



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

Trustees John Krisher, Susan Murphy, Phil Pardue,
and President Tara Twomey

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

REGULAR MEETING Wednesday, April 26, 2023

9:00 AM

THIS MEETING WILL BE HELD IN PERSON IN THE COUNCIL CHAMBERS AND VIA TELECONFERENCE. This meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenues. To participate via teleconference click the following link to attend via Zoom (or copy and paste link in your browser):

**Zoom Link <https://ci-carmel-ca-us.zoom.us/j/82795749840>, Meeting ID: 827 9574 9840
Passcode: 995097 Dial in: (669) 444-9171**

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on April 21, 2023 is LOW OR MEDIUM (mask wearing not required). Seating will be limited and available on a first come first served basis.

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 added to the agenda and made part of the record.

Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Commission or the public may ask that any items be considered individually for purposes of Commission discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

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.

- 3.** Receive a report from the Carmel Public Library Foundation on recent activities
- 4.** Approval of the Minutes for the February 22, 2023 Regular Meeting
- 5.** Receive the Librarian's Report for February and March 2023
- 6.** Receive the Treasurer's Report and approve the check register for February and March 2023
- 7.** Receive the proposed Fiscal Year 2023-2024 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).

REGULAR MEETING
Wednesday, February 22, 2023

9:00 AM

THIS MEETING IS VIA TELECONFERENCE AND IN-PERSON AT CITY HALL.

Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body.

To that end, this meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenue. To participate via teleconference click the following link to attend via Zoom (or copy and paste link in your browser): <https://ci-carmel-ca-us.zoom.us/j/81407151231>? Meeting ID: 814 0715 1231 Passcode: 513449 Dial: +1 669 444 9171

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on February 17, 2023 is LOW. Per Urgency Ordinance 2022-006, wearing a face mask to attend a meeting of a legislative body inside a City facility is optional when the community level is low. Seating will be limited and available on a first come first served basis.

CALL TO ORDER AND ROLL CALL

PRESENT:	Krisher, Murphy, Pardue
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 that the Friends continue to do really well selling books at the farmers' market.

Item B: Announcements from the Library Director

Library & Community Activities Director Wright announce the following:

- Staff are continuing to add programs to both libraries.
- Beginning the process for the Library Master Plan. Architectural firm will be doing a walk through on Friday.

ORDERS OF BUSINESS

Item 3: Appointment of a temporary President and Vice President.

Trustee Murphy was unanimously appointed to the position of President and Trustee Pardue was unanimously appointed to the position of Vice President.

Library & Community Activities Director Wright continued to run the meeting.

Item 4: Receive a report from the Carmel Public Library Foundation on recent activities

Carmel Public Library Foundation Executive Director Fallon presented the report.

- Foundation has presented 2nd distribution to the Library Director
- Completed a branding session
- Working on a Foundation mission statement
- 200 people participated in the Douglas Brinkley event
- Next Fireside Chat to be held March 15
- Annual fundraiser "Educated Edition" to be held Tuesday, April 18
- Donor Salute to be held March 5 from 3-5 pm at the Library

Item 5: Approval of the Minutes for the January 25, 2023 Special Meeting

Trustee Murphy moved to approve the minutes for the January 25, 2023 meeting, seconded by Trustee Krisher and carried by the following roll call vote:

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

Item 6: Receive the Librarian's Report for January 2023

Library & Community Activities Director Wright presented the report.

Item 7: Receive the Treasurer's Report and approve the check register for December 2022 and January 2023

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

Trustee Murphy moved to approve the December 2022 and January 2023 check registers, seconded by Trustee Pardue and carried by the following roll call vote:

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

Item 8: Receive a report on eResource usage and costs

Library & Community Activities Director Wright presented the report.

FUTURE AGENDA ITEMS

- FY 2023-2024 budget
- eResources and circulation statistic totals after end of current FY
- Rotating schedule of Trustees to attend Carmel Public Library foundation meeting

Library & Community Activities Director requested that the March 22, 2023, Regular meeting be canceled. The Board unanimously approved the cancellation.

ADJOURNMENT

Library & Community Activities Director requested that the March 22, 2023, Regular meeting be canceled. The Board unanimously approved the cancellation.

There being no further business before the Board, the meeting was adjourned at 9:32 am. The next Regular Meeting is scheduled for April 26, 2023.

Respectfully submitted,
Leslie Fenton, Executive Assistant

Ashlee Wright,
Library & Community Activities Director

LIBRARIAN'S MONTHLY REPORT

February 28, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	20.48	1,648	1,901	12,864	10,677
Non-Fiction	32.22	1,123	1,228	7,449	5,634
Magazines	41.14	64	23	494	350
Audio/Video	21.81	852	1,009	7,198	5,909
ADULT CIRCULATION TOTAL:	24.08	3,687	4,161	28,005	22,570
Juvenile Circulation:					
Fiction	16.29	1,440	1,407	10,792	9,280
Non-Fiction	66.73	451	464	3,453	2,071
Magazines	32.00	21	4	33	25
Audio/Video	56.86	45	154	858	547
JUVENILE CIRCULATION TOTAL:	26.95	1,957	2,029	15,136	11,923
CIRCULATION TOTAL:	25.07	5,644	6,190	43,141	34,493
ELECTRONIC CHECKOUTS:	27.47	4,937	7,787	40,575	31,832
HOLD REQUESTS:	-19.10	875	1,104	8,215	10,154
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

