



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, January 24, 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/87519994928> Webinar ID: 875 1999 4928 Passcode: 332099 Dial in: (669) 444-9171

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.

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.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair.

Matters not appearing on the agenda will not receive action at this meeting and may be referred to staff. Persons are not required to provide their names, and it is helpful for speakers to state their names so they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

- A. Announcements from the Trustees
- B. Announcements from the Library Director

ORDERS OF BUSINESS

Orders of Business are agenda items that require Commission discussion, debate, direction to staff, and/or action.

1. Receive a report from the Carmel Public Library Foundation on recent activities
2. Approval of the Minutes for the December 6, 2023, Special Meeting
3. Receive the Librarian's Report for November and December 2023 and a breakdown of trends over time
4. Receive the Treasurer's Report for November and December 2023 and approve the check register for November and December 2023
5. Consideration of a resolution authorizing the investment of monies in the Local Agency Investment Fund.
6. Monthly report out from Master Plan ad hoc committee
7. Receive the mid-year budget report for FY 2023-2024 and approve the reallocation of funds to Technical Services (66000) from Administration (30000), \$4,300 and IT (50000) \$6,500 for a total of \$10,800 to increase the Technical Services budget from \$38,980 to \$49,780.
8. Draft Letter to Council re: Library Staffing

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).

SPECIAL MEETING
Wednesday, December 6, 2023
9:00 AM

CALL TO ORDER AND ROLL CALL

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

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 introduced Rachel Gaither, Head of Reference, continuing to work on IT issues, and there is no report from the Ad-hoc Committee.

ORDERS OF BUSINESS

Item 3: Receive a report from the Carmel Public Library Foundation on recent activities

Executive Director Alexandra Fallon presented the report.

Item 4: Approval of the Minutes for the October 25, 2023, Regular Meeting

Trustee Murphy moved to approve the minutes for the October 25, 2023, Regular Meeting, seconded by Trustee Pardue and carried by the following roll call vote:

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

ABSTAIN: None

Item 5: Receive the Librarian's Report for October 2023

Library & Community Activities Director Wright presented the report.

Item 6: Receive the Treasurer's Report for October 2023 and approve the check register for October 2023

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

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

AYES: Gorham, Murphy, Pardue, Williams, Krisher

NOES: None

ABSENT: None

ABSTAIN: None

Item 7: Consideration of the adoption of a meeting calendar for 2024.

Library & Community Activities Director Wright presented the meeting calendar for 2024.

Trustee Pardue moved to cancel the November and December 2024 Regular Meetings and combine them into a Special Meeting on December 4, 2024, seconded by Trustee Williams and approved by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Williams, Krisher

NOES: None

ABSENT: None

ABSTAIN: None

Item 8: Consideration of a budget adjustment for the purchase of replacement emergency response supplies and new equipment.

Library & Community Activities Director Wright presented the report.

Trustee Pardue moved to approve the budget adjustment, seconded by Trustee Murphy and carried by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Williams, Krisher

NOES: None

ABSENT: None

ABSTAIN: None

Item 9: Consideration of amendment to the "Gathering Place Policy".

Library & Community Activities Director Wright presented the report.

The item was continued to the January Regular Meeting.

FUTURE AGENDA ITEMS

- **Gathering Place Policy**
- **Ad-hoc Committee update**

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:48 a.m. The next Regular Meeting is scheduled for January 24, 2024.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

November 30, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	3.82	1,561	1,696	8,344	8,037
Non-Fiction	30.63	1,059	1,230	5,638	4,316
Magazines	-25.08	34	49	239	319
Audio/Video	13.40	985	972	5,137	4,530
ADULT CIRCULATION TOTAL:	12.53	3,639	3,947	19,358	17,202
Juvenile Circulation:					
Fiction	60.17	2,463	1,975	11,100	6,930
Non-Fiction	23.86	619	487	2,772	2,238
Magazines	1,612.50	32	35	137	8
Audio/Video	66.82	143	126	734	440
JUVENILE CIRCULATION TOTAL:	53.32	3,257	2,623	14,743	9,616
CIRCULATION TOTAL:	27.16	6,896	6,570	34,101	26,818
ELECTRONIC CHECKOUTS:	42.19	6288	6324	30,294	21,305
HOLD REQUESTS:	-8.39	839	915	4,851	5,295
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

November 30, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	12.45	1230	1295	6792	6,040
Non-Residents:					
Monterey County	26.50	5,275	4,781	24,697	19,524
Other Zip Codes	121.21	391	494	2,805	1,268
NON-RESIDENT CIRCULATION TOTAL	32.27	5,666	5,275	27,502	20,792
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	36.54	10	11	71	52
Monterey County Residents	3.68	83	82	479	462
Other Borrowers	74.79	61	74	409	234
REGISTRATION TOTAL:	28.21	154	167	959	748
TOTAL # OF CARDHOLDERS:	7.33	11,902	11,778	11,902	11,089

Patron Visit Count					
HML Building	27.92	5,196	6,410	31,616	24,716
Park Branch Building					
Local History	61.16	30	65	195	121
Youth Services Dept.	14.68	4,464	5,240	25,821	22,515
PATRON VISIT TOTAL:	21.71	9,690	11,715	57,632	47,352

LIBRARIAN'S MONTHLY REPORT

November 30, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	15.75	856	885	4,732	4,088
Youth Services Desk	8.44	380	336	1,568	1,446
Local History Desk	-30.14	40	55	248	355
TOTAL REFERENCE QUESTIONS:	11.19	1,276	1,276	6,548	5,889
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	7.98	656	875	5,546	5,136
VOLUNTEER HOURS	YTD Percentage Change	This Month	This Month	This YTD	This YTD
Local History	-32.69	9	6	35	52
Park Branch		0	0	0	0
Harrison - Main	-9.65	18	25	103	114
TOTALS:	-16.87	27	31	138	166

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

LIBRARIAN'S MONTHLY REPORT

November 30, 2023

	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)	0.00	6	5	19	19
TOTAL ATTENDANCE	95.28	144	163	621	318
SCHOOL AGE PROGRAMS (6-11 YRS)	-40.00	2	5	15	25
TOTAL ATTENDANCE	-20.85	68	157	501	633
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	1	4	8	0
TOTAL ATTENDANCE:	#DIV/0!	5	12	35	0
ADULT PROGRAMS	100.00	3	3	8	4
TOTAL ATTENDANCE	-47.08	150	216	608	1,149
OFFSITE PROGRAMS	-25.00	1	1	3	4
TOTAL ATTENDANCE	-76.24	73	72	273	1,149
LOCAL HISTORY PROGRAMS	-100.00	0	0	0	1
TOTAL ATTENDANCE	-100.00	0	0	0	705

LIBRARIAN'S MONTHLY REPORT

December 31, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	3.59	1,305	1,561	9,649	9,315
Non-Fiction	24.91	730	1,059	6,368	5,098
Magazines	-31.45	40	34	279	407
Audio/Video	12.20	851	985	5,988	5,337
ADULT CIRCULATION TOTAL:	10.55	2,926	3,639	22,284	20,157
Juvenile Circulation:					
Fiction	59.67	1,586	2,463	12,686	7,945
Non-Fiction	23.76	369	619	3,141	2,538
Magazines	1,950	27	32	164	8
Audio/Video	49.45	88	143	822	550
JUVENILE CIRCULATION TOTAL:	52.28	2,070	3,257	16,813	11,041
CIRCULATION TOTAL:	25.32	4,996	6,896	39,097	31,198
ELECTRONIC CHECKOUTS:	31.95	6455	6288	36749	27,851
HOLD REQUESTS:	-9.77	776	839	5,627	6,236
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

December 31, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	8.13	921	1230	7713	7,133
Non-Residents:					
Monterey County	25.55	3,716	5,275	28,413	22,630
Other Zip Codes	118.36	359	391	3,164	1,449
NON-RESIDENT CIRCULATION TOTAL	31.14	4,075	5,666	31,577	24,079
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	43.64	8	10	79	55
Monterey County Residents	3.13	81	83	560	543
Other Borrowers	72.69	59	61	468	271
REGISTRATION TOTAL:	27.39	148	154	1,107	869
TOTAL # OF CARDHOLDERS:	7.23	12,008	11,902	12,008	11,198

