



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

Trustees Marie-Clare Gorham, Donna Jett, and Mary  
Jo Williams

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

### **REGULAR MEETING Wednesday, July 23, 2025**

**9:00 AM**

**THIS MEETING WILL BE HELD IN PERSON AND VIA TELECONFERENCE.** The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may watch the Youtube Live Stream at:

<https://www.youtube.com/@CityofCarmelbytheSea/streams>, or use the link below to view or listen to the meeting via Zoom teleconference:

<https://ci-carmel-ca-us.zoom.us/j/81309333481> Webinar ID: 813 0933 3481 Passcode: 369012 Dial in: 669-444-9171

**HOW TO OFFER PUBLIC COMMENT:** Public comment may be given in person at the meeting, or using the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to [lsfenton@ci.carmel.ca.us](mailto:lsfenton@ci.carmel.ca.us). Comments must be received 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

### **CALL TO ORDER AND ROLL CALL**

- A.** This meeting will be held at Vista Lobos, Torres & 3rd

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC APPEARANCES**

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. Matters not appearing on the agenda will not receive action at this meeting and may be referred to staff. Persons are not required to provide their names, and it is helpful for speakers to state their names so they may be identified in the minutes of the meeting.

### **ANNOUNCEMENTS**

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

## **ORDERS OF BUSINESS**

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

1. Receive the Fiscal Year 2023-24 audit report and a presentation from auditor Sheldon Chavan, C.P.A., of Chavan & Associates, LLP.
2. Approval of the Minutes for the June 24, 2025, Special Meeting
3. Receive the Librarian's Report for June 2025
4. Receive the Treasurer's Report for June 2025 and approve the check register for June 2025
5. Receive a progress report on the Harrison Memorial Library Restoration Project
6. Receive a report from the Carmel Public Library Foundation on recent activities
7. Receive a year end budget report for Fiscal Year 2024-2025 and approve LAIF transfers
8. Consideration of a resolution authorizing the investment of monies in the Local Agency Investment Fund.
9. Consider Request to Borrow Harrison Memorial Historical Artifacts by Monterey Museum of Art

## **FUTURE AGENDA ITEMS**

### **ADJOURNMENT**

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

### **SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

Any supplemental writings or documents distributed to a majority of the Board of Trustees regarding any item on this agenda, received after the posting of the agenda will be available in the Library and Community Activities Director's Office located at the Park Branch Library at the NE corner of Mission Street and Sixth Avenue during normal business hours.

### **SPECIAL NOTICES TO PUBLIC**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).



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

July 23, 2025  
CALL TO ORDER AND ROLL CALL

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED  
BY:**

**SUBJECT:** This meeting will be held at Vista Lobos, Torres & 3rd

**RECOMMENDATION:**

**BACKGROUND/SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

# Harrison Memorial Library Fund *Annual Financial Report*



City of Carmel-by-the-Sea  
California

Fiscal Year Ended June 30, 2024

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**HARRISON MEMORIAL LIBRARY FUND  
(CITY OF CARMEL-BY-THE-SEA)  
ANNUAL FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2024**

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Attachment 1

**TABLE OF CONTENTS**

**FINANCIAL SECTION**

Independent Auditor's Report.....	1
Basic Financial Statements:	
Balance Sheet .....	4
Statement of Revenues, Expenditures and Changes in Fund Balance .....	5
Notes to the Basic Financial Statements.....	6

**REQUIRED SUPPLEMENTARY INFORMATION**

Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual (GAAP Basis).....	16
---	----

**OTHER INDEPENDENT AUDITOR'S REPORTS**

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 <i>Government Auditing Standards</i> .....	17
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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 Audit of the Financial Statements

#### Opinion

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, 2024, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

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, 2024, 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.

#### Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### 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, 2024, 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

#### Responsibility of Management for the Financial Statements

City management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.