February 28, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	5.21	1,342	1,394	9869	9380
Non-Residents:					
Monterey County	33.51	4,016	4,468	31,114	23,305
Other Zip Codes	33.71	341	328	2,118	1,584
NON-RESIDENT CIRCULATION TOTAL	33.52	4,357	4,796	33,232	24,889
PATRON REGISTRATION:	Patron Data Base Purge 09/19				
Carmel by-the-Sea Residents	29.58	13	24	92	71
Monterey County Residents	88.67	99	124	766	406
Other Borrowers	152.86	42	41	354	140
REGISTRATION TOTAL:	96.43	154	189	1,212	617
TOTAL # OF CARDHOLDERS:	14.57	11,541	11,390	11,541	10,073

Patron Visit Count					
HML Building	391.97	4,354	5,123	38,187	7,762
Park Branch Building					
Local History	#DIV/0!	23	15	176	0
Youth Services Dept.	656.50	4,901	5,164	36,259	4,793
PATRON VISIT TOTAL:	494.36	9,278	10,302	74,622	12,555

LIBRARIAN'S MONTHLY REPORT

February 28, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	92.30	849	1,039	6,694	3,481
Youth Services Desk	13.12	224	212	2,043	1,806
Local History Desk	28.60	79	76	553	430
TOTAL REFERENCE QUESTIONS:	62.50	1152	1,327	9290	5,717
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!		0		0
Public WiFi Use:	135.99	651	645	7,049	2,987
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-10.75	15	7	83	93
Park Branch	-100.00	0	0	0	25
Harrison - Main	16.46	29	26	191	164
TOTALS:	-2.84	44	33	274	282

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

LIBRARIAN'S MONTHLY REPORT

February 28, 2023

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
PRESCHOOL PROGRAMS (0-5 YRS)	#DIV/0!	7	6	36	0
TOTAL ATTENDANCE	#DIV/0!	211	162	780	0
SCHOOL AGE PROGRAMS (6-11 YRS)	#DIV/0!	3	3	35	0
TOTAL ATTENDANCE	#DIV/0!	95	155	955	0
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE:	#DIV/0!	0	0	0	0
ADULT PROGRAMS	-20.00	1	0	8	10
TOTAL ATTENDANCE	-15.55	35	0	1,184	1,402
OFFSITE PROGRAMS	0.00	1	1	7	7
TOTAL ATTENDANCE	45.36	323	326	1,692	1,164
LOCAL HISTORY PROGRAMS	#DIV/0!	0	0	2	0
TOTAL ATTENDANCE	#DIV/0!	0	0	948	0

LIBRARIAN'S MONTHLY REPORT

March 31, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	22.31	1,941	1,648	14,805	12,104
Non-Fiction	31.91	1,183	1,123	8,632	6,544
Magazines	32.85	52	64	546	411
Audio/Video	22.45	1,049	852	8,247	6,735
ADULT CIRCULATION TOTAL:	24.95	4,225	3,687	32,230	25,794
Juvenile Circulation:					
Fiction	22.49	1,773	1,440	12,565	10,258
Non-Fiction	70.44	491	451	3,944	2,314
Magazines	64.29	13	21	46	28
Audio/Video	56.22	109	45	967	619
JUVENILE CIRCULATION TOTAL:	32.55	2,386	1,957	17,522	13,219
CIRCULATION TOTAL:	27.53	6,611	5,644	49,752	39,013
ELECTRONIC CHECKOUTS:	27.82	5,354	4,937	45,929	35,932
HOLD REQUESTS:	-17.50	959	875	9,175	11,121
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

March 31, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	7.24	1,492	1,342	11,361	10,594
Non-Residents:					
Monterey County	35.80	4,744	4,016	35,858	26,405
Other Zip Codes	39.27	375	341	2,493	1,790
NON-RESIDENT CIRCULATION TOTAL	36.02	5,119	4,357	38,351	28,195
PATRON REGISTRATION:	Patron Data Base Purge 09/19				
Carmel by-the-Sea Residents	41.46	24	13	116	82
Monterey County Residents	84.25	76	99	842	457
Other Borrowers	145.00	38	42	392	160
REGISTRATION TOTAL:	93.13	138	154	1,350	699
TOTAL # OF CARDHOLDERS:	15.00	11,675	11,541	11,675	10,152

Patron Visit Count					
HML Building	373.41	6,725	4,354	44,912	9,487
Park Branch Building					
Local History	1,300	20	23	196	14
Youth Services Dept.	663.73	5,502	4,901	41,761	5,468
PATRON VISIT TOTAL:	480.33	12,247	9,278	86,869	14,969

LIBRARIAN'S MONTHLY REPORT

March 31, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	89.36	992	849	7,686	4,059
Youth Services Desk	18.79	265	224	2,308	1,943
Local History Desk	9.93	45	79	598	544
TOTAL REFERENCE QUESTIONS:	61.81	1,302	1,152	10,592	6,546
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!				0
Public WiFi Use:	125.20	727	651	7,776	3,453
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-22.12	5	15	88	113
Park Branch		0	0	0	0
Harrison - Main	18.23	36	29	227	192
TOTALS:	3.28	41	44	315	305
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

March 31, 2023

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
PRESCHOOL PROGRAMS (0-5 YRS)	#DIV/0!	7	7	43	0
TOTAL ATTENDANCE	#DIV/0!	297	211	1,077	0
SCHOOL AGE PROGRAMS (6-11 YRS)	#DIV/0!	4	3	39	0
TOTAL ATTENDANCE	#DIV/0!	87	95	1,042	0
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE:	#DIV/0!	0	0	0	0
ADULT PROGRAMS	-18.18	4	1	9	11
TOTAL ATTENDANCE	-7.23	356	35	1,540	1,660
OFFSITE PROGRAMS Children's/D Yaccar	37.50	4	1	11	8
TOTAL ATTENDANCE	77.50	832	323	2,524	1,422
LOCAL HISTORY PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
February 28, 2023

