54
04/11/2024	Bill Payment (Check)	6615	OVERDRIVE			-438.50
						-438.50
04/18/2024	Bill Payment (Check)	6616	Airlie Anderson Ryan			-400.00
						-400.00
04/18/2024	Bill Payment (Check)	6617	ALHAMBRA			-111.89
						-111.89

Harrison Memorial Library

Check Detail

April 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/18/2024	Bill Payment (Check)	6618	Amazon Capital Services, Inc.			-303.89
						-303.89
04/18/2024	Bill Payment (Check)	6619	BAKER & TAYLOR	Attachment 2		-1,704.55
						-1,704.55
04/18/2024	Bill Payment (Check)	6620	DANTE RONDO MOST			-325.00
						-325.00
04/18/2024	Bill Payment (Check)	6621	EBSCO			-36.30
						-36.30
04/18/2024	Bill Payment (Check)	6622	INGRAM LIBRARY SERVICES			-94.03
						-94.03
04/18/2024	Bill Payment (Check)	6623	LIBRARY FURNITURE INTERNATIONAL, LLC.			-2,735.96
						-2,735.96
04/18/2024	Bill Payment (Check)	6624	Midwest Tape			-152.52
						-152.52
04/18/2024	Bill Payment (Check)	6625	OVERDRIVE			-250.98
						-250.98
04/18/2024	Bill Payment (Check)	6626	PACIFIC GROVE SELF STORAGE			-407.00
						-407.00
04/18/2024	Bill Payment (Check)	6627	WELLS FARGO 4798			-1,105.36
						-1,105.36
04/18/2024	Bill Payment (Check)	6628	MaryLee Sunseri			-150.00
						-150.00
04/25/2024	Bill Payment (Check)	6629	Amazon Capital Services, Inc.			-424.35
						-424.35
04/25/2024	Bill Payment (Check)	6630	BAKER & TAYLOR			-3,266.89
						-3,266.89
04/25/2024	Bill Payment (Check)	6631	CALIFORNIA LIBRARY ASSOCIATION			-600.00
						-600.00
04/25/2024	Bill Payment (Check)	6632	OVERDRIVE			-778.00
						-778.00
04/25/2024	Bill Payment (Check)	6633	SUSAN BRADLEY			-450.00
						-450.00
04/25/2024	Bill Payment (Check)	6634	WORLD BOOK			-174.79
						-174.79
04/30/2024	Bill Payment (Check)	6635	BAGMASTERS			-1,347.72
						-1,347.72

Harrison Memorial Library

Check Detail
April 2024

Attachment 2



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

May 22, 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 at the last meeting 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.

Project Update

At the February 28, 2024 regular Trustees meeting the Ad Hoc Committee requested a presentation from a Public Works representative on the current maintenance requirements for both library branches and their criticality.

At the March 5, 2024 regular Council meeting the 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. The Council requested an update and presentation on Phase I Library Facilities Master Plan.

As there is overlap between the two topics, at a special meeting on March 20, 2024, 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 1 report. The Directors responded to questions from the

Trustees and received feedback on next steps for process.

At the Tuesday, April 2 regular City Council meeting staff provided a presentation to the City Council and Council provided staff with direction to solicit community input to inform a request for proposals for an architect for the Harrison Library renovation.

Staff held a workshop on Thursday, May 16 from 6:30 to 7:30, but this was cancelled do to lack of participation.

A second workshop will be held Thursday, May 23 from 6:30 to 7:30. Staff plans to return to Council at the June meeting for a report out on findings from the workshops and recommendations for criteria in the RFP.

FISCAL IMPACT:

N/A

ATTACHMENTS:



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

May 22, 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	