In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### **Auditor's Responsibility for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### **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 February 14, 2025 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 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

February 14, 2025  
Morgan Hill, California



## **BASIC FINANCIAL STATEMENTS**

**Harrison Memorial Library Fund**  
**(City of Carmel-by-the-Sea)**  
**Balance Sheet**  
**June 30, 2024**

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Attachment 1

**ASSETS**

Cash and investments	\$ 1,486,541
<b>Total assets</b>	<b>\$ 1,486,541</b>

**LIABILITIES AND FUND BALANCES**

**Liabilities:**

Accounts payable	\$ 32,890
<b>Total liabilities</b>	<b>32,890</b>

**Fund Balances:**

Restricted:	
The Reuel Bradney Book Fund	46,747
Evans Trust Book Fund	100,000
Committed:	
Operating reserve	201,450
Equipment replacement	100,000
Unassigned	1,005,454
<b>Total fund balances</b>	<b>1,453,651</b>
<b>Total liabilities and fund balances</b>	<b>\$ 1,486,541</b>

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, 2024**

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Attachment 1

**REVENUES**

Contributions:

Carmel Public Library Foundation	\$ 341,036
Donations	300
Friends of HML	25,000
Total contributions	<u>366,336</u>

Charges for services	6,655
Interest	45,796
<b>Total Revenues</b>	<u>418,787</u>

**EXPENDITURES**

Current:

Library:

Administration	53,184
Equipment	50,408
Documents and records	111,560
Programs and cataloging	196,171
Information technology systems	4,445
<b>Total Expenditures</b>	<u>415,768</u>

Net Change in Fund Balance	3,019
Fund Balance Beginning	<u>1,450,632</u>
Fund Balance Ending	<u>\$ 1,453,651</u>

The accompanying notes are an integral part of these financial statements

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Attachment 1

**Harrison Memorial Library Fund  
(City of Carmel-by-the-Sea)  
Notes to the Basic Financial Statements  
June 30, 2024**

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**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 Annual Comprehensive Financial Report (ACFR). 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 ACFR 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, 2024**

---

Attachment 1

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, 2024**

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Attachment 1

***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, 2024**

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***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. The Evans Trust Book Fund is a donor-restricted endowment fund. Under terms of the endowment in the amount of \$100,000, 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 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 City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council 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 Manager 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, 2024**

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Attachment 1

***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.

Budgetary control is legally maintained at the fund level for all City funds. Department heads submit budget requests to the City Administrator. 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. 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.

***I. 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 ACFR.

**Harrison Memorial Library Fund**  
**(City of Carmel-by-the-Sea)**  
**Notes to the Basic Financial Statements**  
**June 30, 2024**

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Attachment 1

***J. Implemented Accounting Pronouncements***

The Library has implemented the following recent GASB Statements:

*GASB Statement No. 100, "Accounting Changes and Error Corrections—an amendment of GASB Statement No. 62:* This Statement defines accounting changes as changes in accounting principles, changes in accounting estimates, and changes to or within the financial reporting entity and describes the transactions or other events that constitute those changes. This Statement also prescribes the accounting and financial reporting for (1) each type of accounting change and (2) error corrections in previously issued financial statements. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. This statement did not have a material impact on the financial statements.

**NOTE 2 - CASH AND INVESTMENTS**

As of June 30, 2024, cash and investments consisted of the following:

Cash on hand	\$ 460
Demand Deposits	246,097
Local Agency Investment Fund (LAIF)	1,093,237
Restricted cash and investments - LAIF	146,747
Total cash and investments	<u>\$ 1,486,541</u>

***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.

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 balance before reconciling items totaled \$258,586 at June 30, 2024 and was different from the carrying amount due to deposits in transit and outstanding checks. The Library's bank amount uninsured by FDIC coverage is \$8,586.

***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.

**Harrison Memorial Library Fund**  
**(City of Carmel-by-the-Sea)**  
**Notes to the Basic Financial Statements**  
**June 30, 2024**

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Attachment 1

***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, 2024**

---

Attachment 1

***D. External Investment Pool***

The Library's investments with LAIF at June 30, 2024, 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/>.

***E. 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 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, 2024, 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, 2024, 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, 2024**

Attachment 1

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, 2024, the Library's investments had the following maturities and ratings:

Investment Type	12 Months or Less	Rating	Fair Value Input Levels
LAIF (state pool)	\$ 1,239,984	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, injuries to employees, and natural disasters for which the City carries commercial insurance.

The City of Carmel-by-the-Sea (City) is a member of PRISM (Public Risk Innovation, Solutions, and Management) which is a shared risk pool. PRISM covers claims for the City for both Workers Compensation and General Liability. The City's Liability SIR is pre-funded through PRISM for 8 quarters of payments made on behalf of City. Currently, the SIR fund for the City with PRISM is maintained at \$8,183. If the pre-funded SIR balance drops below this amount, the City is billed by PRISM 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 PRISM account.