Harrison Memorial Library

Balance Sheet

Attachment 1

As of February 28, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	324,828.71
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	746,373.67
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	1,191,247.97
Total Bank Accounts	\$1,516,536.68
Total Current Assets	\$1,516,536.68
TOTAL ASSETS	\$1,516,536.68
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	159,900.00
Total 15000 Restricted Funds	485,154.07
16000 Unrestricted Net Assets	1,063,948.33
Opening Balance Equity	0.00
Net Income	-32,565.72
Total Equity	\$1,516,536.68
TOTAL LIABILITIES AND EQUITY	\$1,516,536.68

X	Harrison Memorial Library						
X	Budget vs:Actuals: FY2022-2023-FYP&L			Attachment 1			
X	July 2022 - February 2023						
X		Total					
X		Actual	Budget	over Budget			
X	INCOME						
X	Total 21000 CARMEL LIBRARY FOUNDATION	\$ 145,550.00	\$ 194,000.00	-\$48,450.00			
X	24000 Friends of HML	\$ 25,000.00	\$ 14,666.64	\$ 10,594.00			
X	23100 Interest Bradney	1,241.63	266.64	974.99			
X	23200 Interest other	11,285.85	1,666.65	9,619.01			
X	23000 INTEREST INCOME	\$ 12,527.28	\$ 1,933.28	\$ 10,594.00			
X	25000 Library Operations	7,694.57	1,333.36	6,361.31			
X	28000 Uncategorized Revenue		\$ 73,000.00	-\$ 73,000.00	Budget adjustment		
X	TOTAL INCOME	\$ 190,771.95	\$ 284,933.28	-\$ 94,161.43			,
X	Expenses						
X	30000 ADMINISTRATION						
X	Total 31000 Finance	\$ 2,375.00	\$ 5,333.28	-\$ 2,992.71			
X	Total 32000 Library Promotions	\$ 2,732.23	\$ 6,000.00	-\$ 3,267.77			
X	Total 33000 Supplies	\$ 13,220.65	\$ 8,466.64	\$ 4,754.01	Water/office supplies/ budget adjustment		
X	Total 34000 Organizational Development	\$ 14,536.25	\$ 12,599.92	\$ 1,936.33	Training new staff		
X	Total 30000 ADMINISTRATION	\$ 32,929.70	\$ 32,399.92	\$ 425.86			
X	40000 EQUIPMENT						
X	Total 40000 EQUIPMENT	\$ 25,379.57	\$ 76,360.46	-\$ 60,950.00	Have not been billed		
X	50000 IT						
X	Total 50000 IT	\$ 586.16	\$ 2,466.64	-\$ 1,880.46			
X	60000 HARD COPY MATERIAL						
X	Total 61000 ADULT COLLECTION	\$ 20,669.60	\$ 26,466.56	-\$ 5,796.95			
X	Total 62000 TEEN COLLECTION	\$ 390.44	\$ 4,166.64	-\$ 3,776.20			
X	Total 63000 KID'S COLLECTION	\$ 12,999.59	\$ 17,999.92	-\$ 5,000.33			
X	Total 64000 REFERENCE	\$ 2,648.45	\$ 4,800.00	-\$2,151.55			
X	Total 65000 ZIP BOOKS	\$ 12,388.60	\$ 16,666.64	-\$ 4,278.04			
X	Total 60000 HARD COPY MATERIAL	\$ 49,096.68	\$ 70,099.76	-\$ 21,002.08	Less reference and Zip books		
X	66000 TECHNICAL SERVICES						
X	Total 66000 TECHNICAL SERVICES	21,421.82	22,253.26	-631.46			
X	70000 ELECTRONIC MATERIALS						
X	Total 70000 ELECTRONIC MATERIALS	\$ 11,964.82	\$ 9,020.00	\$ 2,944.82	Yearly Billing		
X	Total 72000 eResources	\$ 52,465.38	\$ 48,500.00	\$ 3,965.38	EBooks Hoopla		
X	80000 PROGRAMS						
X	Total 81000 ADULT PROGRAMS	\$ 1,225.09	\$ 3,000.08	-\$ 1,774.99			
X	Total 82000 TEEN PROGRAMS	\$ 219.66	\$ 2,099.92	-\$ 1,879.66			
X	Total 83000 KIDS PROGRAMS	\$ 10,880.09	\$ 9,466.72	\$ 1,413.37			
X	Total 85000 LOCAL HISTORY PROGRAMS	\$ 15,880.09	\$14,866.56	\$1,413.37			
X	85400 Archival Storage Off-site	\$ 2,832.00	\$ 2,666.64	\$ 165.36			
X	Total 86000 SUMMER READING PROGRAM	\$ 2,175.00	\$ 2,666.64	-\$ 491.64			
X	Total 80000 PROGRAMS	\$ 29,593.42	\$ 32,099.52	-\$ 2,506.10			
X	Total Expenses	\$223,337.57	\$ 293,199.52	-\$ 69,861.95			
	NET OPERATING INCOME	-\$32,565.72	-\$8,266.24	-\$24,299.48			
	NET INCOME	-\$32,565.72	-\$8,266.24	-\$24,293.48			