Patron Visit Count					
HML Building	25.25	4,343	5,196	35,959	28,710
Park Branch Building					
Local History	52.17	15	30	210	138
Youth Services Dept.	5.94	3,929	4,464	27,750	26,194
PATRON VISIT TOTAL:	16.13	8,287	9,690	63,919	55,042

LIBRARIAN'S MONTHLY REPORT

December 31, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	10.26	567	856	5,299	4,806
Youth Services Desk	18.86	342	380	1,910	1,607
Local History Desk	-22.61	60	40	308	398
TOTAL REFERENCE QUESTIONS:	10.37	969	1,276	7,517	6,811
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	11.47	867	656	6,413	5,753
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-31.15	7	9	42	61
Park Branch		0.00	0	0	0
Harrison - Main	-16.18	11	18	114	136
TOTALS:	-20.81	18	27	156	197
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

December 31, 2023

	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)	-4.35	3	6	22	23
TOTAL ATTENDANCE	70.02	71	144	692	407
SCHOOL AGE PROGRAMS (6-11 YRS)	-34.48	4	2	19	29
TOTAL ATTENDANCE	29.79	414	68	915	705
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	0	1	8	0
TOTAL ATTENDANCE:	#DIV/0!	0	5	35	0
ADULT PROGRAMS	150.00	2	2	10	4
TOTAL ATTENDANCE	-37.08	115	115	723	1,149
OFFSITE PROGRAMS	-40.00	0	1	3	5
TOTAL ATTENDANCE	-77.36	0	73	273	1,206
LOCAL HISTORY PROGRAMS	-100.00	0	0	0	1
TOTAL ATTENDANCE	-100.00	0	0	0	705

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
November 30, 2023

Harrison Memorial Library

Balance Sheet

Attachment 1

As of November 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	220,239.33
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	774,718.00
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	1,219,592.30
Total Bank Accounts	\$1,440,291.63
Total Current Assets	\$1,440,291.63
TOTAL ASSETS	\$1,440,291.63
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	-10,341.01
Total Equity	\$1,440,291.63
TOTAL LIABILITIES AND EQUITY	\$1,440,291.63

Table 1

Budget v Actuals FY 2023-2024					
July - November 2023					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		\$85,250.00	\$142,083.35	-\$56,833.35 Attachment 1	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$25,000.00	\$10,416.65	\$14,583.35	
23100 Interest Bradney		\$2,031.55	\$1,437.50	\$594.05	
23200 Interest - Other		\$18,385.94	\$8,104.15	\$10,254.79	
Total 23000 INTEREST INCOME		\$20,390.49	\$9,541.65	\$10,848.84	
25000 Library Operations		\$981.73	\$3,750.00	-\$2,768.27	
TOTAL INCOME		\$131,622.22	\$165,791.65	-\$34,169.43	
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance		\$1,199.57	\$3,739.55	-\$2,539.98	
Total 32000 Library Promotions		\$1,889.36	\$4,166.70	-\$2,277.34	
Total 33000 Supplies		\$3,255.81	\$4,933.30	-\$1,677.49	
Total 34000 Organizational Development		\$9,910.43	\$8,374.95	\$1,535.48	
Total 30000 ADMINISTRATION		\$16,255.17	\$21,214.50	-\$4,959.33	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$3,644.44	\$14,375.00	-\$10,730.65	
50000 IT					
Total 50000 IT		\$1,105.34	\$4,583.35	-\$3,478.01	
60000 HARD COPY MATERIAL					

Budget v Actuals FY 2023-2024					
Total 61000 ADULT COLLECTION		\$17,985.76	\$18,499.95	-\$514.19	
Total 62000 TEEN COLLECTION		\$3,146.08	\$3,541.65	-\$395.57	
Total 63000 KIDS COLLECTION		\$7,185.27	\$11,041.65	-\$3,856.38	
Total 64000 REFERENCE		\$1,890.36	\$2,062.50	Attachment 1 -\$172.14	
Total 65000 ZIP BOOKS		\$6,554.93	\$8,333.35	-\$1,778.42	
Total 60000 HARD COPY MATERIAL		\$36,762.40	\$43,479.10	-\$6,716.70	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$24,859.96	\$16,241.65	\$8,618.31	
70000 DATABASES					
Total 70000 DATABASES		\$10,120.04	\$5,585.45	\$4,534.59	
72000 eMaterial					
Total 72000 eMaterial		\$37,716.69	\$36,375.05	\$1,341.64	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$2,963.31	\$4,999.95	-\$2,036.64	
Total 82000 TEEN PROGRAMS		\$1,686.68	\$2,333.30	-\$644.62	
Total 83000 KIDS PROGRAMS		\$4,571.14	\$11,166.70	-\$6,595.56	
Total 85000 LOCAL HISTORY PROGRAMS		\$2,276.06	\$5,416.70	-\$3,140.64	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$11,499.19	\$23,916.65	-\$12,417.46	
Total Expenses		\$141,963.23	\$165,770.75	-\$23,807.52	
Net Operating Income		-\$10,341.01	\$20.90	-\$10,361.91	
Net income		-\$10,341.01	\$20.90	-\$10,361.91	