The City has three layers of Liability coverage through PRISM 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 third layer is \$25 million limit in the PRISM Optional Excess Liability program. The City's total Liability insurance limit is \$50 million.

For Workers Compensation, the City is a member of both the PRISM Primary Workers Compensation program and then, the PRISM 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, PRISM's excess coverage steps in and the SIR

**Harrison Memorial Library Fund**  
**(City of Carmel-by-the-Sea)**  
**Notes to the Basic Financial Statements**  
**June 30, 2024**

---

Attachment 1

(Self Insured Retention) is \$125,000 which again, is satisfied by exhausting the limits of coverage 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 PRISM 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 83% 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)**  
**June 30, 2024**

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>REVENUES</b>				
Contributions	\$ 341,000	\$ 341,000	\$ 366,336	\$ 25,336
Charges for services	34,000	34,000	6,655	(27,345)
Interest	22,900	22,900	45,796	22,896
<b>Total Revenues</b>	<b>397,900</b>	<b>397,900</b>	<b>418,787</b>	<b>20,887</b>
<b>EXPENDITURES</b>				
Current:				
Library:				
Administration	51,615	51,615	53,184	(1,569)
Equipment	34,500	34,500	50,408	(15,908)
Documents and records	104,350	104,350	111,560	(7,210)
Programs and cataloging	207,935	207,935	196,171	11,764
Information technology systems	4,500	4,500	4,445	55
<b>Total Expenditures</b>	<b>402,900</b>	<b>402,900</b>	<b>415,768</b>	<b>(12,868)</b>
Net Change in Fund Balance	(5,000)	(5,000)	3,019	8,019
Fund Balance Beginning	1,450,632	1,450,632	1,450,632	-
Fund Balance Ending	<b>\$ 1,445,632</b>	<b>\$ 1,445,632</b>	<b>\$ 1,453,651</b>	<b>\$ 8,019</b>

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



## **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 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, 2024, and the related notes to the financial, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated February 14, 2025.

**Report on 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) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing our 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 operations 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 in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

**Report on 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 financial statement amounts. However, providing an opinion on compliance with those provisions was not



an objective of our audit, and accordingly, we do not 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

February 14, 2025  
Morgan Hill, California



**SPECIAL MEETING**  
**Tuesday, June 24, 2025**  
**9:00 AM**

**CALL TO ORDER AND ROLL CALL**

**Item A:** This meeting will be held at Vista Lobos, Torres & 3<sup>rd</sup>

**PRESENT:** Gorham, Jett, Williams

**ABSENT:** None

**STAFF PRESENT:** Ashlee Wright, Library & Community Activities Director  
Leslie Fenton, Executive Assistant

**PLEDGE OF ALLEGIANCE**

**Members of the audience joined the Board in the Pledge of Allegiance.**

**PUBLIC APPEARANCES**

**None**

**ANNOUNCEMENTS**

**Item A:** Announcements from the Trustees  
Trustees Williams and Gorham welcomed new board member Donna Jett.

**Item B:** Announcements from the Library Director  
Library & Community Activities Director Wright also welcomed Donna Jett to the Library Board and stated there is no update on Saturday hours.

**ORDERS OF BUSINESS**

**Item 3:** Approval of the Minutes for the May 28 2025, Regular Meeting

Trustee Williams moved to approve the Minutes for the May 28, 2025, Regular Meeting, seconded by Trustee Gorham and carried by the following roll call vote:

**AYES:** Gorham, Jett, Williams

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**Item 4:** Receive the Librarian's Report for May 2025

Library & Community Activities Director Wright presented the report.

**Item 5:** Receive the Treasurer's Report for May 2025 and approve the check register for May 2025

Treasurer Gorham presented the report.

Trustee Williams moved to approve the check register for May 2025, seconded by Trustee Williams and carried by the following roll call vote:

AYES: Gorham, Jett, Williams

NOES: None

ABSENT: None

ABSTAIN: None

**Item 6:** Receive a report from the Carmel Public Library Foundation on recent activities

Carmel Public Library Foundation Executive Director Alexander Fallon presented the report.

**Item 7:** Proposed Professional Services Agreement with Moore Ruble Yudell Architects for the Centennial Restoration of the Harrison Memorial Library

City Attorney Brian Pierik presented the report.