Harrison Memorial Library

Attachment 2

Check Detail

February 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
02/01/2023	Bill Payment (Check)	6122	KANOPY		R	-1,690.00
						-1,690.00
02/01/2023	Bill Payment (Check)	6123	OVERDRIVE		R	-768.37
						-768.37
02/01/2023	Bill Payment (Check)	6124	HOOPLA		R	-3,753.75
						-3,753.75
02/09/2023	Bill Payment (Check)	6125	Amazon Capital Services, Inc.		R	-249.02
						-249.02
02/09/2023	Bill Payment (Check)	6126	BAKER & TAYLOR		R	-534.38
						-534.38
02/09/2023	Bill Payment (Check)	6127	COPIES BY THE SEA		R	-176.33
						-176.33
02/09/2023	Bill Payment (Check)	6128	Dan Yaccarino		R	-4,000.00
						-4,000.00
02/09/2023	Bill Payment (Check)	6129	GOLDEN GATE BOOKKEEPING		R	-650.00
						-650.00
02/09/2023	Bill Payment (Check)	6130	KAL-WEST		R	-200.00
						-200.00
02/09/2023	Bill Payment (Check)	6131	MRC		R	-64.03
						-64.03
02/09/2023	Bill Payment (Check)	6132	OVERDRIVE		R	-421.31
						-421.31
02/16/2023	Bill Payment (Check)	6133	Amazon Capital Services, Inc.		R	-280.76
						-280.76
02/16/2023	Bill Payment (Check)	6134	BAKER & TAYLOR		R	-557.43
						-557.43
02/16/2023	Bill Payment (Check)	6135	Blackstone Publishing		R	-41.60
						-41.60
02/16/2023	Bill Payment (Check)	6136	CALIFORNIA LIBRARY ASSOCIATION		C	-600.00

Harrison Memorial Library

Attachment 2

Check Detail

February 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-600.00
02/16/2023	Bill Payment (Check)	6137	OVERDRIVE		R	-59.99
						-59.99
02/16/2023	Bill Payment (Check)	6138	PACIFIC GROVE SELF STORAGE		C	-354.00
						-354.00
02/16/2023	Bill Payment (Check)	6139	WELLS FARGO 4798		R	-2,043.37
						-2,043.37
02/22/2023	Bill Payment (Check)	6140	ALHAMBRA		C	-85.89
						-85.89
02/22/2023	Bill Payment (Check)	6141	Amazon Capital Services, Inc.		R	-381.23
						-381.23
02/22/2023	Bill Payment (Check)	6142	BAKER & TAYLOR		R	-346.95
						-346.95
02/22/2023	Bill Payment (Check)	6143	DAVID HOLODILOFF			-300.00
						-300.00
02/22/2023	Bill Payment (Check)	6144	MINUTEMAN PRESS		R	-315.83
						-315.83
02/22/2023	Bill Payment (Check)	6145	OVERDRIVE		C	-171.95
						-171.95
02/22/2023	Bill Payment (Check)	6146	SCW		C	-4,133.49
						-4,133.49
02/23/2023	Bill Payment (Check)	6147	Terrence Farrell		R	-400.00
						-400.00
02/28/2023	Expense				R	-6.29
				FEDERAL TAX WITHHELD		6.29

Financial statements
of
HARRISON MEMORIAL LIBRARY
For the Period Ended
March 31, 2023

Harrison Memorial Library

Balance Sheet

Attachment 3

As of March 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	364,851.06
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	746,373.67
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	1,191,247.97
Total Bank Accounts	\$1,556,559.03
Total Current Assets	\$1,556,559.03
TOTAL ASSETS	\$1,556,559.03
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	1,123,848.33
Opening Balance Equity	0.00
Net Income	7,456.63
Total Equity	\$1,556,559.03
TOTAL LIABILITIES AND EQUITY	\$1,556,559.03

Harrison Memorial Library

Attachment 3

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

July 2022 - June 2023

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			
21100 CPLF - Operating Expenses	218,325.00	291,000.00	-72,675.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	218,325.00	291,000.00	-72,675.00
23000 INTEREST INCOME			
23100 Interest - Bradney	1,241.63	400.00	841.63
23200 Interest - Other	11,313.81	2,500.00	8,813.81
Total 23000 INTEREST INCOME	12,555.44	2,900.00	9,655.44
24000 Friends of HML	25,000.00	22,000.00	3,000.00
25000 Library Operations	7,694.57	2,000.00	5,694.57
28000 Uncategorized Revenue		109,500.00	-109,500.00
Total 20000 Revenue	263,575.01	427,400.00	-163,824.99
Total Income	\$263,575.01	\$427,400.00	\$ -163,824.99
GROSS PROFIT	\$263,575.01	\$427,400.00	\$ -163,824.99
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Bookkeeping	2,925.00	3,900.00	-975.00
31200 Audit Services		4,000.00	-4,000.00
31600 Bank Charges/Returned Checks	72.32	100.00	-27.68
Total 31000 Finance	2,997.32	8,000.00	-5,002.68
32000 Library Promotions			
32200 Canva, Constant Contact	1,119.51	2,000.00	-880.49
32300 Print Advertising	1,659.46	5,500.00	-3,840.54
32400 Printing / Copy Services	1,487.56	1,500.00	-12.44
Total 32000 Library Promotions	4,266.53	9,000.00	-4,733.47
33000 Supplies			
33100 Library Cards	356.61	900.00	-543.39
33200 Postage	306.79	300.00	6.79
33300 Office Supplies - General	12,899.71	10,500.00	2,399.71
33400 COVID-19 Supplies	1,091.35	1,000.00	91.35
Total 33000 Supplies	14,654.46	12,700.00	1,954.46
34000 Organizational Development			
34100 Staff Training/Conferences	6,128.69	8,500.00	-2,371.31
34200 Mileage	142.78	100.00	42.78
34300 Memberships	976.00	1,600.00	-624.00
34400 MOBAC/PLP Membership	7,641.00	7,700.00	-59.00
34500 Volunteer / Donor Acknowledgement	185.00	1,000.00	-815.00
Total 34000 Organizational Development	15,073.47	18,900.00	-3,826.53
Total 30000 ADMINISTRATION	36,991.78	48,600.00	-11,608.22

