



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

Trustees Tara Twomey, Niels Reimers, Tim Blomgren,
Bill Godwin, Phil Pardue

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

REGULAR MEETING Wednesday, June 26, 2019

9:00 AM

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS

A.

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 Trustees. Matters not appearing on Trustees' agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names in order they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

- A. Announcements from Staff.
- B. Announcements from Trustees
- C. Announcements from the Ad Hoc Committee for the Evans Trust Funds

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 regarding recent activities.
2. Approval of the Minutes for the May 22, 2019 regular meeting.
3. Receive the Librarian's Report for May 2019.
4. Receive the Fiscal Year 2017-18 audit report and a presentation from auditor Sheldon Chavan, C.P.A., of Chavan & Associates, LLP.
5. Consideration of the elimination of scanning fees in the Henry Meade Williams Local

History Department.

6. Accept the 4th quarter distribution from the Carmel Public Library Foundation in the amount of \$72,775.
7. Accept a disbursement of grant funds in the amount of \$6,000 from California State Library and the NorthNet Library System for the Zip Books Program.
8. Review and adopt the proposed Fiscal Year 2019-2020 library budget.
9. Treasurer's Report and Check Registers for February, March, April, and May 2019.
10. Receive an update on the Library's Community Conversation initiative.

FUTURE AGENDA ITEMS

11. Garden Club Garden Party
12. Library Strategic Plan Update
13. City Art Update

ADJOURNMENT

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7th Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on in accordance with the applicable legal requirements.

Ashlee Wright, Library and Community Activities Director

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Community Activities and Cultural Commission members regarding any item on this agenda, received after the posting of the agenda will be available for public review 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 831-620-2007 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).

CHALLENGING DECISIONS OF CITY ENTITIES The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of Carmel-by-the-Sea is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th

day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Carmel-by-the-Sea, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

REGULAR MEETING
Wednesday, May 22, 2019

9:00 AM

CALL TO ORDER AND ROLL CALL

The regular meeting of the Harrison Memorial Library Board of Trustees was held on the above date at 9:00 a.m. Board President BLOMGREN called the meeting to order.

PRESENT: BLOMGREN, GODWIN, REIMERS, TWOMEY
ABSENT: PARDUE
STAFF PRESENT: ASHLEE WRIGHT, LIBRARY DIRECTOR
AMY RECTOR, CIRCULATION SUPERVISOR

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from Trustees

Board President BLOMGREN instructed staff to push item #5 on the agenda to a future Library Board meeting since Local History Librarian O'CONNELL was absent.

Item B: Announcements from Staff.

Library Director WRIGHT said that the Ad-Hoc committee that was formed to discuss the Evans Trust has met and is in the process discussing the next steps.

CONSENT AGENDA

ORDERS OF BUSINESS

Item 1: Receive a report from the Carmel Public Library Foundation regarding recent activities.

Carmel Public Library Foundation Executive Director FALLON spoke of upcoming CPLF events. She mentioned that the Thomas Friedman event had sold out and was very successful.

CPLF received a grant from Carmel Rotary for mobile shelving and furniture for the Youth Services dept.

Plans for the meeting room at the Main Library are on track in terms of timeline and on target to

complete the project as projected.

The Sterling Circle reception is June 9, 2019 at the Park Branch. Director FALLON invited the Board members.

CPLF is in the planning stages for next year Community Night with the Library program.

Item 2: Receive an update on the Summer Reading program from Children's Librarian Grace Melady and Circulation Supervisor Amy Rector.

Youth Services Librarian Grace MELADY and Circulation Supervisor Amy RECTOR spoke of the upcoming 2019 Summer Reading program at the library. They discussed special events and activities for children as well as adults and teens.

Item 3: Receive the Librarian's Report for April 2019.

Director WRIGHT answered questions from the Board regarding the April 2019 Librarian's Report.

Item 4: Consideration of the elimination of fines on overdue materials and lost/damaged material processing fee.

Board Member TWOMEY moved to, **adopt the elimination of fines policy with the following change; the loss of borrowing privileges and billing of lost items will now occur at 35 days overdue**, seconded by Board Member GODWIN and carried the following roll call vote:

AYES: BLOMGREN, GODWIN, REIMERS, TWOMEY

NOES: NONE

ABSENT: PARDUE

ABSTAIN: NONE

Item 5: Consideration of the elimination of scanning fees in the Henry Meade Williams Local History Department.

Local History Librarian O'CONNELL was absent so this item has been pushed to a future Library Board meeting.

Item 6: Review and adopt the proposed Fiscal Year 2019-2020 library budget.

Library Director WRIGHT discussed the proposed fiscal year 2019-2020 budget with the

Board. There were issues discussed and the Board asked Director WRIGHT to bring a revised budget to the June 2019 Board meeting that reflects the changes discussed.

Item 7:

FUTURE AGENDA ITEMS

The BOARD asked Director WRIGHT to bring the previous Treasurer's reports and the April 2019 Library Board minutes to the next meeting.

Item 8: Receive an update on the Library's Community Conversation initiative.

For a future Board meeting

Item 9: Library Strategic Plan update

For a future Board meeting.

Item 10: Receive a report on the City's art collection

For a future Board meeting.

ADJOURNMENT

The Board meeting adjourned at 10:30 am.

Respectfully submitted,

Amy Rector, Circulation Supervisor

Blomgren, President, Library Board of Trustees

Tim

LIBRARIAN'S MONTHLY REPORT

May 31, 2019

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation Transactions:					
Fiction	3.25	2,357	2,299	25,374	24,576
Non-Fiction	12.41	1,785	1,771	17,410	15,488
Magazines	-11.94	52	75	1,025	1,164
Audio/Video	-3.00	2,490	2,522	25,503	26,293
ADULT CIRCULATION TOTAL:	2.65	6,684	6,667	69,312	67,521
Juvenile Circulation Transactions:					
Fiction	10.93	2,211	1,959	18,780	16,929
Non-Fiction	24.56	233	281	2,561	2,056
Magazines	0.93	5	17	109	108
Audio/Video	13.21	360	364	3,642	3,217
JUVENILE CIRCULATION TOTAL:	12.47	2,809	2,621	25,092	22,310
CIRCULATION TOTAL:	5.09	9,493	9,288	94,404	89,831
ELECTRONIC CHECKOUTS:	13.60	1403	1505	14702	12942
RESERVE REQUESTS:	19.61	1167	1145	11,804	9,869
Patron Visit Count					
HML Building	3.23	5,649	5,682	61,726	59,796
Park Branch Building	22.23	1,912	1,970	18,389	15,044
Local History	-15.66	18	41	307	364
Youth Services Dept.	23.17	1,894	1,929	18,082	14,680
PATRON VISIT TOTAL:	7.05	7,561	7,652	80,115	74,840

LIBRARIAN'S MONTHLY REPORT

May 31, 2019

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	1.29	2338	1,915	22,600	22,312
Non-Residents:					
Monterey County	7.92	6,962	7,151	68,526	63,496
Other Zip Codes	-12.20	193	222	3,224	3,672
NON-RESIDENT CIRCULATION TOTAL:	6.82	7,155	7,373	71,750	67,168
PATRON REGISTRATION:	Patron Data Base Purge 10/18				
Carmel by-the-Sea Residents	4.83	8	11	152	145
Monterey County Residents	-3.77	57	53	536	557
Other Borrowers	26.35	7	19	187	148
REGISTRATION TOTAL:	2.94	72	83	875	850
TOTAL # OF CARDHOLDERS:	8.58	10,005	9,033	10,005	9,214
OUTREACH SERVICES					
Visits	22.86	5	5	43	35
Circulation	-80.27	14	30	44	223
LOCAL HISTORY					
Visitors	-15.66	18	41	307	364
Programs Attendance	-6.10	85	0	400	426

LIBRARIAN'S MONTHLY REPORT

May 31, 2019

REFERENCE SERVICES	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Questions Received:					
Reference Desk	-22.97	356	386	4,044	5,250
Youth Services Desk	18.82	254	312	2,538	2,136
Local History Desk	-0.43	105	135	1,398	1,404
Circulation Desk	-0.50	551	544	6,157	6,188
TOTAL REFERENCE QUESTIONS:	-5.61	1,266	1,377	14,137	14,978
Information Questions Received:					
Reference Desk	-36.70	93	86	1,066	1,684
Youth Services Desk	45.58	202	214	1,926	1,323
Local History Desk	-50.86	3	8	86	175
Circulation Desk	1.13	579	562	6,266	6,196
TOTAL INFORMATION QUESTIONS:	-0.36	877	870	9,344	9,378
TECHNOLOGY ASSISTANCE	-23.46	75	89	783	1,023
INTERLIBRARY LOAN:					
ILL to Other Libraries	-21.02	29	30	278	352
ILL from Other Libraries	5.56	3	6	95	90

LIBRARIAN'S MONTHLY REPORT

May 31, 2019

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	-100.00	0	0	0	5
TOTAL ATTENDANCE	-100.00	0	0	0	102
PRESCHOOL PROGRAMS (0-5 YRS)	35.00	8	9	54	40
TOTAL ATTENDANCE	0.78	318	251	1,816	1,802
SCHOOL AGE PROGRAMS (6-11 YRS)	-50.94	3	2	26	53
TOTAL ATTENDANCE	-28.74	57	59	543	762
TEEN PROGRAMS (12-18 YRS)	-75.00	0	0	1	4
TOTAL ATTENDANCE:	-29.58	0	0	50	71
ADULT PROGRAMS	-48.00	0	0	13	25
TOTAL ATTENDANCE	-19.41	0	0	1,212	1,504
OFFSITE PROGRAMS	23.53	4	0	21	17
TOTAL ATTENDANCE	-5.57	85	0	1,220	1,292
LOCAL HISTORY PROGRAMS	-11.11	4	0	8	9
TOTAL ATTENDANCE	52.58	85	0	650	426

May 31, 2019

VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Circulation	-100.00	40	47	0	328
Local History	-100.00	21	27	0	177
Reference	-100.00	4	4	0	36
Technical Services	-100.00	0	13	0	188
Youth Services	-100.00	2	0	0	9
TOTALS:	-100.00	67	91	0	738
SELF CHECK PATRONS					
Main Library	-100.00	277	271	2,767	3,207
Youth Services	2.07	No data	78	642	629
TOTAL:	-83.26	277	349	642	3,836
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	-8.61	654	747	7,007	7,667
Electronic Search/Visits Total:	-27.55	1,508	1,309	23,650	32,644
Public WiFi Use:	138.66	2,909	2,419	13,644	5,717
Use of HML Web Page Averages					
Number of Pages Viewed Per Day:	-41.46	95	102	1,049	1,792
Number of Pages Viewed Per Visit:		1	1	1	2
Length of Visit:		1.5 MIN	1.5 MIN	1.5 MIN	1.5 MIN

Harrison Memorial Library Fund *Annual Financial Report*



City of Carmel-by-the-Sea
California

Fiscal Year Ended June 30, 2018

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**HARRISON MEMORIAL LIBRARY FUND
(CITY OF CARMEL-BY-THE-SEA)
ANNUAL FINANCIAL REPORT
FOR THE YEAR ENDED JUNE 30, 2018**

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FINANCIAL SECTION

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INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of Harrison Memorial Library fund (the Library; a special revenue fund) of the City of Carmel-by-the-Sea (the "City"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.



Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position the Harrison Memorial Library fund information of the City of Carmel-by-the-Sea, as of June 30, 2018, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Harrison Memorial Library fund and do not purport to, and do not, present fairly the financial position of the City, as of June 30, 2018, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 18, 2019 on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal



Chavan & Associates, LLP
Certified Public Accountants

control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.