Trustee Williams moved to recommend that the City Council approve the Proposed Professional Service Agreement with Moore Ruble Yudell Architects for the Centennial Restoration of the Harrison Memorial Library, seconded by Trustee Gorham and carried by the following roll call vote:

AYES: Gorham, Jett, Williams

NOES: None

ABSENT: None

ABSTAIN: None

**Item 8:** Annual Election of 2025-2026 Board Officers.

Library & Community Activities Director Wright presented the report.

Trustee Gorham moved to appoint Trustee Mary Jo Williams as President, Trustee Marie-Clare Gorham as Vice-President, and Trustee Donna Jett as Treasurer, seconded by Trustee Williams and carried by the following roll call vote:

AYES: Gorham, Jett, Williams  
NOES: None  
ABSENT: None  
ABSTAIN: None

#### **FUTURE AGENDA ITEMS**

- **End of FY 2024-2025 reconciliation**
- **FY 2023-2024 annual audit report**
- **Policy updates**
- **Strategic Plan update – quarterly**
- **Budget review – quarterly**
- **Centennial Restoration project and alternate location monthly update**

#### **ADJOURNMENT**

**There being no further business before the Board, the meeting was adjourned at 9:29 a.m. The next Regular Meeting is scheduled for July 23, 2025.**

---

Respectfully submitted,  
Leslie Fenton, Executive Assistant

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Ashlee Wright,  
Library & Community Activities Director

# LIBRARIAN'S MONTHLY REPORT

June 30, 2025

<b>CIRCULATION BY BORROWERS</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
<b>Residents: Carmel-by-the-Sea</b>	<b>10.20</b>	<b>1,427</b>	<b>1,513</b>	<b>18,235</b>	<b>16,547</b>
<b>Non-Residents:</b>					
Monterey County	-4.31	5,242	5,503	61,751	64,534
Other Zip Codes	-10.91	476	351	5,284	5,931
<b>NON-RESIDENT CIRCULATION TOTAL</b>	<b>-4.87</b>	<b>5,718</b>	<b>5,854</b>	<b>67,035</b>	<b>70,465</b>
<b>PATRON REGISTRATION:</b>	<b>Patron Data Base Purge 05/25</b>				
Carmel by-the-Sea Residents	33.33	13	6	232	174
Monterey County Residents	-19.26	85	52	943	1168
Other Borrowers	205.94	46	43	5565	1819
<b>REGISTRATION TOTAL:</b>	<b>113.22</b>	<b>144</b>	<b>101</b>	<b>6,740</b>	<b>3,161</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>51.76</b>	<b>15,613</b>	<b>15,463</b>	<b>15,613</b>	<b>10,288</b>

<b>Patron Visit Count</b>					
HML Building	12.13	8,347	6,950	86,079	76,766
Park Branch Building	#DIV/0!				
Local History	5.62	40	30	376	356
Youth Services Dept.	-0.78	5,764	5,339	56,498	56,945
<b>PATRON VISIT TOTAL:</b>	<b>6.63</b>	<b>14,151</b>	<b>12,319</b>	<b>142,953</b>	<b>134,067</b>

# LIBRARIAN'S MONTHLY REPORT

June 30, 2025

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	20.66	1,486	1224	13031	10,800
Youth Services Desk	46.12	785	526	6634	4,540
Local History Desk	30.38	94	103	957	734
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>28.29</b>	<b>2,365</b>	<b>1,853</b>	<b>20,622</b>	<b>16,074</b>
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!		0		0
Public WiFi Use:	-6.03	992	1,024	10,290	10,950
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-29.23	7	2	46	65
Park Branch	#DIV/0!	13	9	132	0
Harrison - Main	3.48	24	26	297	287
<b>TOTALS:</b>	<b>34.94</b>	<b>44</b>	<b>37</b>	<b>475</b>	<b>352</b>
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