Harrison Memorial Library

Attachment 3

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

July 2022 - June 2023

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
40000 EQUIPMENT			
41000 Furniture	18,860.49	88,040.72	-69,180.23
42000 Signage	1,510.59	1,500.00	10.59
44000 Public Computers	64.03	2,500.00	-2,435.97
45000 Staff Computers	8,722.12	9,000.00	-277.88
47000 Maintenance Contracts (self-check machines, copier)	985.25	13,500.00	-12,514.75
Total 40000 EQUIPMENT	30,142.48	114,540.72	-84,398.24
50000 IT			
51000 Website hosting (Razzolink)	134.91	200.00	-65.09
53000 Security (Lastpass)	12.26	1,000.00	-987.74
54000 Software (Adobe, Office, etc.)	468.99	1,500.00	-1,031.01
55000 Internet/Telephone		1,000.00	-1,000.00
Total 50000 IT	616.16	3,700.00	-3,083.84
60000 HARD COPY MATERIAL			
61000 ADULT COLLECTION			
61100 Audio	2,257.18	4,000.00	-1,742.82
61200 DVD	1,079.76	6,000.00	-4,920.24
61300 Fiction	9,832.97	14,500.00	-4,667.03
61400 Non-fiction	5,887.96	8,500.00	-2,612.04
61500 Large Print	2,120.85	3,000.00	-879.15
61600 Graphic Novels	89.77	700.00	-610.23
61700 Magazines & Newspapers	3,294.38	3,000.00	294.38
Total 61000 ADULT COLLECTION	24,562.87	39,700.00	-15,137.13
62000 TEEN COLLECTION			
62100 Fiction	871.07	1,750.00	-878.93
62200 Non-fiction	745.25	2,500.00	-1,754.75
62300 Graphic Novels	538.24	2,000.00	-1,461.76
Total 62000 TEEN COLLECTION	2,154.56	6,250.00	-4,095.44
63000 KID'S COLLECTION			
63200 DVD	374.91	1,000.00	-625.09
63300 Fiction	10,539.29	13,000.00	-2,460.71
63400 Non-fiction	5,875.68	10,500.00	-4,624.32
63500 Graphic Novels	1,152.59	2,500.00	-1,347.41
Total 63000 KID'S COLLECTION	17,942.47	27,000.00	-9,057.53
64000 REFERENCE			
64100 Reference		500.00	-500.00
64200 Continuations - General	1,176.57	4,000.00	-2,823.43
64300 Continuations - Travel	1,513.36	2,500.00	-986.64
64400 Professional Collection	282.34	200.00	82.34
Total 64000 REFERENCE	2,972.27	7,200.00	-4,227.73
65000 PURCHASE SUGGESTIONS/ZIP BOOKS			
65100 Purchase Suggestions/Zip Books	14,553.45	25,000.00	-10,446.55

Harrison Memorial Library

Attachment 3

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

July 2022 - June 2023

		TOTAL	
	ACTUAL	BUDGET	OVER BUDGET
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	14,553.45	25,000.00	-10,446.55
Total 60000 HARD COPY MATERIAL	62,185.62	105,150.00	-42,964.38
66000 TECHNICAL SERVICES			
66100 OCLC Cataloging	9,859.07	12,000.00	-2,140.93
66200 Materials Processing	9,265.30	13,000.00	-3,734.70
66300 Replacements	3,549.74	5,800.00	-2,250.26
66400 Amazon Prime Membership	151.86	180.00	-28.14
67000 Book Delivery	1,800.00	2,400.00	-600.00
Total 66000 TECHNICAL SERVICES	24,625.97	33,380.00	-8,754.03
70000 ELECTRONIC MATERIALS			
71200 Ancestry		1,500.00	-1,500.00
71300 AtoZ	556.00	500.00	56.00
71400 Book Browse	215.25	220.00	-4.75
71500 EBSCO	4,546.42	3,000.00	1,546.42
71600 EBSCO Flipster	3,656.27	4,500.00	-843.73
71800 Gale Virtual Red Hosting Fees	50.00	50.00	0.00
71900 Mango Languages	2,149.88	2,100.00	49.88
71910 Newsbank	791.00	1,310.00	-519.00
71920 FIMo (Sanborn replacement)		325.00	-325.00
Total 70000 ELECTRONIC MATERIALS	11,964.82	13,505.00	-1,540.18
72000 eResources			
72100 Overdrive (subscription)	2,517.94	2,500.00	17.94
72200 EBooks	18,200.37	22,000.00	-3,799.63
72300 Kanopy	13,379.00	17,000.00	-3,621.00
72400 Hoopla	26,849.26	30,000.00	-3,150.74
Total 72000 eResources	60,946.57	71,500.00	-10,553.43
80000 PROGRAMS			
81000 ADULT PROGRAMS	1,000.00	2,000.00	-1,000.00
81100 Craft Night	133.60	500.00	-366.40
81200 On-going Programs (puzzles, etc.)	146.39	500.00	-353.61
81300 Book Club	245.10	1,500.00	-1,254.90
Total 81000 ADULT PROGRAMS	1,525.09	4,500.00	-2,974.91
82000 TEEN PROGRAMS			
82100 Teen Lounge Supplies	219.66	2,149.28	-1,929.62
82200 Teen Photo Contest		1,000.00	-1,000.00
Total 82000 TEEN PROGRAMS	219.66	3,149.28	-2,929.62
83000 KIDS PROGRAMS			
83100 Storytime	5,565.37	6,500.00	-934.63
83200 Craft Programs/Craft Cart	1,077.34	1,200.00	-122.66
83300 Other	6,472.58	6,500.00	-27.42
Total 83000 KIDS PROGRAMS	13,115.29	14,200.00	-1,084.71