C & A LLP

March 18, 2019
San Jose, California

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BASIC FINANCIAL STATEMENTS

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Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Balance Sheet
June 30, 2018

ASSETS

Cash and investments	\$ 1,268,695
Total assets	\$ 1,268,695

LIABILITIES AND FUND BALANCES**Liabilities:**

Accounts payable	\$ 15,607
Total liabilities	15,607

Fund Balances:

Restricted:	
The Reuel Bradney Book Fund	46,747
Other restrictions	3,380
Committed:	
Operating reserve	175,127
Equipment replacement	100,000
Unassigned	927,834
Total fund balances	1,253,088
Total liabilities and fund balances	\$ 1,268,695

The accompanying notes are an integral part of these financial statements

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Statement of Revenues, Expenditures
and Changes in Fund Balance
June 30, 2018

REVENUES

Contributions:

Carmel Public Library Foundation	\$ 291,103
Donations	3,295
Friends of HML	24,000
Total contributions	<u>318,398</u>
Charges for services	14,794
Interest	12,722
Total Revenues	<u><u>345,914</u></u>

EXPENDITURES

Current:

Library:

Administration	70,418
Equipment	22,753
Documents and records	184,151
Programs and cataloging	22,964
Information technology systems	23,204
Total Expenditures	<u><u>323,490</u></u>

Net Change in Fund Balance 22,424

Fund Balance Beginning 1,230,664

Fund Balance Ending \$ 1,253,088

The accompanying notes are an integral part of these financial statements

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

A. Financial Reporting Entity

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

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

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

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

The Library applies all applicable GASB pronouncements for certain accounting and financial reporting guidance. In December of 2010, GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. GASB 62 incorporates pronouncements issued on or before November 30, 1989 into GASB authoritative literature. In June of 2015, GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. GASB 76 supersedes Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. GASB 76 also

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018

amends GASB 62 and AICPA Pronouncements paragraphs 64, 74, and 82. The GAAP hierarchy sets forth what constitutes GAAP for all state and local governmental entities. It establishes the order of priority of pronouncements and other sources of accounting and financial reporting guidance that a governmental entity should apply. The sources of authoritative GAAP are categorized in descending order of authority as follows:

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

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

B. Basis of Accounting and Measurement Focus

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

Governmental Fund Financial Statements

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

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

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

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

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018

C. Cash, Cash Equivalents and Investments

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

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

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

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

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

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

D. Deferred Outflows/Deferred Inflows

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

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

Attachment 1

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018

E. Fund Balances

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

Nonspendable

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

Restricted

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

Committed

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

Assigned

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

Unassigned

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

Flow Assumption/Spending Order Policy

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

**Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018**

F. Budgetary Information

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

Library department managers submit budget requests and amendments to the Library Director who then presents the budget request or amendments to the Library Board of Trustees for approval.

Budgetary control is legally maintained at the fund level for all City funds. The preliminary budget may or may not be amended by the City Council and is adopted by resolution by the City Council on or before June 30 in accordance with the municipal code. The City Council may amend the budget by motion during the fiscal year. Only the Council can authorize transfers between funds and approve inter-fund loans. The City Administrator is authorized to transfer budgeted amounts within a fund without formal council action or approval. The City Administrator is authorized to increase expenditures in relation to revenues in funds receiving assigned revenues without approval by the City Council.

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

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

G. Use of Estimates

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

H. Subsequent Events

Management has considered subsequent events through March 18, 2019, the date which the financial statements were available to be issued. The financial statements include all events or transactions, including estimates, required to be recognized in accordance with generally accepted accounting principles. Management has determined that there are no non-recognized subsequent events that require additional disclosure

I. Retirement Plans and Other Benefits

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

**Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018**

J. Compensated Absences

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

K. Relevant Accounting Pronouncements

GASB issued Statement No. 87, Leases

The objective of this statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this statement are effective for City's fiscal year ending June 30, 2021. The City doesn't believe this statement will have a significant impact on the City's financial statements.

GASB Statement No. 89

Accounting for Interest Cost Incurred Before the End of the Construction Period

This Statement addresses interest costs incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2019. Earlier application is encouraged. The City doesn't believe this statement will have a significant impact on the City's financial statements.

NOTE 2 - CASH AND INVESTMENTS

As of June 30, 2018, cash and investments consisted of the following:

Cash on hand	\$	460
Demand Deposits		154,621
Local Agency Investment Fund (LAIF)		1,066,867
Restricted cash and investments - LAIF		46,747
Total cash and investments	\$	1,268,695

A. Cash Deposits

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

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018

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

The Library's bank balances before reconciling items totaled \$88,443 at June 30, 2018 and were different from carrying amounts due to deposits in transit and outstanding checks. The amount was fully insured and collateralized by securities held by pledging financial institutions.

B. Fair Value Measurements

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

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

C. Investment Policies

City Investment Policy

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

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

**Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018**

D. External Investment Pool

The Library's investments with LAIF at June 30, 2018, include a portion of the pool funds invested in Structured Notes and Asset-Backed Securities. These investments include the following:

Structured Notes

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

Asset-Backed Securities

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

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

D. Risk Disclosures

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

Interest Rate Risk

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

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of an investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization, Standards and Poor. As of June 30, 2018, the City's investments were in compliance with the ratings required by the City's investment policy, indenture agreements and Government Code.

Concentrations of Credit Risk

The investment policy of the City contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. As of June 30, 2018, the City had no investments in any one issuer (other than external investment pools which are exempt) that represented 5% or more of the total City investments.

Custodial Credit Risk

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

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018

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

As of June 30, 2018, the Library's investments had the following maturities and ratings:

Investment Type	12 Months or Less	13 to 24 Months	25 to 36 Months	Total	Rating	Fair Value Input Levels
LAIF (state pool)	\$ -	\$ 1,113,614	\$ -	\$ 1,113,614	not rated	n/a

NOTE 3 - COMMITMENTS AND CONTINGENCIES

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

NOTE 4 - RISK MANAGEMENT

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

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

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

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

Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Notes to the Basic Financial Statements
June 30, 2018

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

NOTE 5 - CONCENTRATIONS

The Library received 84% of its revenue from contributions made by the Carmel Public Library Foundation during the year.



REQUIRED SUPPLEMENTARY INFORMATION

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Harrison Memorial Library Fund
(City of Carmel-by-the-Sea)
Schedule of Revenues, Expenditures and
Changes in Fund Balance
Budget and Actual (GAAP Basis)
June 30, 2018

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
REVENUES				
Contributions	\$ 312,500	\$ 312,500	\$ 318,398	\$ 5,898
Charges for services	16,000	16,000	14,794	(1,206)
Interest	2,500	2,500	12,722	10,222
Total Revenues	331,000	331,000	345,914	14,914
EXPENDITURES				
Current:				
Library:				
Administration	50,151	50,151	70,418	(20,267)
Equipment	24,685	24,685	22,753	1,932
Documents and records	181,820	181,820	184,151	(2,331)
Programs and cataloging	25,450	25,450	22,964	2,486
Information technology systems	48,540	48,540	23,204	25,336
Total Expenditures	330,646	330,646	323,490	7,156
Net Change in Fund Balance	354	354	22,424	22,070
Fund Balance Beginning	1,230,664	1,230,664	1,230,664	-
Fund Balance Ending	\$ 1,231,018	\$ 1,231,018	\$ 1,253,088	\$ 22,070

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

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OTHER INDEPENDENT AUDITOR'S REPORT



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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Harrison Memorial Library Fund (the Library) of the City of Carmel-by-the-Sea (the "City") as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated March 18, 2019.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Library's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not



Chavan & Associates, LLP
Certified Public Accountants

express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

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

C & A LLP

March 18, 2019
San Jose, California



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

June 26, 2019
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Katie O'Connell, Local History Librarian

SUBJECT: Consideration of the elimination of scanning fees in the Henry Meade Williams Local History Department.

RECOMMENDATION:

Eliminate scanning fees in the Henry Meade Williams Local History Department

BACKGROUND/SUMMARY:

The mission of the Local History Department is to preserve and make available to the public historically significant materials related to the history of Carmel-by-the-Sea.

The Local History Access and Use Policy (Attachment 1) was adopted by the Library Board of Trustees in September 2004, revised in 2014, and includes a section on digital scanning, with reference to the fees associated with that service. The current fees, \$15-\$25 per scan, were set partially based on a cost of services study conducted in 2017 and on a survey of the charges assessed by other archival repositories.

The general purpose behind the current scanning fees is to recoup the cost of staff time for creating the scans, and to minimize excessive wear on Local History collections and equipment that could potentially be caused by large or numerous scanning requests. However, staff has identified the following issues associated with charging scanning fees in the Local History Department:

Staff Time

- The current policy already gives staff the ability to restrict requests for copies and scans, and staff may exercise that ability to limit or deny scanning requests that would place an undue burden on staff.
- Research assistance, aside from scanning images, routinely provided by Local History staff frequently takes much longer than filling a scanning request, but none of those other types of assistance have an associated fee.
- Though the scanning fees work to recoup the cost of staff time spent in filling scanning requests, in practice, they do little to protect staff time or reduce wear on collection materials, while reducing staff flexibility and creating barriers to access.

Wear and Tear

- The current policy and fees act as an obstacle to following archival best practices. Because the fees

are higher for higher-quality scans (Attachment 2), patrons generally choose the cheapest and lowest-quality option, resulting in scans of non-archival quality, and leading to materials being re-scanned if a higher-quality scan is requested.

- There is currently no provision for a patron requesting a scan that already exists at their preferred scan quality: the item is not rescanned, so the patron is paying for access to the digital copy, contrary to the library's other efforts to provide free access to digital resources.

Barrier to Access

- There are no fees associated with other kinds of scans/scanning services, such as using the book scanner or receiving scanned copies of other reference materials (clipping files, microfilm, periodicals), even though some of these services also cause wear on the collection and/or take staff time.
- The current policy makes no provision for discounts for nonprofits, schools, etc.
- The scanning services are difficult to access for distance researchers, as they need to mail checks for payment (no online payment option), facing the possibility of lost or delayed mail.

Goal 3 of the Library's 2017-2020 Strategic Plan is to: Use technology to enhance and support public service to the community, by, among other projects, digitizing and making Local History collections available online. Staff are currently engaged in numerous large scale digitization projects, which will eventually provide free online access to thousands of digital items from the Local History Collection (photographs, newspapers, diaries, scrapbooks, audio and video recordings).

The Local History Department's ultimate goal is to digitize the majority of its holdings, especially its photograph collections, in order to improve access to and awareness of the Local History collections while minimizing wear and tear, and eventually eliminating the need for individual scanning requests.

RECOMMENDATION

Staff recommends that all scanning fees in the Local History Department be eliminated. The scanning fees are rarely assessed; difficult to apply evenly; reduce staff's flexibility when dealing with individual requests, projects and partnerships; bring in little revenue; create unnecessary barriers to access; act as an obstacle to applying archival best practices, and do little to project staff time or the integrity of collection items. In addition eliminating the scanning fees will remove current barriers to access and make the transition to free online access smoother.

FISCAL IMPACT:

Loss of future revenue if fees are eliminated. In Fiscal Year 17/18, the library received a total of \$200 from 3 requests, and so far in Fiscal Year 18/19, the library has received a total of \$155 from 3 requests.

ATTACHMENTS:

Attachment 1 - Local History Access & Use Policy
Attachment 2 - Reproduction of Images Request Form

Harrison Memorial Library

Henry Meade Williams Local History Department

Access and Use Policy

The Library reserves the right to manage access to and use of all materials within the Local History Collection, subject to the terms defined by this policy.

Access

Archival materials in the Henry Meade Williams Local History Department at the Harrison Memorial Library are housed in a secure, climate controlled vault, which is kept locked at all times. The Local History Department is open only during posted hours and by appointment with the Local History librarian. All archival collections are stored in areas that are off-limits to all but qualified staff¹. This “closed stacks” policy ensures the security and integrity of the collections. All materials in the department are non-circulating and may not be taken from the department.

Staff must be present and assisting the public through all phases of research and viewing of the collections. Staff will retrieve and open all storage containers and limit the number of items brought out of the vault as she/he deems necessary.

Access to materials may be restricted by condition of gift or deposit; because of their physical condition; or for other reasons. Manuscript material is unique and irreplaceable, and no use may be made of it that might jeopardize its preservation.

Certain parts of the Local History collection are so valuable and/or fragile that these collections may only be viewed by appointment, at a time when the department is not open to the public and with staff in attendance. These collections are: the Tolfree autograph collection, and any materials that are a part of the City of Carmel-by-the-Sea Art Collection, such as the Edward Weston photographs, Morley Baer photographs, Ella Harrison Art Collection, etc.