# LIBRARIAN'S MONTHLY REPORT

June 30, 2025

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>SUMMER READING PROGRAMS</b>	<b>0.00</b>	<b>3</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>TOTAL ATTENDANCE</b>	<b>-31.20</b>	<b>167</b>	<b>0</b>	<b>397</b>	<b>577</b>
<b>PRESCHOOL PROGRAMS (0-5 YRS)</b>	<b>30.43</b>	<b>4</b>	<b>6</b>	<b>60</b>	<b>46</b>
<b>TOTAL ATTENDANCE</b>	<b>38.84</b>	<b>251</b>	<b>194</b>	<b>2,277</b>	<b>1,640</b>
<b>SCHOOL AGE PROGRAMS (6-11 YRS)</b>	<b>25.64</b>	<b>2</b>	<b>7</b>	<b>49</b>	<b>39</b>
<b>TOTAL ATTENDANCE</b>	<b>-35.43</b>	<b>48</b>	<b>187</b>	<b>1,498</b>	<b>2,320</b>
<b>TEEN PROGRAMS (12-18 YRS)</b>	<b>41.94</b>	<b>4</b>	<b>5</b>	<b>44</b>	<b>31</b>
<b>TOTAL ATTENDANCE:</b>	<b>95.92</b>	<b>32</b>	<b>31</b>	<b>288</b>	<b>147</b>
<b>ADULT PROGRAMS</b>	<b>93.10</b>	<b>6</b>	<b>7</b>	<b>56</b>	<b>29</b>
<b>TOTAL ATTENDANCE</b>	<b>80.62</b>	<b>181</b>	<b>156</b>	<b>3,309</b>	<b>1,832</b>
<b>OFFSITE PROGRAMS</b>	<b>-100.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>TOTAL ATTENDANCE</b>	<b>-100.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>236</b>
<b>LOCAL HISTORY PROGRAMS</b>	<b>-100.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>
<b>TOTAL ATTENDANCE</b>	<b>-100.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>110</b>

# LIBRARIAN'S MONTHLY REPORT

June 30, 2025

<b>CIRCULATION</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
<b>Adult Circulation:</b>					
Fiction	<b>3.75</b>	1,839	1,802	21,624	20,843
Non-Fiction	<b>-9.49</b>	986	1,040	12,138	13,411
Magazines	<b>10.85</b>	35	41	705	636
Audio/Video	<b>-4.78</b>	912	988	12,081	12,687
<b>ADULT CIRCULATION TOTAL:</b>	<b>-2.16</b>	<b>3,772</b>	<b>3,871</b>	<b>46,548</b>	<b>47,577</b>
<b>Juvenile Circulation:</b>					
Fiction	<b>4.24</b>	2,559	2,658	28,692	27,524
Non-Fiction	<b>3.12</b>	615	681	7,675	7,443
Magazines	<b>10.75</b>	35	31	371	335
Audio/Video	<b>-0.82</b>	164	126	1,820	1,835
<b>JUVENILE CIRCULATION TOTAL:</b>	<b>3.83</b>	<b>3,373</b>	<b>3,496</b>	<b>38,558</b>	<b>37,137</b>
<b>CIRCULATION TOTAL:</b>	<b>0.46</b>	<b>7,145</b>	<b>7,367</b>	<b>85,106</b>	<b>84,714</b>
<b>ELECTRONIC CHECKOUTS:</b>	<b>-11.01</b>	<b>11,441</b>	<b>11,382</b>	<b>71,200</b>	<b>80,005</b>
<b>HOLD REQUESTS:</b>	<b>-11.92</b>	<b>812</b>	<b>895</b>	<b>10,054</b>	<b>11,415</b>
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	<b>#DIV/0!</b>	0	0	0	0
ILL from Other Libraries	<b>#DIV/0!</b>	0	0	0	0



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

July 23, 2025  
ORDERS OF BUSINESS

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Ashlee Wright, Library and Community Activities Director

**SUBJECT:** Receive the Treasurer's Report for June 2025 and approve the check register for June 2025

## RECOMMENDATION:

Receive the Treasurer's Report for June 2025 and approve the check register for June 2025

## BACKGROUND/SUMMARY:

THIS ITEM WILL BE ISSUED UNDER SEPARATE COVER.

## FISCAL IMPACT:

## ATTACHMENTS:

June 2025 Financials  
Check Register - June 2025



Financial statements  
Of  
HARRISON MEMORIAL LIBRARY  
For the Period Ended  
June 30, 2025