Harrison Memorial Library

Attachment 3

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

July 2022 - June 2023

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
85000 LOCAL HISTORY PROGRAMS			
85100 Local History Supplies	128.93	2,500.00	-2,371.07
85200 Oral History Program	4,124.40	7,000.00	-2,875.60
85400 Archival Storage Off-site	3,186.00	4,000.00	-814.00
85500 Other	8,292.00	8,800.00	-508.00
Total 85000 LOCAL HISTORY PROGRAMS	15,731.33	22,300.00	-6,568.67
86000 SUMMER READING PROGRAM			
86200 Other	2,175.00	4,000.00	-1,825.00
Total 86000 SUMMER READING PROGRAM	2,175.00	4,000.00	-1,825.00
Total 80000 PROGRAMS	32,766.37	48,149.28	-15,382.91
Total Expenses	\$260,239.77	\$438,525.00	\$ -178,285.23
NET OPERATING INCOME	\$3,335.24	\$ -11,125.00	\$14,460.24
NET INCOME	\$3,335.24	\$ -11,125.00	\$14,460.24

Harrison Memorial Library

Attachment 4

Check Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
03/02/2023	Bill Payment (Check)	6148	Amazon Capital Services, Inc.		C	-203.37
						-203.37
03/02/2023	Bill Payment (Check)	6149	BAKER & TAYLOR		C	-2,947.14
						-2,947.14
03/02/2023	Bill Payment (Check)	6150	Blackstone Publishing		C	-41.60
						-41.60
03/02/2023	Bill Payment (Check)	6151	BOOK PAGE			-402.00
						-402.00
03/02/2023	Bill Payment (Check)	6152	HOOPLA		C	-3,370.14
						-3,370.14
03/02/2023	Bill Payment (Check)	6153	KANOPY		C	-1,606.00
						-1,606.00
03/02/2023	Bill Payment (Check)	6154	Megan Cassamas		C	-300.00
						-300.00
03/02/2023	Bill Payment (Check)	6155	OVERDRIVE		C	-276.79
						-276.79
03/02/2023	Bill Payment (Check)	6156	RAZZOLINK		C	-14.99
						-14.99
03/02/2023	Bill Payment (Check)	6157	VANGUARD			-356.61
						-356.61
03/02/2023	Bill Payment (Check)	6158	OVERDRIVE		C	-298.35
						-298.35
03/08/2023	Bill Payment (Check)	6159	Amazon Capital Services, Inc.		C	-900.35
						-900.35
03/08/2023	Bill Payment (Check)	6160	B&H PHOTO-VIDEO			-4,588.63
						-4,588.63
03/08/2023	Bill Payment (Check)	6161	BAKER & TAYLOR			-1,282.40
						-1,282.40
03/08/2023	Bill Payment (Check)	6162	DAVID HOLODILOFF			-300.00

Harrison Memorial Library

Attachment 4

Check Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-300.00
03/08/2023	Bill Payment (Check)	6163	GOLDEN GATE BOOKKEEPING		C	-325.00
						-325.00
03/08/2023	Bill Payment (Check)	6164	KAL-WEST		C	-200.00
						-200.00
03/08/2023	Bill Payment (Check)	6165	MINUTEMAN PRESS		C	-138.83
						-138.83
03/08/2023	Bill Payment (Check)	6166	OVERDRIVE			-151.50
						-151.50
03/22/2023	Bill Payment (Check)	6167	AASLH			-226.00
						-226.00
03/22/2023	Bill Payment (Check)	6168	ALHAMBRA			-136.35
						-136.35
03/22/2023	Bill Payment (Check)	6169	Amazon Capital Services, Inc.			-998.99
						-998.99
03/22/2023	Bill Payment (Check)	6170	BAKER & TAYLOR			-4,821.56
						-4,821.56
03/22/2023	Bill Payment (Check)	6171	DEMCO			-390.77
						-390.77
03/22/2023	Bill Payment (Check)	6172	MICHAELA CAROZZA			-4.85
						-4.85
03/22/2023	Bill Payment (Check)	6173	OVERDRIVE			-1,291.42
						-1,291.42
03/22/2023	Bill Payment (Check)	6174	PACIFIC GROVE SELF STORAGE			-354.00
						-354.00
03/22/2023	Bill Payment (Check)	6175	WELLS FARGO 4798			-1,600.77
						-1,600.77
03/29/2023	Bill Payment (Check)	6176	Amazon Capital Services, Inc.			-279.68
						-279.68