Physical Protection of Materials: Readers are responsible for safeguarding all materials made available for use. Eating and drinking are not permitted. Only approved writing materials (pencils or personal computers) may be used for taking notes while using material from the collection.

Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them. Readers must keep papers in their folders, maintaining the order in which they are arranged and handling them as little as possible. A staff member should be notified if papers are found to be out of order. A staff member should also be shown any torn or very fragile materials that might be in need of repair. During use, folders must be kept flat on the table. Books must be used on the table, properly supported if necessary. Readers may be asked to wear gloves when handling materials such as photographs and negatives.

¹ Staff is defined as persons whose place of employment is the Library and who are qualified (based on training and experience, and approved by the Library Director) to work with the collection.

Use, Reproduction, and Copyright

Requests for photocopying and for any reproduction in other formats, including photographic and digital scanning should be made to the Local History Librarian. The copying of any material in the Local History Department is provided and permitted as a research service. Material may be copied when, in the judgment of staff, such copying will not damage the original, does not infringe upon special restrictions imposed by the donor, and is not prevented by U.S. Copyright Law.

Before any reproduction of archival materials, researchers will be asked to sign a Copyright Warning Form detailing the researcher's responsibilities for identifying the copyright status of the materials they wish to reproduce. The form will expire one year from the date it was signed, at which point the researcher will be asked to review the form and renew their signature.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS : The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment would involve violation of copyright law.

- **Photocopying** – Photocopies are made only for the private use, scholarship, or research purposes of the individual requesting them. Archival materials are photocopied and reproduced only by Local History staff. Photocopy fees will be charged.
- **Digital scanning** – Digital scans are made only for the private use, scholarship, or research purposes of the individual requesting them. Patrons may use the book scanner to produce digital reference copies of archival materials, with the assistance and permission of Local History staff. Personal scanners are not permitted to be used in the Local History Department. Patrons may request professional quality scans of archival materials. A "Reproduction of Images Form (digital scans)" must be filled out and signed. Local History staff will produce scans of the items listed items Photographs and visual materials are scanned as TIFF files. Fees will be charged for this scanning service.
- **Basic camera copying** – Simple photographic copies of archival materials for private use, scholarship, or research purposes, using a cell phone or camera with no other equipment (including tripods, weights, cardboard, etc.) and no lights (including flash) are permitted. Copying under these conditions will not produce professional level copies, but rather reference copies.

In *all* cases, it is the researcher's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials found in the Library's collections. The Library can only claim physical ownership of the material; responsibility for identifying and

satisfying copyright holders must be assumed by users wishing to publish this material.

Staff does not sign permission to publish forms, nor will they, because the Library does not grant or deny permission to publish or otherwise distribute material from the Library's collections. The researcher must determine what permissions may be required from the copyright owner or donor.

The Library does not charge permission fees for use of material from the collections.

The nature of historical, archival, and manuscript collections often makes it difficult to determine the exact copyright status of an item. While the Local History Department will try to provide researchers with contact information for the holders of copyright of archival and manuscript holdings, the Local History Department shall not be responsible for any inaccurate information. Staff will not and does not conduct a copyright search for researchers. In such cases it is the researchers' responsibility to attempt to locate the copyright holder prior to publishing. Staff is unable to counsel users in the application of copyright law.

When material photographed from the Library's collections is reproduced in a publication, the Library requests that the collection number, artist or creator, and title of the work be published with credit to the Library and the City of Carmel-by-the-Sea, such as "Henry Meade Williams Local History Department, Harrison Memorial Library, City of Carmel-by-the-Sea" in a caption or credit.

Harrison Memorial Library

Henry Meade Williams Local History Room

P.O. Box 800, Carmel, CA 93921

PH: 831.624.1615

hml.locahist@gmail.com

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Signature _____ Date _____

Printed name _____

Mailing address _____

City, State, Zip _____

Phone _____

Email _____



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

June 26, 2019
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Accept the 4th quarter distribution from the Carmel Public Library Foundation in the amount of \$72,775.

RECOMMENDATION:

Accept the Fiscal Year 2018-19 4th quarter distribution from the Carmel Public Library Foundation in the amount of \$72,775.

BACKGROUND/SUMMARY:

The quarterly disbursements from the Carmel Public Library Foundation support library operations, such as the purchase of books and materials, investments in new technology, and programming for the community.

FISCAL IMPACT:

The disbursement from the CPLF was factored in to the FY 18/19 Library Budget.

ATTACHMENTS:

Attachment 1 - 4th Quarter Distribution



CARMEL PUBLIC LIBRARY FOUNDATION
CARMEL PUBLIC LIBRARY FOUNDATION
P.O. BOX 2042
CARMEL BY THE SEA, CA 93921-2042
(831) 624-2811



(800) 238-4466
unionbank.com
16-49/1220

6/5/19

PAY TO THE ORDER OF Harrison Memorial Library

Seventy-Two Thousand Seven Hundred Seventy-Five and 00/100*****

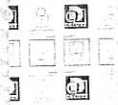
\$ **72,775.00

DOLLARS


Harrison Memorial Library
P.O. Box 800
Carmel, CA 93921

MEMO

4th Quarter Distribution




AUTHORIZED SIGNATURE

 Security features. Details on back.

5569



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

June 26, 2019
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Accept a disbursement of grant funds in the amount of \$6,000 from California State Library and the NorthNet Library System for the Zip Books Program.

RECOMMENDATION:

Accept a disbursement of grant funds in the amount of \$6,000 from California State Library and the NorthNet Library System for the Zip Books Program.

BACKGROUND/SUMMARY:

The Zip Books Program is an alternative model for interlibrary loan service that bridges the gaps between a library's patron request service, a normal acquisitions process, and an outreach/home-delivery service. The project started in 2013 with 15 libraries; there are currently over 69 participating library jurisdictions across the state, with more being added each year.

The Zip Books Program has proved cost effective, easy to use, and extremely popular with the public throughout the state. Since the library made Zip Books available to the community in November it has received requests from 208 unique patrons, filled 314 requests, and added 211 items to the collection.

Patrons with a valid library card may request a book (regular print or large print), or a book on CD that is available for \$35 or less through Amazon Prime. The request may be for children, teen, or adult books written in English, Spanish, Chinese, or Korean and patrons can request up to 3 books per month.

The Zip Books Program is a partnership between the California State Library and the NorthNet Library System. It is supported with both California Library Services Act funds. During Fiscal Year 2018-19, the Library was allocated \$4,050 by the California State Library for Zip Books.

NorthNet is piloting a revised fiscal process that would allow them to issue a grant check to each participating library upfront so that it is available and ready for libraries use immediately. This will streamline the grant payment process, as libraries will be able to pay monthly invoice directly using those funds, rather than remitting them to the state for payment.

NorthNet has issued a check to the library in the amount of \$6,000. This is not a new allocation of Zip Books funds, but instead a guarantee of funds that will be available for use as the library orders Zip Books over the next few months.

The funds represent part of all of the library's FY 2018-19 allocation and can be used both for FY 2018-19 and FY 2019-20 Zip Books purchases. If the library does not spend all of it before June 30, 2019 (end of fiscal year), the library will encumber Zip Books funds to ensure availability of funds on July 1, 2019, so that there will be no interruption in purchasing.

Funds not spent by June 30 will be rolled over and counted by the State as part of the library's FY 2019/20 allocation. A new award letter will be issued in early FY 2019-20 with the next allocation.

FISCAL IMPACT:

Accepting the grant funds will result in a \$6,000 increase in income in the budget and the expenditure of the funds will be restricted to the purchase of books for the Zip Books Program.

ATTACHMENTS:

Attachment 1 - Disbursement check

Attachment 1

Six Thousand and 00/100

NORTHNET LIBRARY SYSTEM
2471 FLORES STREET
SAN MATEO, CA 94403
(650) 349-5538

BOSTON PRIVATE
WEALTH • TRUST • PRIVATE BANKING
5-234/110

3199

PAY
TO THE
ORDER
OF

HARRISON MEMORIAL LIBRARY
ATTN: DIRECTOR
P.O. BOX 800
CARMEL, CA 93921



DATE

6/4/2019

AMOUNT

\$6,000.00

VOID AFTER 90 DAYS FROM DATE OF ISSUE

AUTHORIZED SIGNATURE



Security features. Details on back.



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

June 26, 2019
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Review and adopt the proposed Fiscal Year 2019-2020 library budget.

RECOMMENDATION:

1. Review the proposed Fiscal Year 2019-2020 library budget
2. Adopt the proposed Fiscal Year 2019-2020 library budget

BACKGROUND/SUMMARY:

The Board of Trustees reviewed the proposed Fiscal year 2019-20 budget at its regular meeting on May 22, 2019. Since, the Board's initial review a few minor changes have been made.

REVENUE

The proposed Fiscal Year 2019-2020 revenues are \$328,500. At the last meeting staff proposed a budget with revenues at \$322,500, reflecting a reduction of \$7,500 revenue as compared to the Fiscal Year 2017-18 Budget due to the elimination of overdue fines.

In the interim between the initial budget presentation and current budget consideration, the California State Library and NorthNet Library System that administer the Zip Books Program amended their fiscal process for funding book purchases. Previously, the library remitted invoices to the state for payment. The State and NorthNet are now issuing grant checks to each library in the amount of \$6,000 and that is now reflected as a source of revenue.

The distribution from the Carmel Public Library Foundation will remain at \$291,000 and it is estimated that the Friends of the Library will contribute \$23,000, which reflects their 5 year average of disbursements. Donations and interest income estimated conservatively at the same rates as previous years.

EXPENDITURES

Administration

Overall, administration expenditures are proposed to increase for FY 2019-20. The monthly rate for Pacific Grove storage will be increasing, as will the cost of book delivery due to the need to increase the number of

crates that are delivered between buildings each week and an increase from 1-day a week delivery to 2-day a week delivery. The library is continuing to make improvements to signage and display areas throughout both library buildings.

Staff has included funds in the Other Professional Services fund for the audit next fiscal year, as well as graphic design services to start the process of library branding to use for library signage, brochures, communications, and advertising.

Equipment / Furniture

The New Equipment request for Fiscal Year 2019-2020 is status quo and funds will be used toward the purchase of furniture and equipment for the staff kitchens / break rooms in both buildings, so that staff can comfortably take their breaks and eat their lunches.

Books, DVDs, Materials, Databases and Cataloging

Spending for materials and cataloging is not proposed to change over last year. However, within the materials budget there is an increase in the amount being spent on databases and streaming services for the addition of Kanopy (movie streaming service) and HeritageQuest (genealogical research database). The diversion of funds towards these types of services reflects trending increase in the use of the library's e-resources.

In addition staff has added a line item to this budget, 54000 Materials Processing / Tech Services, to further streamline processing of incoming materials in the Technical Services Department. All charges for shipping and taxes will be charged to fund 54000, rather than divided up and applied to each item in the order and charged to the book ordering fund. This will also give staff a more accurate idea of funds in each book ordering area.

Programs

There is an increase in the program budget in response to the increased attendance at kids programs and the popularity of the recently added preschool storytime. Additional funds have also been added to the Adult Program budget to increase the number of in-house adult programs throughout the year. Previously these funds have only been spent on adult and teen summer reading programs.

Technology

The proposed technology budget is less than the previous fiscal year. Per the City's IT Department, computer replacements will occur on a 4 year cycle and by that schedule, computer replacements will occur in 2021. In non-replacement years, funds will be allocated to special projects (graphic design and branding), or furniture and equipment purchases. In addition, the costs for Telephone and Internet are less compared to previous years. There is an increase in the Hosting / Maintenance / Contracts budget for cloud storage for Local History materials and in the Technical Support budget for IT help for special projects, such as the implementation of Collective Access (digital repository and display for Local History collections) that is over and above the scope of basic IT service.

FISCAL IMPACT:

Revenue for Fiscal Year 2019-2020 is anticipated to be \$7,500 less than the revenue for Fiscal Year 2018-2019. The Fiscal Year 2019-2020 is a balanced budget with projected revenues of \$322,500 and expenditures in the amount of \$322,500.