# Harrison Memorial Library

## Balance Sheet As of June 30, 2025

Attachment 1

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	237,411.51
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	844,748.94
14100 LAIF - Operating Reserve	190,127.25
14200 LAIF - Equipment Replacement	100,000.00
14300 LAIF - Bradney	46,747.05
14400 LAIF - Evans Restricted Fund	123,000.00
<b>Total 14000 LAIF</b>	<b>1,304,623.24</b>
<b>Total Bank Accounts</b>	<b>\$1,542,494.75</b>
<b>Total Current Assets</b>	<b>\$1,542,494.75</b>
<b>TOTAL ASSETS</b>	<b>\$1,542,494.75</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	18,137.68
<b>Total Accounts Payable</b>	<b>\$18,137.68</b>
<b>Total Current Liabilities</b>	<b>\$18,137.68</b>
<b>Total Liabilities</b>	<b>\$18,137.68</b>
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	0.00
15110 LAIF - Restricted - Operating Reserve	183,127.25
15120 LAIF - Equipment Replacement	100,000.00
15130 WF - Designated Gifts	0.00
15140 Broadband Equipment Grant	3,379.77
<b>Total 15100 Temporarily Restricted</b>	<b>286,507.02</b>
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
<b>Total 15000 Restricted Funds</b>	<b>433,254.07</b>
16000 Unrestricted Net Assets	1,028,396.87
Opening Balance Equity	0.00
Net Income	62,706.13
<b>Total Equity</b>	<b>\$1,524,357.07</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,542,494.75</b>

Table 1

Budget v Actuals FY 2023-2024					
July 2023 - June 2024					
		<b>Total</b>			
		<b>Actual</b>	<b>Budget</b>	<b>Over Budget</b>	
<b>Income</b>					
<b>Total 2100 CARMEL LIBRARY FOUNDATION</b>		\$366,000.00	\$366,000.00	\$0.00	
		\$0.00	\$0.00	\$0.00	
<b>28000 Uncategorized Revenue</b>		\$0.00	\$0.00	\$0.00	
<b>24000 Friends of HML</b>		\$22,000.00	\$22,000.00	\$0.00	
<b>23100 Interest Bradney</b>		\$5,763.92	\$3,500.00	\$2,263.92	
<b>23200 Interest - Other</b>		\$51,895.63	\$30,000.00	\$21,895.63	
<b>Total 23000 INTEREST INCOME</b>		\$57,659.55	\$33,500.00	\$24,159.55	
<b>25000 Library Operations</b>		\$10,074.73	\$7,000.00	\$3,074.73	
<b>TOTAL INCOME</b>		\$455,834.28	\$428,500.00	\$27,334.28	
<b>Expenses</b>					
<b>30000 ADMINISTRATIO N</b>					
<b>Total 31000 Finance</b>		\$9,544.85	\$10,075.00	-\$530.15	
<b>Total 32000 Library Promotions</b>		\$8,928.40	\$8,050.00	\$878.40	
<b>Total 33000 Supplies</b>		\$10,744.48	\$13,660.00	-\$2,915.52	
<b>Total 34000 Organizational Development</b>		\$16,370.92	\$17,300.00	-\$929.08	

Table 1

Budget v Actuals FY 2023-2024					
Total 30000 ADMINISTRATIVE		\$45,588.65	\$49,085.00	-\$3,496.35	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$31,630.18	\$37,500.00	-\$5,869.82	
50000 IT					
Total 50000 IT		\$3,436.45	\$4,300.00	-\$863.55	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$38,482.70	\$42,600.00	-\$4,117.30	
Total 62000 TEEN COLLECTION		\$10,008.33	\$11,000.00	-\$991.67	
Total 63000 KIDS COLLECTION		\$26,768.54	\$31,000.00	-\$4,231.46	
Total 64000 REFERENCE		\$4,436.23	\$5,100.00	-\$663.77	
Total 65000 ZIP BOOKS		\$15,499.68	\$19,000.00	-\$3,500.32	
Total 60000 HARD COPY MATERIAL		\$95,195.48	\$108,700.00	-\$13,504.52	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$49,182.40	\$55,960.00	-\$6,777.60	
70000 DATABASES					
Total 70000 DATABASES		\$10,746.55	\$11,305.00	-\$558.45	
72000 eMaterial					

Table 1

<b>Budget v Actuals FY 2023-2024</b>					
<b>Total 72000 eMaterial</b>		\$78,250.31	\$83,450.00	-\$5,199.69	
<b>80000 PROGRAMS</b>					
<b>Total 81000 ADULT PROGRAMS</b>		\$18,603.72	\$18,000.00	\$603.72	
<b>Total 82000 TEEN PROGRAMS</b>		\$9,403.07	\$9,500.00	-\$96.93	
<b>Total 83000 KIDS PROGRAMS</b>		\$28,614.50	\$29,200.00	-\$585.50	
<b>Total 85000 LOCAL HISTORY PROGRAMS</b>		\$22,476.84	\$22,500.00	-\$23.16	
<b>Total 86000 SUMMER READING PROGRAM</b>		\$0.00	\$0.00	\$0.00	
<b>Total 80000 PROGRAMS</b>		\$79,098.13	\$79,200.00	-\$101.87	
<b>Total Expenses</b>		\$393,128.15	\$429,500.00	-\$36,371.85	
<b>Net Operating Income</b>		\$62,706.13	-\$1,000.00	\$63,706.13	
<b>Net income</b>		\$62,706.13	-\$1,000.00	\$63,706.13	