Harrison Memorial Library

Attachment 4

Check Detail

March 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
03/29/2023	Bill Payment (Check)	6177	BAKER & TAYLOR			-674.55
						-674.55
03/29/2023	Bill Payment (Check)	6178	Blackstone Publishing			-41.60
						-41.60
03/29/2023	Bill Payment (Check)	6179	Dan Yaccarino			-543.83
						-543.83
03/29/2023	Bill Payment (Check)	6180	KATHLEEN O'CONNELL			-35.00
						-35.00
03/29/2023	Bill Payment (Check)	6181	LEA ANN MCDONALD			-31.84
						-31.84
03/29/2023	Bill Payment (Check)	6182	Megan Cassamas			-300.00
						-300.00
03/29/2023	Bill Payment (Check)	6183	PLAYAWAY PRODUCTS LLC			-3,324.16
						-3,324.16
03/29/2023	Bill Payment (Check)	6184	RAZZOLINK			-14.99
						-14.99



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

April 26, 2023
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Receive the proposed Fiscal Year 2023-2024 budget

RECOMMENDATION:

Receive the proposed Fiscal Year 2023-2024 budget

BACKGROUND/SUMMARY:

OVERVIEW

The budget for FY 2023-2024 proposes an increase in both expenditures and income for Fiscal Year (FY) 2023-2024.

FY 2022-2023 BUDGET REVIEW

As discussed during the budget process last year staff has worked to fill vacant positions that in turn support the expansion of open hours and the continued gradual expansion of library services. Filling vacancies means additional staff capacity to engage in program development, curated ordering, and special projects which in turn support the expenditure of budgeted funds. Two key vacant positions were filled last fiscal year: Technical Services Librarian and Children's Librarian. As a result the library was able to expand hours in both buildings, undertake the RFID project, conduct oral history interviews, and increase children's programming amongst other things.

At the time of writing this staff report one key position at the library remains vacant: Head of Reference. There have been two failed recruitments for this position with a third recruitment currently underway. Hiring continues to be a slow process due to a combination of factors, including the competitive job market and the high-cost of living on the peninsula.

In December 2022 and February 2023 the Trustees approved a series of budget adjustments, utilizing unexpended funds from previous fiscal years to increase the library budget overall from the adopted \$317,900 to \$427,4000 for special projects - such as moveable shelves in the Kid's Department, program support, and recalibration in funds for hard copy and ematerials.

The Library is on track to expend budgeted funds by the end of the fiscal year, with several subscription

invoices coming due later this spring, adult non-fiction replacement project, and the ramp up to Summer Reading.

FISCAL IMPACT:

FY 2023-2024 PROPOSED BUDGET

Expenditures

Because of increases in costs and increases in library activities and programs staff is proposing an increase in expenditures across the board.

The Kids' Library now has weekly story time, toddler and new mom yoga sessions, and Friday nights at the Library featuring movies, games, Legos, and crafts. This year staff worked with the River School and Tularcitos Elementary to do an author visit from esteemed children's author, illustrator, and producer Dan Yaccarino who spoke with kids about illustrating and the importance of art. 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 will be doing outreach for Summer Reading at the schools and we have an excellent slate of performers and an end of summer reading party planned in partnership with the Farmers' Market.

Prior to the start of the pandemic staff had been working on programs at the Harrison Library for adults, like craft or game nights, and small programs. This is now even more achievable thanks to the new Gathering Place. This year we have been experimenting with music at the library and have a slate of programs lined up through the end of July. So far they have proven popular, in particular the music sessions.

Local History has restarted the My Carmel oral history program with a new process that allows for a more rigorous approach to collecting interviews – both audio only format and video. Since the launch of the program over 7 years ago, staff has collected 23 interviews and with the new process have collected 5 since January alone.

In addition, it is critical that the Library continue making investments in improved IT programs, including upgrades to public computers and print management systems, which will also restore wireless printing capabilities, so that anyone working in the library will be able to print. Last year CPLF also funded the RFID project, including new self-check machines that will increase efficiency. In addition, staff plans to purchase new tablet catalog stations for all levels of the Harrison Library and Park Branch.

While hardcopy circulation of materials has not rebounded to pre-pandemic levels, e-books, audios, movies, comic books, magazines have remained robust. Knowing what a literary community we have it is paramount that both the hardcopy materials budget and the budget for e-resources are not reduced.

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 decreased during the pandemic years with the lowest quarterly apportionment rate decreasing to 0.23% in the 4th quarter of 2021 from 2.57% in 2019 - the highest since the 2008 recession.

Due to inflation, interest rates have continued to rise throughout 2022 and 2023, which resulted in additional and unanticipated income for FY 2022-2023. After the first quarter of 2023 the quarterly apportionment rate sits at 2.74%. Based upon the ups and downs of interest rates 2018 through 2023, staff are estimating \$15,000 in interest income for FY 2023-2024.

Library Operations

Library Operations funds include monies taken in by library staff and include: small donations, printing/copying fees, lost/damaged book replacements. With the expansion of library hours there has followed an increase in revenue from library operations from the anticipated \$2,000 to \$7,694 year-to-date. Staff is estimating \$9,000 in library operations income for next fiscal year.

Friends of the Library

This year the Friends of the Library will hold their 50th and last annual large book sale. The revenue from the book sale, supplemented with additional funds from selling books at the Farmers' Market, is anticipated to be \$25,000.

For FY 2024-2025, the first year without the annual book sale, the Friends are making plans to continue selling books at the Farmers' Market and are working with library staff on some ideas regarding making additional books available for sale at the libraries. There will likely be a reduction in the disbursement amount from the Friends for FY 2024-2025, estimated to be in the \$10,000 range at this point, but should be a little clearer next spring.