ATTACHMENTS:

Proposed Fiscal Year 2019-2020 Budget

Harrison Memorial Library Proposed FY 2019-2020 Budget

	FY 18-19 Budget	YTD Actual	FY 19-20 Proposed Budget
Income			
20000 REVENUE			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			
21100 CPLF - Operating Expenses	291,000.00	218,325.00	291,000.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	291,000.00	218,325.00	291,000.00
22000 DONATIONS			
22300 HML Donations - Unrestricted	1,000.00	250.00	1,000.00
Total 22000 DONATIONS	1,000.00	250.00	1,000.00
23000 INTEREST INCOME			
23100 Interest - Bradney	0.00	2,526.10	\$1,000.00
23200 Interest - Other	3,000.00	22,760.69	\$3,000.00
Total 23000 INTEREST INCOME	3,000.00	25,286.79	\$4,000.00
24000 Friends of HML	\$ 21,000.00	\$ 23,000.00	\$23,000.00
25000 Library Operations	13,000.00	9,648.31	\$3,500.00
26000 CA State Grant - Zip Books	0.00	0.00	\$6,000.00
Total 20000 REVENUE	329,000.00	276,510.10	\$328,500.00
Total Income	\$ 329,000.00	\$ 276,510.10	\$328,500.00
Gross Profit	329,000.00	276,510.10	\$328,500.00
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Cash (Over)/ Short	0.00	-15.60	\$0.00
31200 Over-Ring Cash	0.00	-0.31	\$0.00
31300 Refunds (lost materials)	50.00	31.00	\$50.00
31400 Bank Charges/Returned Checks	100.00	452.61	\$100.00
31500 Volunteer / Donor Acknowledgement	300.00	250.00	\$300.00
Total 31000 FINANCE	450.00	717.70	\$450.00
32000 SERVICES			
32100 Bookkeeping	\$ 4,200.00	\$ 3,575.00	\$4,200.00
32200 Book Delivery	1,500.00	1,200.00	\$2,400.00
32400 P.G. Self Storage	2,400.00	2,200.00	\$3,500.00
32500 Printing / Copy Services	1,600.00	572.47	\$1,500.00
32600 Advertising / Promotions	1,400.00	130.00	\$3,000.00
32700 Other Professional Services	0.00		\$5,500.00

Total 32000 SERVICES	11,100.00	7,138.72	\$20,100.00
33000 SUPPLIES	9,500.00	9,676.88	\$9,500.00
33100 Teen Room Supplies	\$ 500.00	\$ 410.68	\$500.00
33200 Local History Supplies	5,000.00	3,818.88	\$5,000.00
33300 Signage / Display	500.00	128.42	\$3,400.00
33400 Library Cards	1,000.00	794.00	\$900.00
33500 Postage	1,600.00	796.37	\$1,200.00
Total 33000 SUPPLIES	18,100.00	17,417.05	\$20,500.00
34000 PROFESSIONAL DEVELOPMENT			
34100 Staff Training	\$ 7,500.00	\$ 5,389.34	\$7,500.00
34200 Mileage	400.00	224.69	\$400.00
34300 Professional Memberships	1,700.00	1,180.00	\$1,500.00
34400 MOBAC/PLP Membership	11,000.00	8,641.00	\$10,000.00
Total 34000 PROFESSIONAL DEVELOPMENT	20,600.00	15,435.03	\$19,400.00
Total 30000 ADMINISTRATION	50,250.00	40,508.50	\$60,450.00
40000 FURNITURE / EQUIPMENT	\$ 6,220.00	\$ 1,710.93	\$5,000.00
50000 BOOKS, DVDs, eMATERIALS			
51000 ADULT COLLECTION			
51100 Audio	12,000.00	7,337.15	\$9,300.00
51200 DVD	9,000.00	7,713.77	\$8,450.00
51300 Fiction	5,300.00	5,591.66	\$25,000.00
51400 Non-Fiction	23,000.00	20,216.66	\$23,600.00
51500 Large Print	2,000.00	2,002.35	\$1,750.00
51600 Graphic Novels	1,000.00	768.41	\$840.00
51700 Teen	2,100.00	2,008.99	\$2,350.00
Total 51000 ADULT COLLECTION	54,400.00	45,638.99	\$71,290.00
52000 KID'S COLLECTION			
52100 J-Audio	3,000.00	2,577.59	\$1,900.00
52200 J-DVD	2,500.00	2,493.05	\$2,350.00
52300 J-Collection	13,000.00	12,498.31	\$11,300.00
Total 52000 KID'S COLLECTION	18,500.00	17,568.95	\$15,550.00
53000 OTHER COLLECTIONS			
53100 Reference and Replacements	2,250.00	1,983.60	\$1,680.00
53200 Continuations - General	11,000.00	8,631.75	\$9,100.00
53300 Continuations - Travel	5,000.00	1,897.91	\$3,900.00
53400 Professional Collection	200.00	53.62	\$130.00
Total 5300 OTHER COLLECTIONS	18,450.00	12,566.88	\$14,810.00
54000 Materials Processing / Tech Services	0.00	0.00	\$15,000.00

55000 Serials Subscriptions	9,200.00	7,830.40	\$8,200.00
56000 Baker & Taylor Buyback	1,000.00	1,000.00	\$4,000.00
57000 Zip Books	\$0.00	\$0.00	\$6,000.00
58000 DATABASES			
58100 Databases	33,000.00	27,684.33	\$37,250.00
58200 J-Databases	2,400.00	2,191.00	\$2,400.00
58300 OVERDRIVE Subscription	2,100.00	2,100.00	\$2,300.00
58400 EBooks/Additional Titles	8,500.00	8,475.86	\$8,500.00
58500 Amazon Prime Membership	125.00	129.41	\$150.00
Total 5800 DATABASES	46,125.00	40,580.60	\$50,600.00
Total 50000 BOOKS, DVDs, eMATERIALS	181,025.00	155,047.03	\$185,450.00
60000 PROGRAMS			
61000 Adult Programs	\$ 1,500.00	\$ 849.20	\$2,500.00
62000 Teen Programs	400.00	402.86	\$400.00
63000 Kids Programs	6,000.00	5,663.51	\$6,500.00
63100 Kids Summer Reading Program	5,000.00	2,550.00	\$5,500.00
64000 Oral History Program	5,000.00	5,000.00	\$5,000.00
Total 60000 PROGRAMS	17,900.00	14,465.57	\$19,900.00
70000 CATALOGING	9,200.00	7,575.75	\$9,200.00
80000 TECHNOLOGY			
81000 Hardware	25,000.00	11,893.25	\$14,000.00
82000 Hosting / Maintenance / Contracts	23,300.00	22,731.60	\$26,000.00
83000 Software	2,100.00	315.63	\$2,500.00
84000 Telephone / Internet	14,000.00	2,279.32	\$3,000.00
85000 Technical Support	500.00	0.00	\$3,000.00
Total 80000 TECHNOLOGY	64,900.00	37,219.80	\$48,500.00
90000 RESERVE EXPENDITURES			
Total 90000 RESERVE EXPENDITURES	0.00	0.00	
Total Expenses	329,495.00	256,527.58	\$328,500.00
Net Operating Income	-\$ 495.00	\$ 19,882.52	\$328,500.00
Net Income	-\$ 495.00	\$ 19,882.52	\$0.00

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended February 28, 2019

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
February 28, 2019

Attachment 1

CURRENT ASSETS

Wells Fargo Checking	128,830.13
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	686,901.86
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	123,000.00

Total Current Assets 1,261,066.29

TOTAL ASSETS 1,261,066.29

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	937,689.92
Net Income / Loss	(1,877.70)

Total Net Assets 1,261,066.29

TOTAL LIABILITIES AND NET ASSETS 1,261,066.29

Harrison Memorial Library

Attachment 1

BUDGET VS. ACTUALS: FY_2018_2019 - FY19 P&L

July 2018 - February 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)		0.00	0.00
21100 CPLF - Operating Expenses	145,550.00	291,000.00	-145,450.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	145,550.00	291,000.00	-145,450.00
22000 DONATIONS		0.00	0.00
22300 HML Donations - Unrestricted	50.00	1,000.00	-950.00
Total 22000 DONATIONS	50.00	1,000.00	-950.00
23000 INTEREST INCOME			
23100 Interest - Bradney	1,816.16	0.00	1,816.16
23200 Interest - Other	16,363.17	3,000.00	13,363.17
Total 23000 INTEREST INCOME	18,179.33	3,000.00	15,179.33
24000 Friends of HML	23,000.00	21,000.00	2,000.00
25000 Library Operations (Fines, Fees, etc.)	8,180.76	13,000.00	-4,819.24
Total 20000 Revenue	194,960.09	329,000.00	-134,039.91
Total Income	\$194,960.09	\$329,000.00	\$ -134,039.91
GROSS PROFIT	\$194,960.09	\$329,000.00	\$ -134,039.91
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Cash (Over)/ Short	-15.60	0.00	-15.60
31200 Over-Ring Cash	-0.31		-0.31
31300 Refunds (lost materials)	31.00	50.00	-19.00
31400 Bank Charges/Returned Checks	368.83	100.00	268.83
31500 Volunteer / Donor Acknowledgement	250.00	300.00	-50.00
Total 31000 Finance	633.92	450.00	183.92
32000 Services			
32100 Bookkeeping	2,925.00	4,200.00	-1,275.00
32200 Book Delivery	850.00	1,500.00	-650.00
32400 P.G. Self Storage	1,600.00	2,400.00	-800.00
32500 Printing / Copy Services	318.16	1,600.00	-1,281.84
32600 Advertising		1,400.00	-1,400.00
32700 Other Professional Services		0.00	0.00
Total 32000 Services	5,693.16	11,100.00	-5,406.84
33000 Supplies	8,508.49	9,500.00	-991.51
33100 Teen Room Supplies		500.00	-500.00
33200 Local History Supplies	1,472.77	5,000.00	-3,527.23
33300 Signage / Display	128.42	500.00	-371.58
33400 Library Cards	794.00	1,000.00	-206.00
33500 Postage	800.10	1,600.00	-799.90

		TOTAL	Attachment 1
	ACTUAL	BUDGET	OVER BUDGET
Total 33000 Supplies	11,703.78	18,100.00	-6,396.22
34000 Professional Development			
34100 Staff Training	4,609.47	7,500.00	-2,890.53
34200 Mileage	224.69	400.00	-175.31
34300 Professional Memberships		1,700.00	-1,700.00
34400 MOBAC/PLP Membership	8,641.00	11,000.00	-2,359.00
Total 34000 Professional Development	13,475.16	20,600.00	-7,124.84
Total 30000 ADMINISTRATION	31,506.02	50,250.00	-18,743.98
40000 FURNITURE / EQUIPMENT	428.94	6,220.00	-5,791.06
50000 BOOKS, DVDs, eMATERIALS			
62105 MAIN-Audio	4,259.35	12,000.00	-7,740.65
62110 MAIN-Book rental	32,657.63	33,000.00	-342.37
62115 MAIN-Baker & Taylor Buyback		1,000.00	-1,000.00
62120 MAIN-Large Print	1,311.09	2,000.00	-688.91
62125 MAIN - DVD	4,049.09	9,000.00	-4,950.91
62130 MAIN-Fiction	2,664.48	5,300.00	-2,635.52
62140 MAIN-NF-Travel Cont.	1,076.98	5,000.00	-3,923.02
62150 MAIN-Non Fiction	11,091.64	23,000.00	-11,908.36
62155 MAIN - OVERDRIVE Subscription	2,100.00	2,100.00	0.00
62160 MAIN-EBooks/Additional Titles	7,008.19	8,500.00	-1,491.81
62180 MAIN-Special Category		50.00	-50.00
62190 MAIN-Teen Fiction	815.75	1,300.00	-484.25
62200 MAIN-Amazon Prime Membership	129.41	125.00	4.41
62205 MAIN_Adult Graphic Novel	480.75	1,000.00	-519.25
62210 MAIN_Teen Nonfiction	525.62	800.00	-274.38
62215 MAIN_Teen DVD	35.48	300.00	-264.52
62220 MAIN_Teen Audio		0.00	0.00
62310 REF-Database	24,178.20	33,000.00	-8,821.80
62320 REF-Continuation	5,729.25	11,000.00	-5,270.75
62330 REF-General	1,848.68	2,250.00	-401.32
62400 YS-Collection	7,432.80	13,000.00	-5,567.20
62410 YS-DataBases	2,191.00	2,400.00	-209.00
62415 YS-DVD	988.42	2,500.00	-1,511.58
62420 YS-Audio	647.15	3,000.00	-2,352.85
62600 Magazine/Newspaper Subscriptions	6,868.90	9,200.00	-2,331.10
62700 Professional Collection	53.62	200.00	-146.38
Total 50000 BOOKS, DVDs, eMATERIALS	118,143.48	181,025.00	-62,881.52
60000 PROGRAMS			
61000 Adult Programs	344.82	1,500.00	-1,155.18
62000 Teen Programs	83.83	400.00	-316.17
63000 Kids Programs	3,884.90	6,000.00	-2,115.10
63100 Kids Summer Reading Program	500.00	5,000.00	-4,500.00
64000 Oral History Program	5,000.00	5,000.00	0.00
Total 60000 PROGRAMS	9,813.55	17,900.00	-8,086.45
70000 CATALOGING	6,272.67	9,200.00	-2,927.33
80000 TECHNOLOGY			
81000 Hardware	8,426.14	25,000.00	-16,573.86
82000 Hosting / Maintenance / Contracts	20,922.90	23,300.00	-2,377.10