# Check Detail Report

## Harrison Memorial Library

### June 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking						
23537						
06/05/2025	Bill Payment (Check)	7129	Amazon Capital Services, Inc.	Attachment 2	Reconciled	-1,346.58
06/05/2025	Bill Payment (Check)	7129	Amazon Capital Services, Inc.		-1,346.58	
23538						
06/05/2025	Bill Payment (Check)	7130	INGRAM LIBRARY SERVICES		Reconciled	-224.95
06/05/2025	Bill Payment (Check)	7130	INGRAM LIBRARY SERVICES			-224.95
23539						
06/05/2025	Bill Payment (Check)	7131	IMPERIAL COUNTY OFFICE OF EDUCATION		Reconciled	-150.21
06/05/2025	Bill Payment (Check)	7131	IMPERIAL COUNTY OFFICE OF EDUCATION			-150.21
23540						
06/05/2025	Bill Payment (Check)	7132	KANOPY		Reconciled	-2,272.00
06/05/2025	Bill Payment (Check)	7132	KANOPY			-2,272.00
23541						
06/05/2025	Bill Payment (Check)	7133	Kevin Menegus		Reconciled	-575.00
06/05/2025	Bill Payment (Check)	7133	Kevin Menegus			-575.00
23542						
06/05/2025	Bill Payment (Check)	7134	KRIS ANGELIS		Reconciled	-200.00
06/05/2025	Bill Payment (Check)	7134	KRIS ANGELIS			-200.00
23543						
06/05/2025	Bill Payment (Check)	7135	Midwest Tape		Reconciled	-278.29
06/05/2025	Bill Payment (Check)	7135	Midwest Tape			-278.29
23544						
06/05/2025	Bill Payment (Check)	7136	The Library Store		Reconciled	-952.39
06/05/2025	Bill Payment (Check)	7136	The Library Store			-952.39
23545						
06/05/2025	Bill Payment (Check)	7137	ULINE		Reconciled	-494.00
06/05/2025	Bill Payment (Check)	7137	ULINE			-494.00
23546						
06/05/2025	Bill Payment (Check)	7138	ADAM SAMTUR		Reconciled	-250.00
06/05/2025	Bill Payment (Check)	7138	ADAM SAMTUR			-250.00
23547						
06/05/2025	Bill Payment (Check)	7139	PRIMO BRANDS		Reconciled	-80.78
06/05/2025	Bill Payment (Check)	7139	PRIMO BRANDS			-80.78
23548						
06/05/2025	Bill Payment (Check)	7140	BAKER & TAYLOR		Reconciled	-3,853.13
06/05/2025	Bill Payment (Check)	7140	BAKER & TAYLOR			-3,853.13
23549						
06/05/2025	Bill Payment (Check)	7141	Cesar Cervantes		Reconciled	-2,000.00
06/05/2025	Bill Payment (Check)	7141	Cesar Cervantes			-2,000.00
23550						
06/05/2025	Bill Payment (Check)	7142	OVERDRIVE		Reconciled	-939.69
06/05/2025	Bill Payment (Check)	7142	OVERDRIVE			-939.69
23551						
06/05/2025	Bill Payment (Check)	7143	Michael Buffo		Reconciled	-600.00
06/05/2025	Bill Payment (Check)	7143	Michael Buffo			-600.00
23594						
06/12/2025	Bill Payment (Check)	7144	Amazon Capital Services, Inc.		Reconciled	-1,414.38
06/12/2025	Bill Payment (Check)	7144	Amazon Capital Services, Inc.			-1,414.38
23595						
06/12/2025	Bill Payment (Check)	7145	GOLDEN GATE BOOKKEEPING		Reconciled	-375.00
06/12/2025	Bill Payment (Check)	7145	GOLDEN GATE BOOKKEEPING			-375.00