Carmel Public Library Foundation (CPLF)

The CPLF has provided the library with \$291,000 for operations since FY 2015-2016 when it was increased from \$280,000. After working with the Treasurer to develop the draft budget and understanding the increases in costs and increases in library activities and programs, staff submitted a formal request to the CPLF for an increase in the annual disbursement in the amount of \$50,000 bringing the total new disbursement amount to \$341,000 going forward. The CPLF finance committee and board directors considered this request at their March meeting and it was approved.

ATTACHMENTS:

FY 2023-2024 Proposed Library Budget

Harrison Memorial Library

Proposed FY 2023-2024 Budget

	FY 2022-2023 (Adopted)	FY 2022-2023 (Amended)	FY 2022-2023 (Actual 22-04-17)	FY 2023-2024 (Proposed)
Income				
20000 Income				
21100 CPLF - Operating Expenses	291,000.00	291,000.00	145,550.00	341,000.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	291,000.00	\$ 291,000.00	\$ 145,550.00	341,000.00
Total 22000 DONATIONS	0.00	400.00	\$ 275.00	0.00
Total 23000 INTEREST INCOME	2,900.00	\$ 2,900.00	\$ 12,555.44	15,000.00
24000 Friends of HML	22,000.00	22,000.00	25,000.00	25,000.00
25000 Library Operations	2,000.00	2,000.00	7,694.57	9,000.00
28000 Uncategorized Revenue		109,500.00	109,500.00	0.00
Total 20000 Income	317,900.00	\$ 427,400.00	\$ 303,224.73	392,900.00
ADMINISTRATION				
31000 Finance				
Total 31000 Finance	8,000.00	8,000.00	\$ 2,997.32	8,975.00
32000 Library Promotions				
Total 32000 Library Promotions	9,000.00	9,000.00	\$ 4,266.53	10,000.00
33000 Supplies				
Total 33000 Supplies	5,700.00	12,700.00	\$ 14,753.85	11,840.00
34000 Organizational Development				
Total 34000 Organizational Development	13,400.00	\$ 18,900.00	\$ 15,073.47	20,100.00
Total 30000 ADMINISTRATION	36,100.00	48,600.00	\$ 37,091.17	50,915.00
OPERATIONS				
40000 EQUIPMENT				
Total 40000 EQUIPMENT	47,370.00	\$ 114,540.72	\$ 29,971.20	34,500.00
50000 IT				
Total 50000 IT	3,700.00	3,700.00	\$ 616.16	9,500.00
Total Operations	51,070.00	118,240.72	30,587.36	44,000.00
LIBRARY ASSETS				

Harrison Memorial Library Proposed FY 2023-2024 Budget

	FY 2022-2023 (Adopted)	FY 2022-2023 (Amended)	FY 2022-2023 (Actual 22-04-17)	FY 2023-2024 (Proposed)
60000 HARD COPY MATERIAL				
61000 ADULT COLLECTION				
Total 61000 ADULT COLLECTION	40,200.00	\$ 41,700.00	\$ 25,236.97	44,400.00
62000 TEEN COLLECTION				
Total 62000 TEEN COLLECTION	3,250.00	\$ 6,250.00	\$ 2,154.56	8,500.00
63000 KID'S COLLECTION				
Total 63000 KID'S COLLECTION	26,000.00	\$ 27,000.00	\$ 17,975.74	26,500.00
64000 REFERENCE				
Total 64000 REFERENCE	7,200.00	7,200.00	\$ 2,972.27	4,950.00
65000 PURCHASE SUGGESTIONS/ZIP BOOKS				
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	25,000.00	\$ 25,000.00	\$ 14,695.11	20,000.00
Total 60000 HARD COPY MATERIAL	101,650.00	\$ 107,150.00	\$ 63,034.65	104,350.00
66000 TECHNICAL SERVICES				
Total 66000 TECHNICAL SERVICES	25,380.00	\$ 33,380.00	\$ 22,336.49	38,980.00
70000 DATABASES				
Total 70000 DATABASES	9,005.00	9,005.00	\$ 12,600.98	13,455.00
72000 eMaterial				
Total 72000 eMaterial	71,500.00	\$ 71,500.00	\$ 64,588.56	87,300.00
Total Library Assets	207,535.00	221,035.00	162,560.68	244,085.00
PROGRAMS				
80000 PROGRAMS				
81000 ADULT PROGRAMS	0.00	2,000.00	1,000.00	0.00
83000 KIDS PROGRAMS				
Total 83000 KIDS PROGRAMS	10,200.00	\$ 18,200.00	\$ 15,290.19	25,300.00
85000 LOCAL HISTORY PROGRAMS				
Total 85000 LOCAL HISTORY PROGRAMS	10,500.00	\$ 22,300.00	\$ 16,085.33	13,000.00
Total 80000 PROGRAMS	26,700.00	\$ 50,649.28	\$ 35,103.02	53,900.00

Harrison Memorial Library Proposed FY 2023-2024 Budget

	FY 2022-2023 (Adopted)	FY 2022-2023 (Amended)	FY 2022-2023 (Actual 22-04-17)	FY 2023-2024 (Proposed)
Total Expenses	317,900.00 \$	427,400.00 \$	265,342.23	392,900.00
Net Operating Income	0.00 \$	0.00 \$	12,210.09	0.00
Net Income	0.00 \$	0.00 \$	12,210.09	0.00