		TOTAL	Attachment 1
	ACTUAL	BUDGET	OVER BUDGET
83000 Software	210.63	2,100.00	-1,889.37
84000 Telephone / Internet	1,113.46	14,000.00	-12,886.54
85000 Technical Support		500.00	-500.00
Total 80000 TECHNOLOGY	30,673.13	64,900.00	-34,226.87
90000 RESERVE EXPENDITURES			
68900 Strategic Plan Implementation (deleted)		0.00	0.00
Total 90000 RESERVE EXPENDITURES		0.00	0.00
Total Expenses	\$196,837.79	\$329,495.00	\$ -132,657.21
NET OPERATING INCOME	\$ -1,877.70	\$ -495.00	\$ -1,382.70
NET INCOME	\$ -1,877.70	\$ -495.00	\$ -1,382.70

Harrison Memorial Library

Attachment 1

BILL PAYMENT LIST

February 2019

DATE	NUM	VENDOR	AMOUNT
10000 Wells Fargo Checking			
02/13/2019	4675	Amazon Capital Services, Inc.	-1,301.14
02/13/2019	4676	AT&T CALNET 3	-86.17
02/13/2019	4677	BAKER & TAYLOR	-1,943.35
02/13/2019	4678	BYWATER SOLUTIONS	-9,130.00
02/13/2019	4679	DATAFLOW	-41.12
02/13/2019	4680	HOOPLA	-1,085.96
02/13/2019	4681	ISABEL FLEURY	-50.00
02/13/2019	4682	KAL-WEST	-150.00
02/13/2019	4683	KEN HALLA	-1,770.00
02/13/2019	4684	OCLC	-651.54
02/13/2019	4685	OVERDRIVE	-2,194.28
02/13/2019	4686	PACIFIC GROVE MUSEUM OF NATURAL HISTORY	-200.00
02/13/2019	4687	PEAK ENTERPRISES	-264.60
02/13/2019	4688	REDSHIFT	-14.99
02/13/2019	4689	TEI Landmark Audio	-355.94
02/13/2019	4690	WELLS FARGO	-1,010.96
02/13/2019	4691	XEROX	-49.48
02/13/2019	4692	WELLS FARGO BANK	-103.71
02/13/2019	4693	OFFICE DEPOT	-21.95
02/22/2019	4694	AMAZON	-162.55
02/22/2019	4695	Amazon Capital Services, Inc.	-509.95
02/22/2019	4696	BAKER & TAYLOR	-1,114.03
02/22/2019	4697	BOOK PAGE	-576.00
02/22/2019	4698	BRODART	-40.57
02/22/2019	4699	CALIFA GROUP	-200.00
02/22/2019	4700	EBSCO	-25.82
02/22/2019	4701	MERCURY NEWS	-217.85
02/22/2019	4702	OVERDRIVE	-986.91
02/22/2019	4703	PACIFIC GROVE SELF STORAGE	-200.00
02/22/2019	4704	SUNSERI, MARYLEE	-150.00
Total for 10000 Wells Fargo Checking			\$ -24,608.87

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended March 31, 2019

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
March 31, 2019

Attachment 2

CURRENT ASSETS

Wells Fargo Checking	111,950.68
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	686,901.86
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	<u>123,000.00</u>

Total Current Assets 1,244,186.84

TOTAL ASSETS 1,244,186.84

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
Broadband Equipment Grant	3,379.77
Permanently Restricted	46,747.05
Unrestricted Net Assets	937,689.92
Net Income / Loss	<u>(18,757.15)</u>

Total Net Assets 1,244,186.84

TOTAL LIABILITIES AND NET ASSETS 1,244,186.84

Harrison Memorial Library

Attachment 2

BUDGET VS. ACTUALS: FY_2018_2019 - FY19 P&L

July 2018 - March 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)		0.00	0.00
21100 CPLF - Operating Expenses	145,550.00	291,000.00	-145,450.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	145,550.00	291,000.00	-145,450.00
22000 DONATIONS		0.00	0.00
22300 HML Donations - Unrestricted	50.00	1,000.00	-950.00
Total 22000 DONATIONS	50.00	1,000.00	-950.00
23000 INTEREST INCOME			
23100 Interest - Bradney	1,816.16	0.00	1,816.16
23200 Interest - Other	16,366.36	3,000.00	13,366.36
Total 23000 INTEREST INCOME	18,182.52	3,000.00	15,182.52
24000 Friends of HML	23,000.00	21,000.00	2,000.00
25000 Library Operations (Fines, Fees, etc.)	8,799.59	13,000.00	-4,200.41
Total 20000 Revenue	195,582.11	329,000.00	-133,417.89
Total Income	\$195,582.11	\$329,000.00	\$ -133,417.89
GROSS PROFIT	\$195,582.11	\$329,000.00	\$ -133,417.89
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Cash (Over)/ Short	-15.60	0.00	-15.60
31200 Over-Ring Cash	-0.31		-0.31
31300 Refunds (lost materials)	31.00	50.00	-19.00
31400 Bank Charges/Returned Checks	369.59	100.00	269.59
31500 Volunteer / Donor Acknowledgement	250.00	300.00	-50.00
Total 31000 Finance	634.68	450.00	184.68
32000 Services			
32100 Bookkeeping	3,250.00	4,200.00	-950.00
32200 Book Delivery	1,000.00	1,500.00	-500.00
32400 P.G. Self Storage	1,800.00	2,400.00	-600.00
32500 Printing / Copy Services	458.72	1,600.00	-1,141.28
32600 Advertising	65.00	1,400.00	-1,335.00
32700 Other Professional Services		0.00	0.00
Total 32000 Services	6,573.72	11,100.00	-4,526.28
33000 Supplies	9,561.04	9,500.00	61.04
33100 Teen Room Supplies	227.33	500.00	-272.67
33200 Local History Supplies	1,592.77	5,000.00	-3,407.23
33300 Signage / Display	128.42	500.00	-371.58
33400 Library Cards	794.00	1,000.00	-206.00
33500 Postage	800.10	1,600.00	-799.90

		TOTAL	Attachment 2
	ACTUAL	BUDGET	OVER BUDGET
Total 33000 Supplies	13,103.66	18,100.00	-4,996.34
34000 Professional Development			
34100 Staff Training	4,683.34	7,500.00	-2,816.66
34200 Mileage	224.69	400.00	-175.31
34300 Professional Memberships		1,700.00	-1,700.00
34400 MOBAC/PLP Membership	8,641.00	11,000.00	-2,359.00
Total 34000 Professional Development	13,549.03	20,600.00	-7,050.97
Total 30000 ADMINISTRATION	33,861.09	50,250.00	-16,388.91
40000 FURNITURE / EQUIPMENT	1,602.21	6,220.00	-4,617.79
50000 BOOKS, DVDs, eMATERIALS			
62105 MAIN-Audio	5,758.68	12,000.00	-6,241.32
62110 MAIN-Book rental	32,745.13	33,000.00	-254.87
62115 MAIN-Baker & Taylor Buyback	1,000.00	1,000.00	0.00
62120 MAIN-Large Print	1,524.02	2,000.00	-475.98
62125 MAIN - DVD	4,452.85	9,000.00	-4,547.15
62130 MAIN-Fiction	3,019.40	5,300.00	-2,280.60
62140 MAIN-NF-Travel Cont.	1,461.12	5,000.00	-3,538.88
62150 MAIN-Non Fiction	13,328.40	23,000.00	-9,671.60
62155 MAIN - OVERDRIVE Subscription	2,100.00	2,100.00	0.00
62160 MAIN-EBooks/Additional Titles	7,770.60	8,500.00	-729.40
62180 MAIN-Special Category		50.00	-50.00
62190 MAIN-Teen Fiction	903.20	1,300.00	-396.80
62200 MAIN-Amazon Prime Membership	129.41	125.00	4.41
62205 MAIN_Adult Graphic Novel	664.02	1,000.00	-335.98
62210 MAIN_Teen Nonfiction	729.24	800.00	-70.76
62215 MAIN_Teen DVD	69.17	300.00	-230.83
62220 MAIN_Teen Audio		0.00	0.00
62310 REF-Database	25,726.26	33,000.00	-7,273.74
62320 REF-Continuation	5,812.21	11,000.00	-5,187.79
62330 REF-General	2,035.15	2,250.00	-214.85
62400 YS-Collection	8,032.40	13,000.00	-4,967.60
62410 YS-DataBases	2,191.00	2,400.00	-209.00
62415 YS-DVD	1,567.39	2,500.00	-932.61
62420 YS-Audio	1,025.65	3,000.00	-1,974.35
62600 Magazine/Newspaper Subscriptions	6,868.90	9,200.00	-2,331.10
62700 Professional Collection	53.62	200.00	-146.38
Total 50000 BOOKS, DVDs, eMATERIALS	128,967.82	181,025.00	-52,057.18
60000 PROGRAMS			
61000 Adult Programs	633.32	1,500.00	-866.68
62000 Teen Programs	83.83	400.00	-316.17
63000 Kids Programs	4,833.93	6,000.00	-1,166.07
63100 Kids Summer Reading Program	500.00	5,000.00	-4,500.00
64000 Oral History Program	5,000.00	5,000.00	0.00
Total 60000 PROGRAMS	11,051.08	17,900.00	-6,848.92
70000 CATALOGING	6,924.21	9,200.00	-2,275.79
80000 TECHNOLOGY			
81000 Hardware	8,539.10	25,000.00	-16,460.90
82000 Hosting / Maintenance / Contracts	21,013.50	23,300.00	-2,286.50

		TOTAL	Attachment 2
	ACTUAL	BUDGET	OVER BUDGET
83000 Software	210.63	2,100.00	-1,889.37
84000 Telephone / Internet	2,169.62	14,000.00	-11,830.38
85000 Technical Support		500.00	-500.00
Total 80000 TECHNOLOGY	31,932.85	64,900.00	-32,967.15
90000 RESERVE EXPENDITURES			
68900 Strategic Plan Implementation (deleted)		0.00	0.00
Total 90000 RESERVE EXPENDITURES		0.00	0.00
Total Expenses	\$214,339.26	\$329,495.00	\$ -115,155.74
NET OPERATING INCOME	\$ -18,757.15	\$ -495.00	\$ -18,262.15
NET INCOME	\$ -18,757.15	\$ -495.00	\$ -18,262.15