Check Detail Report
1 Nov - 30 Nov 2023

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLR	AMOUNT
Wells Fargo Checking								
	20987							
Wells Fargo Checking	20987	11/02/2023	Bill Payment (Check)	6422	ALHAMBRA	--	Reconciled	-\$173.83
Wells Fargo Checking	20987	11/02/2023	Bill Payment (Check)	6422	ALHAMBRA	--	--	-\$173.83
	20988							
Wells Fargo Checking	20988	11/02/2023	Bill Payment (Check)	6423	Amazon Capital Services, Inc.	--	Reconciled	-\$463.16
Wells Fargo Checking	20988	11/02/2023	Bill Payment (Check)	6423	Amazon Capital Services, Inc.	--	--	-\$463.16
	20989							
Wells Fargo Checking	20989	11/02/2023	Bill Payment (Check)	6424	BAKER & TAYLOR	--	Reconciled	-\$3,943.19
Wells Fargo Checking	20989	11/02/2023	Bill Payment (Check)	6424	BAKER & TAYLOR	--	--	-\$3,943.19
	20990							
Wells Fargo Checking	20990	11/02/2023	Bill Payment (Check)	6425	DAVID HOLODILOFF	--	Reconciled	-\$600.00
Wells Fargo Checking	20990	11/02/2023	Bill Payment (Check)	6425	DAVID HOLODILOFF	--	--	-\$600.00
	20991							
Wells Fargo Checking	20991	11/02/2023	Bill Payment (Check)	6426	INGRAM LIBRARY SERVICES	--	Reconciled	-\$55.67
Wells Fargo Checking	20991	11/02/2023	Bill Payment (Check)	6426	INGRAM LIBRARY SERVICES	--	--	-\$55.67
	20992							
Wells Fargo Checking	20992	11/02/2023	Bill Payment (Check)	6427	KANOPY	--	Reconciled	-\$1,969.00
Wells Fargo Checking	20992	11/02/2023	Bill Payment (Check)	6427	KANOPY	--	--	-\$1,969.00
	20994							
Wells Fargo Checking	20994	11/02/2023	Bill Payment (Check)	6428	OFFICE DEPOT	--	Reconciled	-\$77.83
Wells Fargo Checking	20994	11/02/2023	Bill Payment (Check)	6428	OFFICE DEPOT	--	--	-\$77.83
	20995							
Wells Fargo Checking	20995	11/02/2023	Bill Payment (Check)	6429	OVERDRIVE	--	Reconciled	-\$354.24
Wells Fargo Checking	20995	11/02/2023	Bill Payment (Check)	6429	OVERDRIVE	--	--	-\$354.24
	20996							
Wells Fargo Checking	20996	11/02/2023	Bill Payment (Check)	6430	RAZZOLINK	--	Reconciled	-\$19.99
Wells Fargo Checking	20996	11/02/2023	Bill Payment (Check)	6430	RAZZOLINK	--	--	-\$19.99
	20998							
Wells Fargo Checking	20998	11/02/2023	Bill Payment (Check)	6431	Midwest Tape	--	Reconciled	-\$448.08
Wells Fargo Checking	20998	11/02/2023	Bill Payment (Check)	6431	Midwest Tape	--	--	-\$448.08
	21051							
Wells Fargo Checking	21051	11/22/2023	Bill Payment (Check)	6432	Amazon Capital Services, Inc.	--	Reconciled	-\$1,300.98
Wells Fargo Checking	21051	11/22/2023	Bill Payment (Check)	6432	Amazon Capital Services, Inc.	--	--	-\$1,300.98
	21052							
Wells Fargo Checking	21052	11/22/2023	Bill Payment (Check)	6433	BAKER & TAYLOR	--	Reconciled	-\$5,173.51
Wells Fargo Checking	21052	11/22/2023	Bill Payment (Check)	6433	BAKER & TAYLOR	--	--	-\$5,173.51
	21053							
Wells Fargo Checking	21053	11/22/2023	Bill Payment (Check)	6434	Blackstone Publishing	--	Reconciled	-\$41.60
Wells Fargo Checking	21053	11/22/2023	Bill Payment (Check)	6434	Blackstone Publishing	--	--	-\$41.60
	21054							
Wells Fargo Checking	21054	11/22/2023	Bill Payment (Check)	6435	DEMCO	--	Cleared	-\$225.70
Wells Fargo Checking	21054	11/22/2023	Bill Payment (Check)	6435	DEMCO	--	--	-\$225.70
	21055							
Wells Fargo Checking	21055	11/22/2023	Bill Payment (Check)	6436	GOLDEN GATE BOOKKEEPING	--	Reconciled	-\$375.00
Wells Fargo Checking	21055	11/22/2023	Bill Payment (Check)	6436	GOLDEN GATE BOOKKEEPING	--	--	-\$375.00
	21056							
Wells Fargo Checking	21056	11/22/2023	Bill Payment (Check)	6437	HOOPLA	--	Reconciled	-\$3,990.88
Wells Fargo Checking	21056	11/22/2023	Bill Payment (Check)	6437	HOOPLA	--	--	-\$3,990.88
	21057							
Wells Fargo Checking	21057	11/22/2023	Bill Payment (Check)	6438	INGRAM LIBRARY SERVICES	--	Cleared	-\$205.41
Wells Fargo Checking	21057	11/22/2023	Bill Payment (Check)	6438	INGRAM LIBRARY SERVICES	--	--	-\$205.41
	21058							
Wells Fargo Checking	21058	11/22/2023	Bill Payment (Check)	6439	JESSICA EVE BUNN	--	Cleared	-\$100.00
Wells Fargo Checking	21058	11/22/2023	Bill Payment (Check)	6439	JESSICA EVE BUNN	--	--	-\$100.00
	21059							
Wells Fargo Checking	21059	11/22/2023	Bill Payment (Check)	6440	KAL-WEST	--	Reconciled	-\$200.00
Wells Fargo Checking	21059	11/22/2023	Bill Payment (Check)	6440	KAL-WEST	--	--	-\$200.00
	21060							
Wells Fargo Checking	21060	11/22/2023	Bill Payment (Check)	6441	Lynn Marie Zanetta	--	Cleared	-\$300.00
Wells Fargo Checking	21060	11/22/2023	Bill Payment (Check)	6441	Lynn Marie Zanetta	--	--	-\$300.00
	21061							
Wells Fargo Checking	21061	11/22/2023	Bill Payment (Check)	6442	Megan Cassamas	--	Reconciled	-\$150.00
Wells Fargo Checking	21061	11/22/2023	Bill Payment (Check)	6442	Megan Cassamas	--	--	-\$150.00
	21062							
Wells Fargo Checking	21062	11/22/2023	Bill Payment (Check)	6443	Midwest Tape	--	Reconciled	-\$662.86
Wells Fargo Checking	21062	11/22/2023	Bill Payment (Check)	6443	Midwest Tape	--	--	-\$662.86
	21063							
Wells Fargo Checking	21063	11/22/2023	Bill Payment (Check)	6444	OVERDRIVE	--	Reconciled	-\$1,548.69
Wells Fargo Checking	21063	11/22/2023	Bill Payment (Check)	6444	OVERDRIVE	--	--	-\$1,548.69
	21064							
Wells Fargo Checking	21064	11/22/2023	Bill Payment (Check)	6445	PACIFIC GROVE SELF STORAGE	--	Reconciled	-\$407.00
Wells Fargo Checking	21064	11/22/2023	Bill Payment (Check)	6445	PACIFIC GROVE SELF STORAGE	--	--	-\$407.00
	21065							
Wells Fargo Checking	21065	11/22/2023	Bill Payment (Check)	6446	PastPerfect Software Inc.	--	Cleared	-\$696.00
Wells Fargo Checking	21065	11/22/2023	Bill Payment (Check)	6446	PastPerfect Software Inc.	--	--	-\$696.00
	21066							
Wells Fargo Checking	21066	11/22/2023	Bill Payment (Check)	6447	WELLS FARGO 4798	--	Reconciled	-\$116.79
Wells Fargo Checking	21066	11/22/2023	Bill Payment (Check)	6447	WELLS FARGO 4798	--	--	-\$116.79
	21079							
Wells Fargo Checking	21079	11/30/2023	Bill Payment (Check)	6448	ALHAMBRA	--	Cleared	-\$117.89

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLR	AMOUNT
Wells Fargo Checking	21079	11/30/2023	Bill Payment (Check)	6448	ALHAMBRA	--	--	-\$117.89
	21080							
Wells Fargo Checking	21080	11/30/2023	Bill Payment (Check)	6449	Amazon Capital Services, Inc.	--	Cleared	-\$249.33
Wells Fargo Checking	21080	11/30/2023	Bill Payment (Check)	6449	Amazon Capital Services, Inc.	--	--	-\$249.33
	21081							
Wells Fargo Checking	21081	11/30/2023	Bill Payment (Check)	6450	BAKER & TAYLOR	--	Cleared	-\$2,171.44
Wells Fargo Checking	21081	11/30/2023	Bill Payment (Check)	6450	BAKER & TAYLOR	--	--	-\$2,171.44
	21082							
Wells Fargo Checking	21082	11/30/2023	Bill Payment (Check)	6451	DEMCO	--	Cleared	-\$62.17
Wells Fargo Checking	21082	11/30/2023	Bill Payment (Check)	6451	DEMCO	--	--	-\$62.17
	21083							
Wells Fargo Checking	21083	11/30/2023	Bill Payment (Check)	6452	RAZZOLINK	--	Cleared	-\$19.99
Wells Fargo Checking	21083	11/30/2023	Bill Payment (Check)	6452	RAZZOLINK	--	--	-\$19.99
	21084							
Wells Fargo Checking	21084	11/30/2023	Bill Payment (Check)	6453	VANGUARD	--	Cleared	-\$357.45
Wells Fargo Checking	21084	11/30/2023	Bill Payment (Check)	6453	VANGUARD	--	--	-\$357.45
	21085							
Wells Fargo Checking	21085	11/30/2023	Bill Payment (Check)	6454	OVERDRIVE	--	Cleared	-\$93.19
Wells Fargo Checking	21085	11/30/2023	Bill Payment (Check)	6454	OVERDRIVE	--	--	-\$93.19
	21195							
Wells Fargo Checking	21195	11/30/2023	Expense	--	STATE OF CALIFORNIA	--	Reconciled	-\$0.47
Wells Fargo Checking	21195	11/30/2023	Expense	--	STATE OF CALIFORNIA	FEDERAL TAX WITHHELD	--	\$0.47

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period
Ended December 31, 2023