Harrison Memorial Library

Attachment 2

BILL PAYMENT LIST

March 2019

DATE	NUM	VENDOR	AMOUNT
10000 Wells Fargo Checking			
03/08/2019	4705	Amazon Capital Services, Inc.	-933.93
03/08/2019	4706	AMYAH GUNN	-200.00
03/08/2019	4707	AT&T CALNET 3	-169.45
03/08/2019	4708	BAKER & TAYLOR	-3,490.78
03/08/2019	4709	DATAFLOW	-41.12
03/08/2019	4710	GOLDEN GATE BOOKKEEPING	-325.00
03/08/2019	4711	HOOPLA	-825.06
03/08/2019	4712	KAL-WEST	-150.00
03/08/2019	4713	KIDDING AROUND YOGA	-75.00
03/08/2019	4714	OFFICE DEPOT	-110.32
03/08/2019	4715	OVERDRIVE	-213.98
03/08/2019	4716	QUILL.COM	-319.84
03/08/2019	4717	RECORDED BOOKS	-44.82
03/08/2019	4718	REDSHIFT	-14.99
03/08/2019	4719	TEI Landmark Audio	-127.48
03/08/2019	4720	ULINE	-237.81
03/08/2019	4721	XEROX	-49.48
03/13/2019	4722	Amazon Capital Services, Inc.	-81.36
03/13/2019	4723	BAKER & TAYLOR	-1,607.65
03/13/2019	4724	DISCOUNT SCHOOL SUPPLY	-85.87
03/13/2019	4725	NEWS BANK	-723.00
03/13/2019	4726	OCLC	-651.54
03/13/2019	4727	OFFICE DEPOT	-41.30
03/13/2019	4728	OVERDRIVE	-548.43
03/13/2019	4729	WELLS FARGO BANK	-398.87
03/18/2019	4730	Amazon Capital Services, Inc.	-281.70
03/18/2019	4731	BAKER & TAYLOR	-756.86
03/18/2019	4732	BELLA QUATTRO	-300.00
03/18/2019	4733	CALIFA GROUP	-871.72
03/18/2019	4734	PACIFIC GROVE SELF STORAGE	-200.00
03/18/2019	4735	RECORDED BOOKS	-44.82
03/18/2019	4736	WELLS FARGO BANK	-1,889.45
03/22/2019	4737	DEMCO	-78.86
03/22/2019	4738	Amazon Capital Services, Inc.	-46.30
03/22/2019	4739	BAKER & TAYLOR	-1,221.23
03/22/2019	4740	OFFICE DEPOT	-275.29
03/22/2019	4741	QUILL.COM	-67.40
Total for 10000 Wells Fargo Checking			\$ -17,500.71

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended April 30, 2019

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
April 30, 2019

Attachment 3

CURRENT ASSETS

Wells Fargo Checking	262,230.75
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	694,001.29
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	123,000.00

Total Current Assets 1,401,566.34

TOTAL ASSETS 1,401,566.34

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
Broadband Equipment Grant	3,379.77
Evans Trust Book Fund	100,000.00
Permanently Restricted	46,747.05
Unrestricted Net Assets	937,689.92
Net Income / Loss	38,622.35

Total Net Assets 1,401,566.34

TOTAL LIABILITIES AND NET ASSETS 1,401,566.34

Harrison Memorial Library

BALANCE SHEET

As of April 30, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	262,230.75
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	694,001.29
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	1,138,875.59
Total Bank Accounts	\$1,401,566.34
Total Current Assets	\$1,401,566.34
TOTAL ASSETS	\$1,401,566.34
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	
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	937,689.92
Opening Balance Equity	0.00
Net Income	38,622.35
Total Equity	\$1,401,566.34
TOTAL LIABILITIES AND EQUITY	\$1,401,566.34

Harrison Memorial Library

BUDGET VS. ACTUALS: FY_2018_2019 - FY19 P&L

July 2018 - April 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)		0.00	0.00
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
22000 DONATIONS		0.00	0.00
22300 HML Donations - Unrestricted	150.00	1,000.00	-850.00
Total 22000 DONATIONS	150.00	1,000.00	-850.00
23000 INTEREST INCOME			
23100 Interest - Bradney	2,526.10	0.00	2,526.10
23200 Interest - Other	22,760.69	3,000.00	19,760.69
Total 23000 INTEREST INCOME	25,286.79	3,000.00	22,286.79
24000 Friends of HML	23,000.00	21,000.00	2,000.00
25000 Library Operations (Fines, Fees, etc.)	9,648.31	13,000.00	-3,351.69
Total 20000 Revenue	276,410.10	329,000.00	-52,589.90
Total Income	\$276,410.10	\$329,000.00	\$ -52,589.90
GROSS PROFIT	\$276,410.10	\$329,000.00	\$ -52,589.90
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Cash (Over)/ Short	-15.60	0.00	-15.60
31200 Over-Ring Cash	-0.31		-0.31
31300 Refunds (lost materials)	31.00	50.00	-19.00
31400 Bank Charges/Returned Checks	370.75	100.00	270.75
31500 Volunteer / Donor Acknowledgement	250.00	300.00	-50.00
Total 31000 Finance	635.84	450.00	185.84
32000 Services			
32100 Bookkeeping	3,250.00	4,200.00	-950.00
32200 Book Delivery	1,150.00	1,500.00	-350.00
32400 P.G. Self Storage	2,000.00	2,400.00	-400.00
32500 Printing / Copy Services	458.72	1,600.00	-1,141.28
32600 Advertising	65.00	1,400.00	-1,335.00
32700 Other Professional Services		0.00	0.00
Total 32000 Services	6,923.72	11,100.00	-4,176.28
33000 Supplies	9,561.04	9,500.00	61.04
33100 Teen Room Supplies	313.65	500.00	-186.35
33200 Local History Supplies	1,592.77	5,000.00	-3,407.23
33300 Signage / Display	128.42	500.00	-371.58
33400 Library Cards	794.00	1,000.00	-206.00
33500 Postage	800.10	1,600.00	-799.90

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
33600 Office Supplies - General	1,078.44		1,078.44
Total 33000 Supplies	14,268.42	18,100.00	-3,831.58
34000 Professional Development			
34100 Staff Training	4,683.34	7,500.00	-2,816.66
34200 Mileage	224.69	400.00	-175.31
34300 Professional Memberships	905.00	1,700.00	-795.00
34400 MOBAC/PLP Membership	8,641.00	11,000.00	-2,359.00
Total 34000 Professional Development	14,454.03	20,600.00	-6,145.97
Total 30000 ADMINISTRATION	36,282.01	50,250.00	-13,967.99
40000 FURNITURE / EQUIPMENT	1,710.93	6,220.00	-4,509.07
50000 BOOKS, DVDs, eMATERIALS			
62105 MAIN-Audio	7,320.77	12,000.00	-4,679.23
62110 MAIN-Book rental	32,745.13	33,000.00	-254.87
62115 MAIN-Baker & Taylor Buyback	1,000.00	1,000.00	0.00
62120 MAIN-Large Print	1,968.18	2,000.00	-31.82
62125 MAIN - DVD	5,716.90	9,000.00	-3,283.10
62130 MAIN-Fiction	3,708.48	5,300.00	-1,591.52
62140 MAIN-NF-Travel Cont.	1,708.87	5,000.00	-3,291.13
62150 MAIN-Non Fiction	16,805.69	23,000.00	-6,194.31
62155 MAIN - OVERDRIVE Subscription	2,100.00	2,100.00	0.00
62160 MAIN-EBooks/Additional Titles	7,770.60	8,500.00	-729.40
62180 MAIN-Special Category		50.00	-50.00
62190 MAIN-Teen Fiction	971.48	1,300.00	-328.52
62200 MAIN-Amazon Prime Membership	129.41	125.00	4.41
62205 MAIN_Adult Graphic Novel	679.21	1,000.00	-320.79
62210 MAIN_Teen Nonfiction	959.35	800.00	159.35
62215 MAIN_Teen DVD	69.17	300.00	-230.83
62220 MAIN_Teen Audio		0.00	0.00
62310 REF-Database	28,596.46	33,000.00	-4,403.54
62320 REF-Continuation	7,365.62	11,000.00	-3,634.38
62330 REF-General	2,302.09	2,250.00	52.09
62400 YS-Collection	11,175.08	13,000.00	-1,824.92
62410 YS-DataBases	2,191.00	2,400.00	-209.00
62415 YS-DVD	1,917.43	2,500.00	-582.57
62420 YS-Audio	2,413.93	3,000.00	-586.07
62600 Magazine/Newspaper Subscriptions	7,358.75	9,200.00	-1,841.25
62700 Professional Collection	53.62	200.00	-146.38
Total 50000 BOOKS, DVDs, eMATERIALS	147,027.22	181,025.00	-33,997.78
60000 PROGRAMS			
61000 Adult Programs	849.20	1,500.00	-650.80
62000 Teen Programs	83.83	400.00	-316.17
63000 Kids Programs	5,364.84	6,000.00	-635.16
63100 Kids Summer Reading Program	1,750.00	5,000.00	-3,250.00
64000 Oral History Program	5,000.00	5,000.00	0.00
Total 60000 PROGRAMS	13,047.87	17,900.00	-4,852.13
70000 CATALOGING	7,575.75	9,200.00	-1,624.25
80000 TECHNOLOGY			
81000 Hardware	8,539.10	25,000.00	-16,460.90

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
82000 Hosting / Maintenance / Contracts	21,119.62	23,300.00	-2,180.38
83000 Software	315.63	2,100.00	-1,784.37
84000 Telephone / Internet	2,169.62	14,000.00	-11,830.38
85000 Technical Support		500.00	-500.00
Total 80000 TECHNOLOGY	32,143.97	64,900.00	-32,756.03
90000 RESERVE EXPENDITURES			
68900 Strategic Plan Implementation (deleted)		0.00	0.00
Total 90000 RESERVE EXPENDITURES		0.00	0.00
Total Expenses	\$237,787.75	\$329,495.00	\$ -91,707.25
NET OPERATING INCOME	\$38,622.35	\$ -495.00	\$39,117.35
NET INCOME	\$38,622.35	\$ -495.00	\$39,117.35

Harrison Memorial Library

Attachment 3

BILL PAYMENT LIST

April 2019

DATE	NUM	VENDOR	AMOUNT
10000 Wells Fargo Checking			
04/01/2019	4742	PROQUEST	-1,362.07
04/01/2019	4743	DANTE RONDO MOST	-200.00
04/01/2019	4744	TEI Landmark Audio	-552.42
04/01/2019	4745	THE SALINAS CALIFORNIAN	-37.43
04/01/2019	4746	Amazon Capital Services, Inc.	-899.38
04/01/2019	4747	BAKER & TAYLOR	-2,720.18
04/23/2019	4748	BRODART	-47.35
04/23/2019	4749	CARMEL BAKERY	-150.00
04/23/2019	4750	CARMEL VALLEY COMMUNITY YOUTH CENTER	-600.00
04/23/2019	4751	COTTAGE OF SWEETS	-500.00
04/23/2019	4752	DATAFLOW	-41.12
04/23/2019	4753	KAL-WEST	-150.00
04/23/2019	4754	OCLC	-651.54
04/23/2019	4755	REDSHIFT	-14.99
04/23/2019	4756	VALUE LINE	-1,050.00
04/23/2019	4757	WELLS FARGO	-395.49
04/23/2019	4758	Amazon Capital Services, Inc.	-788.15
04/23/2019	4759	BAKER & TAYLOR	-3,097.90
04/23/2019	4760	HOOPLA	-1,008.13
04/25/2019	4761	CALIFORNIA LIBRARY ASSOCIATION	-600.00
04/25/2019	4762	DEMCO	-150.92
04/25/2019	4763	KANOPY	-500.00
04/25/2019	4764	KIDDING AROUND YOGA	-75.00
04/25/2019	4765	MONTEREY COUNTY HERALD	-452.42
04/25/2019	4766	PACIFIC GROVE SELF STORAGE	-200.00
04/25/2019	4767	SUNSERI, MARYLEE	-150.00
04/25/2019	4768	Amazon Capital Services, Inc.	-705.89
04/25/2019	4769	BAKER & TAYLOR	-5,056.42
04/25/2019	4770	OFFICE DEPOT	-349.27
04/25/2019	4771	QUILL.COM	-530.90
04/25/2019	4772	WELLS FARGO	-425.35
Total for 10000 Wells Fargo Checking			\$ -23,462.32

FINANCIAL STATEMENTS
of
HARRISON MEMORIAL LIBRARY
For the Period Ended May 31, 2019

HARRISON MEMORIAL LIBRARY
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
May 31, 2019

Attachment 4

CURRENT ASSETS

Wells Fargo Checking	230,952.07
Petty Cash Main	260.00
Petty Cash Park Branch	200.00
LAIF	694,001.29
LAIF-Operating Reserve	175,127.25
LAIF-Bradney	46,747.05
LAIF-Equipment Replacement	100,000.00
LAIF-Evans Restricted Fund	123,000.00

Total Current Assets 1,370,287.66

TOTAL ASSETS 1,370,287.66

LIABILITIES AND NET ASSETS

NET ASSETS

LAIF-Operating Reserve	175,127.25
LAIF-Equipment Replacement	100,000.00
Broadband Equipment Grant	3,379.77
Evans Trust Book Fund	100,000.00
Permanently Restricted	46,747.05
Unrestricted Net Assets	937,689.92
Net Income / Loss	7,343.67

Total Net Assets 1,370,287.66

TOTAL LIABILITIES AND NET ASSETS 1,370,287.66

Harrison Memorial Library

BALANCE SHEET

As of May 31, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	230,952.07
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	694,001.29
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	1,138,875.59
Total Bank Accounts	\$1,370,287.66
Total Current Assets	\$1,370,287.66
TOTAL ASSETS	\$1,370,287.66
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	
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	937,689.92
Opening Balance Equity	0.00
Net Income	7,343.67
Total Equity	\$1,370,287.66
TOTAL LIABILITIES AND EQUITY	\$1,370,287.66

Harrison Memorial Library

BUDGET VS. ACTUALS: FY_2018_2019 - FY19 P&L

July 2018 - May 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)		0.00	0.00
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
22000 DONATIONS	100.00	0.00	100.00
22300 HML Donations - Unrestricted	150.00	1,000.00	-850.00
Total 22000 DONATIONS	250.00	1,000.00	-750.00
23000 INTEREST INCOME			
23100 Interest - Bradney	2,526.10	0.00	2,526.10
23200 Interest - Other	22,767.40	3,000.00	19,767.40
Total 23000 INTEREST INCOME	25,293.50	3,000.00	22,293.50
24000 Friends of HML	23,000.00	21,000.00	2,000.00
25000 Library Operations	9,548.31	13,000.00	-3,451.69
Total 20000 Revenue	276,416.81	329,000.00	-52,583.19
Total Income	\$276,416.81	\$329,000.00	\$ -52,583.19
GROSS PROFIT	\$276,416.81	\$329,000.00	\$ -52,583.19
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Cash (Over)/ Short	-15.60	0.00	-15.60
31200 Over-Ring Cash	-0.31		-0.31
31300 Refunds (lost materials)	31.00	50.00	-19.00
31400 Bank Charges/Returned Checks	454.22	100.00	354.22
31500 Volunteer / Donor Acknowledgement	250.00	300.00	-50.00
Total 31000 Finance	719.31	450.00	269.31
32000 Services			
32100 Bookkeeping	4,225.00	4,200.00	25.00
32200 Book Delivery	1,300.00	1,500.00	-200.00
32400 P.G. Self Storage	2,200.00	2,400.00	-200.00
32500 Printing / Copy Services	431.91	1,600.00	-1,168.09
32600 Advertising	130.00	1,400.00	-1,270.00
32700 Other Professional Services		0.00	0.00
Total 32000 Services	8,286.91	11,100.00	-2,813.09
33000 Supplies			
33100 Teen Room Supplies	11,250.83	9,500.00	1,750.83
33200 Local History Supplies	183.35	500.00	-316.65
33300 Signage / Display	4,022.77	5,000.00	-977.23
33400 Library Cards	128.42	500.00	-371.58
33500 Postage	794.00	1,000.00	-206.00
	812.16	1,600.00	-787.84

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Total 33000 Supplies	17,191.53	18,100.00	-908.47
34000 Professional Development			
34100 Staff Training	5,389.34	7,500.00	-2,110.66
34200 Mileage	224.69	400.00	-175.31
34300 Professional Memberships	1,180.00	1,700.00	-520.00
34400 MOBAC/PLP Membership	8,641.00	11,000.00	-2,359.00
Total 34000 Professional Development	15,435.03	20,600.00	-5,164.97
Total 30000 ADMINISTRATION	41,632.78	50,250.00	-8,617.22
40000 FURNITURE / EQUIPMENT	775.47	6,220.00	-5,444.53
50000 BOOKS, DVDs, eMATERIALS			
51000 Adult Collection			
51100 Audio	7,555.94	12,000.00	-4,444.06
51200 DVD	7,770.45	9,000.00	-1,229.55
51300 Fiction	5,633.15	5,300.00	333.15
51400 Non Fiction	20,371.88	23,000.00	-2,628.12
51500 Large Print	2,043.10	2,000.00	43.10
51600 Graphic Novels	768.41	1,000.00	-231.59
51700 Teen	2,063.32	2,100.00	-36.68
Total 51000 Adult Collection	46,206.25	54,400.00	-8,193.75
52000 Kid's Collection			
52100 J-Audio	2,681.30	3,000.00	-318.70
52200 J-DVD	2,493.05	2,500.00	-6.95
52300 J-Collection	13,665.72	13,000.00	665.72
Total 52000 Kid's Collection	18,840.07	18,500.00	340.07
53000 Other			
53100 Reference and Replacements	2,326.62	2,250.00	76.62
53200 Continuations - General	8,767.55	11,000.00	-2,232.45
53300 Continuations - Travel	2,173.52	5,000.00	-2,826.48
53400 Professional Collection	53.62	200.00	-146.38
Total 53000 Other	13,321.31	18,450.00	-5,128.69
55000 Serial Subscriptions	7,830.40	9,200.00	-1,369.60
56000 Baker & Taylor Buyback	1,000.00	1,000.00	0.00
58000 Databases / eResources			
58100 Databases	28,596.46	33,000.00	-4,403.54
58200 J-DataBases	2,191.00	2,400.00	-209.00
58300 OVERDRIVE Subscription	2,100.00	2,100.00	0.00
58400 EBooks/Additional Titles	8,475.86	8,500.00	-24.14
58500 Amazon Prime Membership	129.41	125.00	4.41
Total 58000 Databases / eResources	41,492.73	46,125.00	-4,632.27
62110 MAIN-Book rental (deleted)	32,745.13	33,000.00	-254.87
62180 MAIN-Special Category (deleted)		50.00	-50.00
62215 MAIN_Teen DVD (deleted)	197.55	300.00	-102.45
62220 MAIN_Teen Audio (deleted)		0.00	0.00
Total 50000 BOOKS, DVDs, eMATERIALS	161,633.44	181,025.00	-19,391.56
60000 PROGRAMS			
61000 Adult Programs	758.99	1,500.00	-741.01
62000 Teen Programs	402.86	400.00	2.86

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
63000 Kids Programs	6,013.51	6,000.00	13.51
63100 Kids Summer Reading Program	3,155.30	5,000.00	-1,844.70
64000 Oral History Program	5,000.00	5,000.00	0.00
Total 60000 PROGRAMS	15,330.66	17,900.00	-2,569.34
70000 CATALOGING	8,227.29	9,200.00	-972.71
80000 TECHNOLOGY			
81000 Hardware	11,780.29	25,000.00	-13,219.71
82000 Hosting / Maintenance / Contracts	22,746.59	23,300.00	-553.41
83000 Software	315.63	2,100.00	-1,784.37
84000 Telephone / Internet	4,692.61	14,000.00	-9,307.39
85000 Technical Support		500.00	-500.00
Total 80000 TECHNOLOGY	39,535.12	64,900.00	-25,364.88
90000 RESERVE EXPENDITURES			
68900 Strategic Plan Implementation (deleted)		0.00	0.00
Total 90000 RESERVE EXPENDITURES		0.00	0.00
Unapplied Cash Bill Payment Expenditure	1,938.38		1,938.38
Total Expenses	\$269,073.14	\$329,495.00	\$ -60,421.86
NET OPERATING INCOME	\$7,343.67	\$ -495.00	\$7,838.67
NET INCOME	\$7,343.67	\$ -495.00	\$7,838.67

Harrison Memorial Library

Attachment 4

BILL PAYMENT LIST

May 2019

DATE	NUM	VENDOR	AMOUNT
10000 Wells Fargo Checking			
05/14/2019	4774	Amazon Capital Services, Inc.	-2,132.94
05/14/2019	4775	AMYAH GUNN	-200.00
05/14/2019	4776	AT&T CALNET 3	-79.72
05/14/2019	4777	BAKER & TAYLOR	-5,478.20
05/14/2019	4778	BMI IMAGING SYSTEMS	-1,500.00
05/14/2019	4779	BRODART	-185.89
05/14/2019	4780	ENVISIONWARE	-3,354.15
05/14/2019	4781	HOOPLA	-846.38
05/14/2019	4782	KAL-WEST	-150.00
05/14/2019	4783	KEN HALLA	-2,430.00
05/14/2019	4784	KIDDING AROUND YOGA	-75.00
05/14/2019	4785	OFFICE DEPOT	-41.00
05/14/2019	4786	QUILL.COM	-8.78
05/14/2019	4787	RECORDED BOOKS	-44.82
05/14/2019	4788	REDSHIFT	-29.98
05/14/2019	4789	TEI Landmark Audio	-32.25
05/14/2019	4790	THINKER TOYS	-800.00
05/14/2019	4791	XEROX	-111.98
05/14/2019	4792	WELLS FARGO	-77.06
05/14/2019	4793	WELLS FARGO	-1,161.68
05/31/2019	4794	Amazon Capital Services, Inc.	-1,607.66
05/31/2019	4795	AMYAH GUNN	-200.00
05/31/2019	4796	BAKER & TAYLOR	-3,817.90
05/31/2019	4797	CALIFA GROUP	-2,413.29
05/31/2019	4798	CALIFORNIA LIBRARY ASSOCIATION	-200.00
05/31/2019	4799	DATAFLOW	-41.12
05/31/2019	4800	GOLDEN GATE BOOKKEEPING	-975.00
05/31/2019	4801	ILLINOIS LIBRARY ASSOCIATION	-605.30
05/31/2019	4802	MERCURY NEWS	-217.85
05/31/2019	4803	OCLC	-651.54
05/31/2019	4804	OFFICE DEPOT	-174.50
05/31/2019	4805	OVERDRIVE	-705.26
05/31/2019	4806	PACIFIC GROVE SELF STORAGE	-200.00
05/31/2019	4807	PEAK ENTERPRISES	-253.80
05/31/2019	4808	RECORDED BOOKS	-44.82
05/31/2019	4809	SUNSERI, MARYLEE	-150.00
05/31/2019	4810	XEROX	-72.63
05/31/2019	4811	AMAZON	0.00
05/31/2019	4812	AMAZON	-198.29
Total for 10000 Wells Fargo Checking			\$ -31,268.79



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

June 26, 2019
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Receive an update on the Library's Community Conversation initiative.

RECOMMENDATION:

Receive an update on the Library's Community Conversation initiative.

BACKGROUND/SUMMARY:

The Library has conducted six community conversations between August 2018 and March 2019. There were 57 participants, including members of the Harrison Memorial Library staff, the Carmel Public Library Foundation, the Carmel Women's Club, the Friends of the Harrison Memorial Library, Carmel Area Residents and Businesses (CARB), and the Community Activities Commission.

Throughout these conversations, we heard several themes coming up again and again: a desire for a connected and inclusive community; and concerns about social isolation, community fragmentation, and a lack of communication and follow through.