Harrison Memorial Library

Balance Sheet

Attachment 3

As of December 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	280,436.61
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	774,718.00
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	1,219,592.30
Total Bank Accounts	\$1,500,488.91
Total Current Assets	\$1,500,488.91
TOTAL ASSETS	\$1,500,488.91
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	49,856.27
Total Equity	\$1,500,488.91
TOTAL LIABILITIES AND EQUITY	\$1,500,488.91

Table 1

Budget v Actuals FY 2023-2024					
July - December 2023					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		\$170,500.00	\$170,500.02	-\$0.02	
				Attachment 3	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$25,000.00	\$12,499.98	\$12,500.02	
23100 Interest Bradney		\$2,031.55	\$1,725.00	\$306.55	
23200 Interest - Other		\$18,361.01	\$9,724.98	\$8,636.03	
Total 23000 INTEREST INCOME		\$20,392.56	\$11,449.98	\$8,942.58	
25000 Library Operations		\$1,252.23	\$4,500.00	-\$3,247.77	
TOTAL INCOME		\$217,144.79	\$198,949.98	\$18,194.81	
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance		\$1,575.06	\$4,487.46	-\$2,912.40	
Total 32000 Library Promotions		\$2,209.86	\$5,000.04	-\$2,790.18	
Total 33000 Supplies		\$6,831.74	\$5,919.96	\$911.78	
Total 34000 Organizational Development		\$10,332.74	\$10,049.94	\$282.80	
Total 30000 ADMINISTRATION		\$20,949.40	\$25,457.40	-\$4,508.00	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$3,644.44	\$17,250.00	-\$13,605.56	
50000 IT					
Total 50000 IT		\$1,105.34	\$5,500.02	-\$4,394.68	
60000 HARD COPY MATERIAL					

Budget v Actuals FY 2023-2024					
Total 61000 ADULT COLLECTION		\$20,325.24	\$22,199.94	-\$1,874.70	
Total 62000 TEEN COLLECTION		\$3,203.01	\$4,249.98	-\$1,046.97	
Total 63000 KIDS COLLECTION		\$9,284.54	\$13,249.98	-\$3,965.44	
Total 64000 REFERENCE		\$2,464.42	\$2,475.00	Attachment 3 -\$10.58	
Total 65000 ZIP BOOKS		\$7,101.92	\$10,000.02	-\$2,898.10	
Total 60000 HARD COPY MATERIAL		\$42,379.13	\$52,174.92	-\$9,795.79	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$30,114.10	\$19,489.98	\$10,624.12	
70000 DATABASES					
Total 70000 DATABASES		\$10,120.04	\$6,752.54	\$3,367.50	
72000 eMaterial					
Total 72000 eMaterial		\$45,298.59	\$43,650.06	\$1,648.53	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$3,466.30	\$5,999.94	-\$2,533.64	
Total 82000 TEEN PROGRAMS		\$1,708.24	\$2,799.96	-\$1,091.72	
Total 83000 KIDS PROGRAMS		\$5,697.22	\$13,400.04	-\$7,702.82	
Total 85000 LOCAL HISTORY PROGRAMS		\$2,805.72	\$6,500.04	-\$3,694.32	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$13,677.48	\$28,699.98	-\$15,022.50	
Total Expenses		\$167,288.52	\$198,974.90	-\$31,686.38	
Net Operating Income		\$49,856.27	-\$24.92	\$49,881.19	
Net income		\$49,856.27	-\$24.92	\$49,881.19	

Check Detail Report December 2023								
ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLR	AMOUNT
Wells Fargo Checking								
	21122							
Wells Fargo Checking	21122	12/06/2023	Bill Payment (Check)	6455	Amazon Capital Services, Inc.	--	Cleared	-\$289.43
Wells Fargo Checking	21122	12/06/2023	Bill Payment (Check)	6455	Amazon Capital Services, Inc.	--	--	-\$289.43
	21123							
Wells Fargo Checking	21123	12/06/2023	Bill Payment (Check)	6456	BAKER & TAYLOR	--	Cleared	-\$1,926.00
Wells Fargo Checking	21123	12/06/2023	Bill Payment (Check)	6456	BAKER & TAYLOR	--	--	-\$1,926.00
	21124							
Wells Fargo Checking	21124	12/06/2023	Bill Payment (Check)	6457	CLAUDINE CHALMERS	--	Cleared	-\$79.00
Wells Fargo Checking	21124	12/06/2023	Bill Payment (Check)	6457	CLAUDINE CHALMERS	--	--	-\$79.00
	21125							
Wells Fargo Checking	21125	12/06/2023	Bill Payment (Check)	6458	EBSCO	--	Cleared	-\$3,630.05
Wells Fargo Checking	21125	12/06/2023	Bill Payment (Check)	6458	EBSCO	--	--	-\$3,630.05
	21126							
Wells Fargo Checking	21126	12/06/2023	Bill Payment (Check)	6459	INGRAM LIBRARY SERVICES	--	Cleared	-\$87.19
Wells Fargo Checking	21126	12/06/2023	Bill Payment (Check)	6459	INGRAM LIBRARY SERVICES	--	--	-\$87.19
	21127							
Wells Fargo Checking	21127	12/06/2023	Bill Payment (Check)	6460	KAL-WEST	--	Cleared	-\$200.00
Wells Fargo Checking	21127	12/06/2023	Bill Payment (Check)	6460	KAL-WEST	--	--	-\$200.00
	21128							
Wells Fargo Checking	21128	12/06/2023	Bill Payment (Check)	6461	KANOPY	--	Cleared	-\$1,772.00
Wells Fargo Checking	21128	12/06/2023	Bill Payment (Check)	6461	KANOPY	--	--	-\$1,772.00
	21129							
Wells Fargo Checking	21129	12/06/2023	Bill Payment (Check)	6462	Midwest Tape	--	Cleared	-\$274.12
Wells Fargo Checking	21129	12/06/2023	Bill Payment (Check)	6462	Midwest Tape	--	--	-\$274.12
	21130							
Wells Fargo Checking	21130	12/06/2023	Bill Payment (Check)	6463	MONTEREY PENINSULA CYPRESSAIRES	--	Cleared	-\$300.00
Wells Fargo Checking	21130	12/06/2023	Bill Payment (Check)	6463	MONTEREY PENINSULA CYPRESSAIRES	--	--	-\$300.00
	21131							
Wells Fargo Checking	21131	12/06/2023	Bill Payment (Check)	6464	OFFICE DEPOT	--	Cleared	-\$127.60
Wells Fargo Checking	21131	12/06/2023	Bill Payment (Check)	6464	OFFICE DEPOT	--	--	-\$127.60
	21132							
Wells Fargo Checking	21132	12/06/2023	Bill Payment (Check)	6465	OVERDRIVE	--	Cleared	-\$685.17
Wells Fargo Checking	21132	12/06/2023	Bill Payment (Check)	6465	OVERDRIVE	--	--	-\$685.17
	21133							
Wells Fargo Checking	21133	12/06/2023	Bill Payment (Check)	6466	Attachment 4 Swank Motion Pictures, Inc.	--	Cleared	-\$640.00
Wells Fargo Checking	21133	12/06/2023	Bill Payment (Check)	6466	Swank Motion Pictures, Inc.	--	--	-\$640.00
	21158							
Wells Fargo Checking	21158	12/14/2023	Bill Payment (Check)	6467	Amazon Capital Services, Inc.	--	Cleared	-\$836.03
Wells Fargo Checking	21158	12/14/2023	Bill Payment (Check)	6467	Amazon Capital Services, Inc.	--	--	-\$836.03
	21159							
Wells Fargo Checking	21159	12/14/2023	Bill Payment (Check)	6468	BAKER & TAYLOR	--	Cleared	-\$988.57
Wells Fargo Checking	21159	12/14/2023	Bill Payment (Check)	6468	BAKER & TAYLOR	--	--	-\$988.57
	21160							
Wells Fargo Checking	21160	12/14/2023	Bill Payment (Check)	6469	Blackstone Publishing	--	Cleared	-\$41.60
Wells Fargo Checking	21160	12/14/2023	Bill Payment (Check)	6469	Blackstone Publishing	--	--	-\$41.60
	21161							
Wells Fargo Checking	21161	12/14/2023	Bill Payment (Check)	6470	GOLDEN GATE BOOKKEEPING	--	Cleared	-\$375.00
Wells Fargo Checking	21161	12/14/2023	Bill Payment (Check)	6470	GOLDEN GATE BOOKKEEPING	--	--	-\$375.00
	21162							
Wells Fargo Checking	21162	12/14/2023	Bill Payment (Check)	6471	HOOPLA	--	Cleared	-\$4,028.03
Wells Fargo Checking	21162	12/14/2023	Bill Payment (Check)	6471	HOOPLA	--	--	-\$4,028.03
	21163							
Wells Fargo Checking	21163	12/14/2023	Bill Payment (Check)	6472	Midwest Tape	--	Cleared	-\$347.30
Wells Fargo Checking	21163	12/14/2023	Bill Payment (Check)	6472	Midwest Tape	--	--	-\$347.30
	21164							
Wells Fargo Checking	21164	12/14/2023	Bill Payment (Check)	6473	OVERDRIVE	--	Cleared	-\$415.21
Wells Fargo Checking	21164	12/14/2023	Bill Payment (Check)	6473	OVERDRIVE	--	--	-\$415.21
	21165							
Wells Fargo Checking	21165	12/14/2023	Bill Payment (Check)	6474	PACIFIC GROVE SELF STORAGE	--	Cleared	-\$407.00
Wells Fargo Checking	21165	12/14/2023	Bill Payment (Check)	6474	PACIFIC GROVE SELF STORAGE	--	--	-\$407.00
	21166							
Wells Fargo Checking	21166	12/14/2023	Bill Payment (Check)	6475	PACIFIC LIBRARY PARTNERSHIP	--	Cleared	-\$498.00
Wells Fargo Checking	21166	12/14/2023	Bill Payment (Check)	6475	PACIFIC LIBRARY PARTNERSHIP	--	--	-\$498.00
	21167							
Wells Fargo Checking	21167	12/14/2023	Bill Payment (Check)	6476	WELLS FARGO 4798	--	Cleared	-\$2,161.08
Wells Fargo Checking	21167	12/14/2023	Bill Payment (Check)	6476	WELLS FARGO 4798	--	--	-\$2,161.08
	21186							
Wells Fargo Checking	21186	12/20/2023	Bill Payment (Check)	6477	Amazon Capital Services, Inc.	--	Cleared	-\$2,071.06
Wells Fargo Checking	21186	12/20/2023	Bill Payment (Check)	6477	Amazon Capital Services, Inc.	--	--	-\$2,071.06
	21187							
Wells Fargo Checking	21187	12/20/2023	Bill Payment (Check)	6478	BAKER & TAYLOR	--	Cleared	-\$1,508.04
Wells Fargo Checking	21187	12/20/2023	Bill Payment (Check)	6478	BAKER & TAYLOR	--	--	-\$1,508.04
	21188							
Wells Fargo Checking	21188	12/20/2023	Bill Payment (Check)	6479	City of Carmel-by-the-Sea	--	Cleared	-\$199.56
Wells Fargo Checking	21188	12/20/2023	Bill Payment (Check)	6479	City of Carmel-by-the-Sea	--	--	-\$199.56
	21189							
Wells Fargo Checking	21189	12/20/2023	Bill Payment (Check)	6480	COPIES BY THE SEA	--	Cleared	-\$390.68