ASPIRATIONS FOR CARMEL

When asked what aspirations they had for their community, conversation participants focused on two main desires:

- A community that is connected, friendly and welcoming; that is characterized by neighborliness and companionship; where it is safe to engage and get to know each other. **"People want to feel familiar. We want to know each other."**
- A community that is open-minded and inclusive; that welcomes tourists, businesses, newcomers and part-time residents and actively integrates them into the community; that is open to new ideas and new ways of doing things. **"We're looking for an overall change in mindset, no more 'us vs them.' 'Our Carmel' instead of 'My Carmel.'"**

CONCERNS AND OBSTACLES

Participants repeatedly identified the following as major concerns in the community, and as obstacles to reaching their stated aspirations:

- The community feels splintered into adversarial groups who lack mutual understanding. **"[People here are] transient. Siloed, rather than connected. So many tourists, the local community**

feels diluted.” “[This] used to be a really tight community. We knew each other...We got pushed out.”

- The lack of neighborliness: people don't know or feel connected to each other. There is a general sense of isolation and loneliness. **“I've got no one I can borrow an egg from.”**
- There is little common ground, a lack of physical places for people to go and interact. **“The community is behind closed doors.”**
- A lack of communication, and a feeling of being uninformed of the events and services available in the community. **“There's a disconnect between people who want to do something and people who are offering that thing.”**
- A sense that the voices of the community aren't being heard or acted upon. **“There's no connection between the voice and action. The City comes and listens to us, then doesn't do anything.”**

ACTIONS THAT WOULD MAKE A DIFFERENCE

To support these community aspirations and ameliorate their concerns, conversation participants identified several courses of action:

- The creation and improvement of **gathering spaces**: free places for the community to gather and mingle without needing a specific purpose. Devendorf Park and Sunset Center were identified as underused resources that could be made more inviting.
- An increase in the number of **community events**, providing more opportunities for community members to come together and make connections. There is a desire for smaller, community-focused events sponsored by the City or local organizations (concerts in the park, street dances, etc.), and informal community events put on by residents and making use of the gathering spaces.
- The establishment of some sort of **community liaison** process/officer/program that would provide a central and stable point of communication between community groups/residents and the City, and establish a mechanism for feedback, follow through and accountability.
- The creation of a **Welcome Packet** sent to new residents that would collate information about local services, organizations, events, volunteer opportunities, etc., to help improve communication, build connections and integrate new residents into the community.
- The establishment of a **Community Ambassadors** program, through which full-time residents could reach out to part-time and new residents, and which could facilitate the organization of new community events and programs (e.g. block parties, neighborhood watch).

TRUSTED ACTORS

When asked which groups or individuals they would trust to take action on the issues and concerns raised, the conversation participants identified the following organizations:

- The **Harrison Memorial Library** was frequently nominated as a trusted organization and **“natural leader”** of community action, as it is considered **“non-political and non-threatening,”** and is already equipped with buildings, staff and training in outreach and organization.
- The **City**, including staff, councilmembers, and boards and commissions, was also named repeatedly as an organization trusted to affect change, as it is considered to have both the capacity (staff, expertise, budget) and the responsibility to work on solutions for these concerns. **“[These changes are the] City's responsibility, with community support.”**

Other community organizations (Carmel Residents Associations, Chamber of Commerce, Women's Club, Carmel Foundation, etc.) were mentioned occasionally as potential trustworthy actors, but not as consistently.

CONCLUSION

The sense throughout all the conversations was of an enormous potential for partnerships and collaboration

between the Library, the City, community organizations and community members. As the Library continues to engage the community in conversation we are committed to the following:

1. starting to explore how to build partnerships to achieve reasonable outcomes
2. engaging community members in the actual community conversation process as moderators and note takers
3. addressing “low hanging fruit” items that will demonstrate to the community that we are hearing what they are saying and that we can be trusted to act in the interim before the final public knowledge report is completed

FISCAL IMPACT:

There is no fiscal impact associated with receiving an update on this item.

ATTACHMENTS:

Attachment 1 - Background memo

Attachment 2 - Ideas and Projects



Memorandum

To: Chip Rerig, City Administrator

From: Ashlee Wright, Library and Community Activities Director

Subject: Community Conversations

Date: September 1, 2018

BACKGROUND

Libraries Transforming Communities is an American Library Association initiative with the Harwood Institute for Public Innovation. This initiative is supported by the U.S. Institute for Museum and Library Services under the provisions of the Library Services and Technology Act, administered by the State Librarian.

The Harwood Institute has coached hundreds of library professionals in developing an approach or practice called Turning Outward. Libraries that Turn Outward are better connected to their communities, and those communities often shape their collective thinking into action.

The Harwood Institute was recommended to me at a half-day workshop at the Fresno Public Library called “Communicating Change”. Nearly three fourths of those in attendance that day had been trained in the Harwood methodology and were emphatic about how transformative it had been for their libraries and communities. In May 2018, Local History Librarian, Katie O’Connell, and I received state grant funding to attend a three day training with the Harwood Institute alongside other library professionals, including representatives from neighboring Monterey Public Library.

COMMUNITY CONVERSATIONS

Community conversations are a central part of the Harwood methodology, which provide a safe place where people in our community can come together to talk about their aspirations, concerns, and how they want their community to move forward. The typical community conversation has about 8-15 participants and lasts up to two hours. A moderator guides the conversation using a discussion guide, which was developed by the Harwood Institute over the past 25 years. This guide has been tested and used in communities of all sizes and makeup.

Starting with people’s shared aspirations is critical to building community ownership and forward momentum to pursue a path of possibility and hope. But it’s not how most conversations in communities are started or framed. Here are two conventional ways that many conversations in communities start (and stall), and how using people’s shared aspirations produces a more productive path forward:

STARTING POINT	WHAT WE GET	WHAT IT CREATES
Identify “the problems”	<p>Rooted in complaints</p> <p>Private demands on Public Resources</p> <p>Finger pointing; blame</p> <p>Solution wars</p>	<p>Long list of problems</p> <p>A sense that the community is full of problems, deficits and people to blame</p> <p>No shared sense of where the community wants to go</p>
Visioning exercises	<p>“Wish lists”</p> <p>Conversations disconnected from present reality</p>	<p>False hope</p> <p>A document or set of ideas that people will not fight for because it is not rooted in their reality</p> <p>“Vision” documents relegated to desk drawers and collecting dust</p>
Aspirations	<p>A conversation based on reality and a shared sense of possibility</p> <p>Shifts conversation from the individual or organization to the community</p> <p>Conversation about what people value, where they wish to go, and why</p>	<p>A sense of shared aspirations that roots our work in something uniquely public</p> <p>The possibility for building public will</p> <p>A set of ideas that people will go to bat for</p>

PUBLIC VS. EXPERT KNOWLEDGE

The Harwood Institute makes a distinction between “public knowledge” and “expert knowledge”. Public knowledge is about understanding people’s aspirations, concerns, and how they see change happening in their community. Expert knowledge (e.g., technical studies, best practices, statistical data) is vital, but too often substitutes for public knowledge. Community conversations are the best tool we have for generating public knowledge. While traditional methods of public engagement like surveys and questionnaires can result in useful information, community conversations create connections between community members and organizations, not simply between the community members and the Library, as well as creating greater community ownership of/investment in the outcomes of the conversations.

When we help a community generate public knowledge, we and others in the community can: understand the context of people’s lives, root our work and decisions in what matters to people, identify key issues of concern to people in language that people themselves use, uncover and generate a sense of common purpose for action in the community, set realistic goals for moving ahead and making change, and make our work more relevant and impactful within the community.

HOW WE USE PUBLIC KNOWLEDGE

Recently, I engaged the library staff in a highly successful, full-day training on the Harwood practice and turning outward to the community. Ms. O’Connell and I moderated this initial community conversation with the library staff and representatives from the Carmel Public Library Foundation. Aside from the larger implications for the conversation as part of a public knowledge report, everyone listened to what others were saying, and we have already been able to implement some small changes to how we communicate with each other for the better.

Beginning with the groups that we are most closely associated with, such as the Carmel Public Library Foundation, and Friends of the Library, and then branching out, it is our intention to continue conducting community conversations throughout the Fall and Winter and to use the public knowledge that we gather to inform the library’s strategic plan and programming going forward.

As we conduct these conversations, we are not promising that any new initiatives or programs will emerge, only that we will get back to people, share what we learned and how it can help make work in the community more effective. Sharing the public knowledge from community conversations with other individuals, organizations and groups is an important way to create community ownership of people's shared aspirations and concerns.

Each of us makes the choice about the direction we face when we seek to make a difference, and each of us has clear reasons to turn outward to see and hear our community and act with intentionality to create change. I am so pleased that we as a Library staff have committed to re-orienting ourselves to be more turned outward to the public and are starting down a path of making lasting change for our library patrons and the community.

Local community life eroding with commercialization of Ocean Avenue. How have other small communities handled this?

Goals of business owners. Are they in line with either the city or library?

From the Community Conversation Notes:

- Create a meeting space
- Talk to teens, find out what they want.
- Create additional free “spaces” for community members to gather
- Outreach to community organizations, make connections for joint marketing efforts and event sponsorship, partnerships. Need to identify partners, work more closely with other city depts.
- More community events, free events, different type(s) of events, e.g., street fairs, concerts, parades, dances, something unique to Carmel/small towns
- Rebranding effort (with city?) “Our Carmel”...focus on inclusivity
- Communicate city rules (cause fragmentation?)
- Policies that are barriers to helping patrons - are these library policies or city policies?
- Use of social media to reach more of the community. How are other libraries using social media?
- Create calendar of events city wide, have at library
- Welcome to Carmel package?
- Advertise more, possibly collaborate with Carmel Pine Cone.
- Need more parking, especially near library
- Centralize communication of events
- Create centralized community bulletin board like in Bozeman, Montana
- Creation of a community center
- Include churches, civic clubs in getting messages out

Programs and Other Ideas

- Library Open House/ Tour of Art/History
- Winter Reading Program
- Piggyback on existing events, e.g., setting up a library table at the Farmer’s Market
- Short-term parking spots near library
- Drive-by holds, mobile ordering
- Shuttle in town
- Coffee shop in library
- Chinese/Japanese newspaper

My thoughts

- Improved organization/placement of resources, e.g., recommended books, flyers for various resources, book club lists, brochures on Hoopla, Overdrive, etc.
- Specific section/area for tourists re: history of Carmel, library art, things to do in the area, etc.

- Conversations with business owners to gauge interest in joint marketing /programs
- Programs for seniors, individuals without access to computer
- Workshop/training for Individuals with computers that just need basic assistance learning how to navigate Google, email, library website, putting a hold on books, etc.
- Any interest from business owners/people who work in town 9-5 for a lunchtime brown bag event? Can we do anything with/for part-time workers in town?
- Genealogy Research
- Monthly displays
- Collaboration with Sunset Center

Suggested Action	Who Can Implement
Create a meeting space	Will happen next fiscal year
Talk to teens for their input	Library
Create additional free spaces for the community to gather	City will need to provide space. Library can assist in suggestions for how to use space?
More community events, free events, different type(s) of events, e.g., street fairs, concerts, parades, dances, something unique to Carmel/small towns	City with assistance from library
Outreach to community organizations, make connections for joint marketing efforts and event sponsorship, partnerships. Need to identify partners, work more closely with other city depts.	Library and city
Rebranding effort with city, i.e., "Our Carmel"...focus on inclusivity	Library and city
Remove barriers to helping patrons and increasing circulation	Library, possibly city
Use of social media to reach more of the community.	Library, city? Not sure how much autonomy the library has. Do most changes, programs, etc. need to get approved by the city?
Centralize communication of events	Library, city

Create monthly calendar of events city wide, have at library for patrons, possibly print it as a bookmark.	
Welcome to Carmel package for tourists and new residents	Library, city
Advertise more, possibly collaborate with Carmel Pine Cone.	Library
Need more parking, especially near library	City, library
Drive-by holds, mobile ordering	Library
Create centralized community bulletin board like in Bozeman, Montana	Library?
Creation of a community center	City, library
Include churches, civic clubs in getting messages out	Library
Piggyback on existing events, e.g., setting up a library table at the Farmer's Market	Library
Chinese/Japanese newspaper	Library
Library Open House/ Tour of Art/History (as part of Welcome Package?)	Library