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLR	AMOUNT
Wells Fargo Checking	21189	12/20/2023	Bill Payment (Check)	6480	COPIES BY THE SEA	--	--	-\$390.68
	21190							
Wells Fargo Checking	21190	12/20/2023	Bill Payment (Check)	6481	OVERDRIVE	--	Cleared	-\$183.49
Wells Fargo Checking	21190	12/20/2023	Bill Payment (Check)	6481	OVERDRIVE	--	--	-\$183.49
	21191							
Wells Fargo Checking	21191	12/20/2023	Bill Payment (Check)	6482	PLAYAWAY PRODUCTS LLC	--	Cleared	-\$929.55
Wells Fargo Checking	21191	12/20/2023	Bill Payment (Check)	6482	PLAYAWAY PRODUCTS LLC	--	--	-\$929.55
	21193							
Wells Fargo Checking	21193	12/20/2023	Bill Payment (Check)	6483	GAYLORD	--	Cleared	-\$149.22
Wells Fargo Checking	21193	12/20/2023	Bill Payment (Check)	6483	GAYLORD	--	--	-\$149.22
	21279							
Wells Fargo Checking	21279	12/31/2023	Expense	--	STATE OF CALIFORNIA	--	Cleared	-\$0.49
Wells Fargo Checking	21279	12/31/2023	Expense	--	STATE OF CALIFORNIA	FEDERAL TAX WITHHELD	--	\$0.49



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

January 24, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of a resolution authorizing the investment of monies in the Local Agency Investment Fund.

RECOMMENDATION:

Adopt the resolution authorizing the investment of monies in the Local Agency Investment Fund.

BACKGROUND/SUMMARY:

The Harrison Memorial Library Board of Trustees' reserve funds are invested in the Local Agency Investment Fund, or, LAIF (see Attachment 1).

LAIF is, a voluntary program created by statute Section 16429.1 et. seq. of the California Government Code, that began in 1977 as an investment alternative for California's local governments and special districts. The LAIF is part of the Pooled Money Investment Account (PMIA), which began in 1955 and is overseen by the Pooled Money Investment Board (PMIB), and an Investment Committee under the State Treasurer's Office. The Local Investment Advisory Board (LIAB) provides oversight of LAIF, and is comprised of five members as designated by statute, who are appointed by the State Treasurer and possess experience in investment or finance, who are treasurers, or are finance or fiscal officers or business managers employed by a local government agency.

LAIF funds are protected from transfer or seizure by the State during times of economic difficulty and in 2002 the State provided local government agencies with the right to withdraw funds regardless of whether the State has adopted a new budget by July 1 of each fiscal year.

The LAIF account first appears in the Library's financial statements in 1992. Prior to the transfer of the reserves to LAIF, the Board of Trustees conducted and managed the investment of its reserves.

LAIF requires a resolution to designate the persons who are authorized to order the deposit and withdrawal of monies; thus the Board updates its LAIF resolution every year when a new treasurer is elected.

Adoption of the resolution does not affect current operations regarding investment activities. The resolution is only to update the names of the persons authorized to transfer monies between the Wells Fargo checking account and the Local Agency Investment Fund.

FISCAL IMPACT:

N/A

ATTACHMENTS:

LAIF Resolution 2024

LAIF Program Description

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

Attachment 1

AGENCY

ADDRESS: P.O. BOX 800, CARMEL-BY-THE-SEA, CA 93921

AGENCY

PHONE NUMBER: (831) 624-1366

A RESOLUTION OF THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES AUTHORIZING THE INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND.

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Harrison Memorial Library Board of Trustees hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Harrison Memorial Library Board of Trustees;

NOW THEREFORE, BE IT RESOLVED THAT THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES DOES HEREBY:

Authorize the deposit and withdrawal of Harrison Memorial Library Board of Trustees monies in the Local Agency Investment Fund in the State Treasury in accordance with the Government Code section 16429.1 et. seq. for the purposes of investment as provided therein.

BE IT FURTHER RESOLVED, AS FOLLOWS:

Section 1. The following Harrison Memorial Library Board of Trustees holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

John Krisher
President

Mary Jo Williams
Treasurer

Ashlee Wright
Library Director

Katie O'Connell
Librarian II

Section 2. This resolution shall remain in full force and effect until rescinded by Harrison memorial Library Board of Trustees by resolution and a cop of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED BY THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES OF THE CITY OF CARMEL-BY-THE-SEA, MONTEREY COUNTY ON this 24TH day of JANUARY 2024.

ATTEST:

Leslie Fenton
Executive Assistant



California State Treasurer
Fiona Ma, CPA



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LOCAL AGENCY INVESTMENT FUND

Program Description

The Local Agency Investment Fund (LAIF), a voluntary program created by statute, began in 1977 as an investment alternative for California's local governments and special districts and it continues today under Treasurer Fiona Ma's administration. The enabling legislation for the LAIF is Section 16429.1 et seq. of the California Government Code.

This program offers local agencies the opportunity to participate in a major portfolio, which invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office professional investment staff at no additional cost to the taxpayer.

The LAIF is part of the Pooled Money Investment Account (PMIA). The PMIA began in 1955 and oversight is provided by the Pooled Money Investment Board (PMIB) and an in-house Investment Committee. The PMIB members are the State Treasurer, Director of Finance, and State Controller.

The Local Investment Advisory Board (LIAB) provides oversight for LAIF. The Board consists of five members as designated by statute. The State Treasurer, as Chair, or her designated representative, appoints two members qualified by training and experience in the field of investment or finance, and two members who are treasurers, finance or fiscal officers or business managers employed by any county, city or local district or municipal corporation of this state. The term of each appointment is two years or at the pleasure of the Treasurer.

All securities are purchased under the authority of Government Code Section 16430 and 16480.4. The State Treasurer's Office takes delivery of all securities purchased on a delivery versus payment basis using a third party custodian. All investments are purchased at market and a market valuation is conducted monthly.

Additionally, the PMIA has Policies, Goals and Objectives for the portfolio to make certain that our goals of Safety, Liquidity and Yield are not jeopardized and that prudent management prevails. These policies are formulated by Investment Division staff and reviewed by both the PMIB and the LIAB on an annual basis.

The State Treasurer's Office is audited by the Bureau of State Audits on an annual basis and the resulting opinion is posted to the State Treasurer's Office website following its publication. The Bureau of State Audits also has a continuing audit process throughout the year. All investments and LAIF claims are audited on a daily basis by the State Controller's Office as well as an internal audit process.

Under Federal Law, the State of California cannot declare bankruptcy, thereby allowing the Government Code Section 16429.3 to stand. This Section states that "moneys placed with the Treasurer for deposit in the LAIF by cities, counties, special districts, nonprofit corporations, or qualified quasi-governmental agencies shall not be subject to either of the following: (a) transfer or loan pursuant to Sections 16310, 16312, or 16313, or (b) impoundment or seizure by any state official or state agency."

During the 2002 legislative session, California Government Code Section 16429.4 was added to the LAIF's enabling legislation. This Section states that "the right of a city, county, city and county, special district, nonprofit corporation, or qualified quasi-governmental agency to withdraw its deposited moneys from the LAIF, upon demand, may not be altered, impaired, or denied in any way, by any state official or state agency based upon the state's failure to adopt a State Budget by July 1 of each new fiscal year."

The LAIF has grown from 293 participants and \$468 million in 1977 to 2,352 participants and \$20.8 billion at the end of November 2023.

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

January 24, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: 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. President Krisher, alongside the Library Director, has been attending a handful of meetings with the Carmel Public Library Foundation (CPLF) regarding the historic Harrison Memorial Library building which will be the first of the two library buildings to potentially be renovated. Trustee Pardue will also begin attending these meetings.

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. The Ad Hoc Committee looks forward to continued productive discussion about this project with the CPLF.

FISCAL IMPACT:

N/A

ATTACHMENTS:



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

January 24, 2024
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Receive the mid-year budget report for FY 2023-2024 and approve the reallocation of funds to Technical Services (66000) from Administration (30000), \$4,300 and IT (50000) \$6,500 for a total of \$10,800 to increase the Technical Services budget from \$38,980 to \$49,780.

RECOMMENDATION:

1. Receive the mid-year budget report for FY 2023-2024
2. Approve reallocating funds to Technical Services (66000) from Administration (30000), \$4,300 and IT (50000) \$6,500 for a total of \$10,800 to increase the Technical Services budget from \$38,980 to \$49,780.

BACKGROUND/SUMMARY:

During the course of the fiscal year, information regarding revenue and expenditure patterns becomes available, and the budget may need to be adjusted accordingly. This staff report includes an overview of the current revenues and expenditures as of January 15, 2024. This snapshot in time represents about 50% of the fiscal year expended.

Overall departmental expenditures total 49% budget and are on par with, to just slightly under, projected spending with 50% of the fiscal year expended. Departmental expenditures vary in terms of expended funds - usually due to either annual billing as opposed to monthly or one time purchases such as furniture that have not yet been made. Revenues are slightly higher than projected at 54% due to interest rates remaining high.

FISCAL IMPACT:

Revenue

There have been no changes to the quarterly disbursements from the Carmel Public Library Foundation, so that remains on track. The Friends of the Library presented the Library with their annual donation from proceeds from the annual book sale. This was their last large scale book sale and the Friends have instead pivoted to ongoing book sales in the book room, Park Branch Lobby, and Farmers Market. The change in how the FOL operates did not impact this fiscal year's budget, but may have a slight impact on the FY

2024-2025 budget.

Local Agency Investment Fund (LAIF) interest rates remain high and have continued to increase. As of December 2023, they were at 4%, the highest since the mid-2000s recession. Staff estimated that interest income would be \$22,900 for the entire fiscal year, however at only halfway through the fiscal year interest income is already 89% of that at \$20,392. With interest rates remaining high, it is likely that the Library will see an additional \$10-15,000 in revenue from interest income.

Income from Library Operations is only at 14% of what was anticipated for this fiscal year. This is due to fewer donations, and reduced income from printing as the public computers have been in and out of order. However, staff anticipates a disbursement check from the Pacific Library Partnership (PLP) this spring for cooperative purchasing in the amount of \$4,492 which will offset 48% of the anticipated income shortfall.

Expenditures

Administration

Overall Administration is on track with expenditures at 50% of the overall budget. Within that spending area staff recommends a few adjustments. Library Promotions is under budget, due to underspending for print advertising, and staff proposes reallocating some of these funds. Organizational Development is also under budget - however these funds will be expended later this spring with travel to conferences and training, thus no changes are proposed. The Supplies budget is at 84%, but the transfer from reserves for emergency supplies approved at the December 6, 2023 Trustees meeting is not yet reflected in the budget.

Equipment

The equipment budget is only at 14% of spending thus far, which will be remedied this winter with one time purchases for ergonomic desks for staff, tablets and stands for catalog stations at the Main public computers, and additional IT equipment for staff in Technical Services.

IT

The IT budget is also at 14% of spending for this year. Due to vacancies in the IT Department, movement on the Library's new public computer print management project has been slow. Staff budgeted funds for additional contract help to complete this project, however, the IT vacancy was filled and those funds are no longer necessary at this point. Staff recommends reallocating these funds.

Hard Copy Materials

Spending for hard copy materials is just under the 50% mark at 48% for the year. At the current rates for ordering there are some areas in the Adult Collection that we are predicting to underspend and areas in the Teen and Kids Collection that are on-track to go over budget. These simply need to be rebalanced at the line item level. There is the potential to still be under budget overall by an estimated \$10,000- which will offset other areas like Technical Services and eMaterials that are projected to go over budget.

Technical Services

Technical Services is at 83% of spending for the fiscal year and will likely go over budget. This is due to the annual hard copy magazine subscription coming in higher than anticipated and replacement of grubby or damaged books that occurred as part of the mystery collection shift, which has been completed. In addition, staff have engaged a few new vendors for DVD and audio books, in particular, who process these items so

they are shelf reading when they arrive, saving staff time, but resulting in increased processing costs. Staff recommends reallocating funds from Administration (30000), \$4,300 and IT \$6,500 (50000) for a total of \$10,800 to increase the budget to \$49,780.

Databases

Databases are all billed on an annual basis either at the beginning of the fiscal year or towards the end of the fiscal year. With the exception of two of the spring bills, all database subscriptions have been received and paid.

eMaterials

eMaterial spending is at 60% of the budgeted funds for the fiscal year and at the current rate of spending is set to go over budget by potentially \$20,000.

Programs

Programs are at 27% of spending for the year. This is in part because 20% of the budget is allocated to Summer Reading, for which planning doesn't happen until later in the spring. In addition there is the Kids Author program scheduled for March and some invoices that have not come in yet for the Oral History program. No changes are recommended to the programs budget with the exception of shifting some funds within the Teen program budget to increase funds for supplies and reduce funds for performers as Teen programs are typically not performer based as with Kids and Adults.

Adjustments

Staff recommends reallocating funds from Administration (30000), \$4,300 and IT \$6,500 (50000) for a total of \$10,800 to increase the Technical Services (66000) budget to \$49,780.

ATTACHMENTS:

Attachment 1 - FY 2023-2024 YTD

Harrison Memorial Library

Attachment 1

Budget vs. Actuals: FY2023-2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
20000 Revenue				
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)				
21100 CPLF - Operating Expenses	170,500.00	341,000.00	-170,500.00	50.00 %
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	170,500.00	341,000.00	-170,500.00	50.00 %
23000 INTEREST INCOME				
23100 Interest - Bradney	2,031.55	3,450.00	-1,418.45	58.89 %
23200 Interest - Other	18,361.01	19,450.00	-1,088.99	94.40 %
Total 23000 INTEREST INCOME	20,392.56	22,900.00	-2,507.44	89.05 %
24000 Friends of HML	25,000.00	25,000.00	0.00	100.00 %
25000 Library Operations	1,252.23	9,000.00	-7,747.77	13.91 %
28000 Uncategorized Revenue		0.00	0.00	
Total 20000 Revenue	217,144.79	397,900.00	-180,755.21	54.57 %
Sales	100.00		100.00	
Total Income	\$217,244.79	\$397,900.00	\$ -180,655.21	54.60 %
GROSS PROFIT	\$217,244.79	\$397,900.00	\$ -180,655.21	54.60 %
Expenses				
30000 ADMINISTRATION				
31000 Finance				
31100 Bookkeeping	1,875.00	4,875.00	-3,000.00	38.46 %
31200 Audit Services		4,000.00	-4,000.00	
31600 Bank Charges/Returned Checks	75.06	100.00	-24.94	75.06 %
Total 31000 Finance	1,950.06	8,975.00	-7,024.94	21.73 %
32000 Library Promotions				
32200 Canva, Constant Contact	1,409.95	2,000.00	-590.05	70.50 %
32300 Print Advertising	850.00	6,000.00	-5,150.00	14.17 %
32400 Printing / Copy Services	944.91	2,000.00	-1,055.09	47.25 %
Total 32000 Library Promotions	3,204.86	10,000.00	-6,795.14	32.05 %
33000 Supplies				
33100 Library Cards	357.45	1,000.00	-642.55	35.75 %
33200 Postage	167.48	340.00	-172.52	49.26 %
33300 Office Supplies - General	2,902.73	6,000.00	-3,097.27	48.38 %
33400 Misc Supplies	1,329.00	2,000.00	-671.00	66.45 %
33500 Emergency Supplies	4,416.28	1,000.00	3,416.28	441.63 %
33600 Alhambra	784.23	1,500.00	-715.77	52.28 %
Total 33000 Supplies	9,957.17	11,840.00	-1,882.83	84.10 %
34000 Organizational Development				
34100 Staff Training/Conferences	1,524.74	8,500.00	-6,975.26	17.94 %
34200 Mileage		300.00	-300.00	
34300 Memberships	200.00	1,600.00	-1,400.00	12.50 %
34400 MOBAC/PLP Membership	8,641.00	8,700.00	-59.00	99.32 %
34500 Volunteer / Donor Acknowledgement	125.00	1,000.00	-875.00	12.50 %

Harrison Memorial Library

Attachment 1

Budget vs. Actuals: FY2023-2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 34000 Organizational Development	10,490.74	20,100.00	-9,609.26	52.19 %
Total 30000 ADMINISTRATION	25,602.83	50,915.00	-25,312.17	50.29 %
40000 EQUIPMENT				
41000 Furniture	751.96	7,500.00	-6,748.04	10.03 %
42000 Signage	931.73	1,000.00	-68.27	93.17 %
44000 Public Computers		6,000.00	-6,000.00	
45000 Staff Computers		2,000.00	-2,000.00	
46000 Equipment	2,471.24	4,500.00	-2,028.76	54.92 %
47000 Maintenance Contracts (self-check machines, copier)	770.00	13,500.00	-12,730.00	5.70 %
Total 40000 EQUIPMENT	4,924.93	34,500.00	-29,575.07	14.28 %
50000 IT				
51000 Website hosting (Razzolink)	104.94	200.00	-95.06	52.47 %
53000 Security (Lastpass)	36.39	1,000.00	-963.61	3.64 %
54000 Software (Adobe, Office, etc.)	1,214.40	2,300.00	-1,085.60	52.80 %
55000 Internet/Telephone	288.00	1,000.00	-712.00	28.80 %
56000 Technical Support		6,500.00	-6,500.00	
Total 50000 IT	1,643.73	11,000.00	-9,356.27	14.94 %
60000 HARD COPY MATERIAL				
61000 ADULT COLLECTION				
61100 Audio	2,123.31	5,500.00	-3,376.69	38.61 %
61200 DVD	1,847.23	5,500.00	-3,652.77	33.59 %
61300 Fiction	6,566.00	13,000.00	-6,434.00	50.51 %
61400 Non-fiction	6,349.25	10,000.00	-3,650.75	63.49 %
61500 Large Print	1,634.02	4,500.00	-2,865.98	36.31 %
61600 Graphic Novels	46.68	1,700.00	-1,653.32	2.75 %
61700 Newspapers	3,213.97	3,200.00	13.97	100.44 %
61800 Book Club	306.93	1,000.00	-693.07	30.69 %
Total 61000 ADULT COLLECTION	22,087.39	44,400.00	-22,312.61	49.75 %
62000 TEEN COLLECTION				
62100 Fiction	1,171.56	2,500.00	-1,328.44	46.86 %
62200 Non-fiction	441.69	3,000.00	-2,558.31	14.72 %
62300 Graphic Novels	2,725.73	3,000.00	-274.27	90.86 %
Total 62000 TEEN COLLECTION	4,338.98	8,500.00	-4,161.02	51.05 %
63000 KID'S COLLECTION				
63100 Audio		0.00	0.00	
63200 DVD	625.80	1,000.00	-374.20	62.58 %
63300 Fiction	7,069.27	13,000.00	-5,930.73	54.38 %
63400 Non-fiction	3,766.81	10,500.00	-6,733.19	35.87 %
63500 Graphic Novels	1,578.07	2,000.00	-421.93	78.90 %
63600 Magazines		0.00	0.00	
Total 63000 KID'S COLLECTION	13,039.95	26,500.00	-13,460.05	49.21 %
64000 REFERENCE				

Harrison Memorial Library

Attachment 1

Budget vs. Actuals: FY2023-2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
64100 Reference		250.00	-250.00	
64200 Continuations - General	849.79	2,000.00	-1,150.21	42.49 %
64300 Continuations - Travel	1,799.47	2,500.00	-700.53	71.98 %
64400 Professional Collection	31.80	200.00	-168.20	15.90 %
Total 64000 REFERENCE	2,681.06	4,950.00	-2,268.94	54.16 %
65000 PURCHASE SUGGESTIONS/ZIP BOOKS				
65100 Purchase Suggestions/Zip Books	8,015.58	20,000.00	-11,984.42	40.08 %
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	8,015.58	20,000.00	-11,984.42	40.08 %
Total 60000 HARD COPY MATERIAL	50,162.96	104,350.00	-54,187.04	48.07 %
66000 TECHNICAL SERVICES				
66100 OCLC Cataloging	8,876.86	13,000.00	-4,123.14	68.28 %
66200 Materials Processing	14,128.82	15,000.00	-871.18	94.19 %
66300 Replacements	4,720.27	5,000.00	-279.73	94.41 %
66400 Amazon Prime Membership		180.00	-180.00	
66500 Book Delivery	1,200.00	3,000.00	-1,800.00	40.00 %
66600 Magazines (EBSCO)	3,630.05	2,800.00	830.05	129.64 %
Total 66000 TECHNICAL SERVICES	32,556.00	38,980.00	-6,424.00	83.52 %
70000 DATABASES				
71200 Ancestry		1,550.00	-1,550.00	
71300 AtoZ	556.00	600.00	-44.00	92.67 %
71400 Book Browse	225.75	230.00	-4.25	98.15 %
71500 EBSCO Databases (Califa)	4,665.90	5,000.00	-334.10	93.32 %
71800 Gale Virtual Red Hosting Fees	50.00	50.00	0.00	100.00 %
71900 Mango Languages	2,189.64	2,200.00	-10.36	99.53 %
71910 Newsbank	1,337.00	1,000.00	337.00	133.70 %
71920 FIMo (Sanborn replacement)	335.00	335.00	0.00	100.00 %
71930 Beanstack	760.75	770.00	-9.25	98.80 %
71940 Value Line		1,720.00	-1,720.00	
Total 70000 DATABASES	10,120.04	13,455.00	-3,334.96	75.21 %
72000 eMaterial				
72100 Overdrive (subscription)	2,508.97	2,600.00	-91.03	96.50 %
72200 EBooks	14,545.29	25,200.00	-10,654.71	57.72 %
72300 Kanopy	11,044.00	17,000.00	-5,956.00	64.96 %
72400 Hoopla	24,741.92	37,400.00	-12,658.08	66.15 %
72500 Flipster (EBSCO-emagazines)	498.00	3,800.00	-3,302.00	13.11 %
72600 ComicsPlus		1,300.00	-1,300.00	
Total 72000 eMaterial	53,338.18	87,300.00	-33,961.82	61.10 %
80000 PROGRAMS				
81000 ADULT PROGRAMS		0.00	0.00	
81100 Programs (performers)	3,700.00	7,000.00	-3,300.00	52.86 %
81200 Supplies	681.92	2,500.00	-1,818.08	27.28 %
81300 Summer Reading		2,500.00	-2,500.00	

Harrison Memorial Library

Attachment 1

Budget vs. Actuals: FY2023-2024 - FY24 P&L

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 81000 ADULT PROGRAMS	4,381.92	12,000.00	-7,618.08	36.52 %
82000 TEEN PROGRAMS				
82100 Programs (performers)		3,600.00	-3,600.00	
82200 Supplies	1,681.56	1,000.00	681.56	168.16 %
82300 Summer Reading	68.74	1,000.00	-931.26	6.87 %
Total 82000 TEEN PROGRAMS	1,750.30	5,600.00	-3,849.70	31.26 %
83000 KIDS PROGRAMS				
83100 Programs (performers)	2,508.59	7,500.00	-4,991.41	33.45 %
83200 Supplies	2,292.41	3,000.00	-707.59	76.41 %
83300 Author Visit		7,400.00	-7,400.00	
83400 Summer Reading	1,495.00	8,900.00	-7,405.00	16.80 %
Total 83000 KIDS PROGRAMS	6,296.00	26,800.00	-20,504.00	23.49 %
85000 LOCAL HISTORY PROGRAMS				
85100 Local History Supplies	469.72	500.00	-30.28	93.94 %
85200 Oral History Program		8,000.00	-8,000.00	
85400 Archival Storage Off-site	2,743.00	4,000.00	-1,257.00	68.58 %
85500 Other	240.00	500.00	-260.00	48.00 %
Total 85000 LOCAL HISTORY PROGRAMS	3,452.72	13,000.00	-9,547.28	26.56 %
86000 SUMMER READING PROGRAM				
86200 Other		0.00	0.00	
Total 86000 SUMMER READING PROGRAM		0.00	0.00	
Total 80000 PROGRAMS	15,880.94	57,400.00	-41,519.06	27.67 %
Total Expenses	\$194,229.61	\$397,900.00	\$ -203,670.39	48.81 %
NET OPERATING INCOME	\$23,015.18	\$0.00	\$23,015.18	0.00%
NET INCOME	\$23,015.18	\$0.00	\$23,015.18	0.00%



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

January 24, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Draft Letter to Council re: Library Staffing

RECOMMENDATION:

Receive the draft letter to City Council regarding Library staffing, provide staff with comments, and further direction for transmittal.

BACKGROUND/SUMMARY:

At its last meeting the Trustees directed staff to draft a letter to the City Council regarding Library staffing levels for review and wordsmithing. This is attached for the boards review and comments.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment 1: Draft Letter
Attachment 2 - City Budget Calendar



Memorandum

To: City of Carmel-by-the-Sea City Council

From: Harrison Memorial Library Board of Trustees

Cc: Chip Rerig, City Administrator
Nova Romero, City Clerk

Subject: FY 2024-2025 Library Staffing to restore Saturday hours

Date: January 24, 2024

In 2020 at the height of the pandemic there were significant cuts across City departments to services and staff. As the City has rebounded, these have slowly been restored to pre-pandemic levels. However, the Library has not been restored to pre-pandemic staffing levels, which has impacted the Library's ability to restore hours on Saturdays - a particular point of pain for the community. Saturday hours are important to helping provide equitable access to library services and programs for those who work during the week.

The Library is currently open Monday through Friday 10:00 a.m. to 6:00 p.m. at both the Harrison and Park Branch locations. The Board of Trustees is recommending that the Council consider increasing the total number of Full-Time Equivalents (FTEs) from the 12.5 approved in the FY 2023-2024 budget to 14 FTEs for FY 2024-2025 - an increase of 1.5 FTEs.

The proposed 1.5 FTE increase would be in hourly part-time staff. The Library has always used hourly part-time staff who provide flexibility with scheduling and keep costs down for the City since the positions are unbenefited.

Position	Adopted FY 2019-2020	Adopted FY 2023-2024	Proposed FY 2024-2025	Change
Circulation Supervisor*	1.00	1.00*	0.00	-1.00
Director of Library and Community Services	1.00	1.00	1.00	0.00
Hourly Librarian I	1.10 (FTEs)	1.00 (FTEs)	1.50 (FTEs)	0.50
Librarian I (full-time)	1.00	1.00	1.00	0.00
Librarian II (full-time)	2.00	2.00	2.00	0.00
Librarian II (Local History) (full-time)	1.00	1.00	1.00	0.00
Library Assistant (full-time)	3.00	3.00	4.00	1.00
Hourly Library Assistant	3.38 (FTEs)	2.00 (FTEs)	3.00 (FTEs)	1.00
Executive Assistant	0.50	0.50	0.50	0.00
Library Total	13.98	12.50	14.00	1.50

Library staffing budget for FY 2023-2024 is \$1,283,876 (\$595,912.44 spent thus far). The additional positions would mean an increase of \$XXX,XXX to the Library's staffing budget for a total of \$X,XXX,XXX for FY 2024-2025.

The Memorandum of Agreement between the Harrison Memorial Library Board of Trustees and City stipulates that the City will fund the Library staff and the basic maintenance of both buildings. This agreement is due for review by both entities. LIUNA and the City are currently reviewing Library job descriptions to ensure staffing/distribution of responsibilities meets current and future library needs.

EXHIBIT A

Activity	Date*
Adoption of FY 24-25 Budget Schedule	Special Council Meeting January 8, 2024
Development: FY 24-25 Operating Budget / Five-Year Capital Improvement Plan (CIP) & Five-Year Financial Forecast	January - March 2024
Five-Year CIP and Financial Forecast Workshop	Special Council Meeting Week of March 11, 2024
Council consideration of funding projects as part of the FY 24-25 Capital Improvement Plan (CIP)	Council Meeting April 2, 2024
Submittal of FY 24-25 Proposed Budget to Council	Council Meeting May 7, 2024
FY 24-25 Proposed Budget Workshop	Special Council Meeting Week of May 21, 2024
Adoption of FY 24-25 Budget and GANN Limit	Council Meeting June 4, 2024
Adoption of FY 24-25 Budget and GANN Limit <i>as Needed</i>	Special Council Meetings June 17, 2024 June 24, 2024
FY 24-25 Begins	July 1, 2024

*Dates are tentative and subject to change