# Check Detail Report

## Harrison Memorial Library

### June 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
23596						
06/12/2025	Bill Payment (Check)	7146	INGRAM LIBRARY SERVICES		Reconciled	-1,327.81
06/12/2025	Bill Payment (Check)	7146	INGRAM LIBRARY SERVICES			-1,327.81
23597						
06/12/2025	Bill Payment (Check)	7147	DEMCO	Attachment 2	Reconciled	-29.68
06/12/2025	Bill Payment (Check)	7147	DEMCO			-29.68
23598						
06/12/2025	Bill Payment (Check)	7148	CARMEL PINE CONE		Reconciled	-1,350.00
06/12/2025	Bill Payment (Check)	7148	CARMEL PINE CONE			-1,350.00
23599						
06/12/2025	Bill Payment (Check)	7149	CENGAGE LEARNING INC/GALE		Reconciled	-310.50
06/12/2025	Bill Payment (Check)	7149	CENGAGE LEARNING INC/GALE			-310.50
23600						
06/12/2025	Bill Payment (Check)	7150	KATHLEEN O'CONNELL		Reconciled	-65.92
06/12/2025	Bill Payment (Check)	7150	KATHLEEN O'CONNELL			-65.92
23601						
06/12/2025	Bill Payment (Check)	7151	OFFICE DEPOT		Reconciled	-109.23
06/12/2025	Bill Payment (Check)	7151	OFFICE DEPOT			-109.23
23602						
06/12/2025	Bill Payment (Check)	7152	Steven Irving Carter		Reconciled	-700.00
06/12/2025	Bill Payment (Check)	7152	Steven Irving Carter			-700.00
23603						
06/12/2025	Bill Payment (Check)	7153	Midwest Tape		Reconciled	-630.07
06/12/2025	Bill Payment (Check)	7153	Midwest Tape			-630.07
23604						
06/12/2025	Bill Payment (Check)	7154	WELLS FARGO 2675		Reconciled	-936.15
06/12/2025	Bill Payment (Check)	7154	WELLS FARGO 2675			-936.15
23605						
06/12/2025	Bill Payment (Check)	7155	ADAM SAMTUR		Reconciled	-250.00
06/12/2025	Bill Payment (Check)	7155	ADAM SAMTUR			-250.00
23606						
06/12/2025	Bill Payment (Check)	7156	BAKER & TAYLOR		Reconciled	-2,469.32
06/12/2025	Bill Payment (Check)	7156	BAKER & TAYLOR			-2,469.32
23607						
06/12/2025	Bill Payment (Check)	7157	OVERDRIVE		Reconciled	-1,967.80
06/12/2025	Bill Payment (Check)	7157	OVERDRIVE			-1,967.80
23608						
06/12/2025	Bill Payment (Check)	7158	Michael Buffo		Reconciled	-500.00
06/12/2025	Bill Payment (Check)	7158	Michael Buffo			-500.00
23609						
06/12/2025	Bill Payment (Check)	7159	KAL-WEST		Reconciled	-200.00
06/12/2025	Bill Payment (Check)	7159	KAL-WEST			-200.00
23610						
06/12/2025	Bill Payment (Check)	7160	U.S. POSTAL SERIVCE		Reconciled	-418.00
06/12/2025	Bill Payment (Check)	7160	U.S. POSTAL SERIVCE			-418.00
23640						
06/19/2025	Bill Payment (Check)	7164	COPIES BY THE SEA		Reconciled	-350.47
06/19/2025	Bill Payment (Check)	7164	COPIES BY THE SEA			-350.47
23641						
06/19/2025	Bill Payment (Check)	7166	INGRAM LIBRARY SERVICES		Reconciled	-112.27
06/19/2025	Bill Payment (Check)	7166	INGRAM LIBRARY SERVICES			-112.27
23642						
06/19/2025	Bill Payment (Check)	7167	Jessica Ansberry		Reconciled	-600.00
06/19/2025	Bill Payment (Check)	7167	Jessica Ansberry			-600.00

# Check Detail Report

Harrison Memorial Library

June 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
23643						
06/19/2025	Bill Payment (Check)	7168	John Isaacson		Reconciled	-500.00
06/19/2025	Bill Payment (Check)	7168	John Isaacson			-500.00
23644						
06/19/2025	Bill Payment (Check)	7161	B&H PHOTO-VIDEO	Attachment 2	Reconciled	-1,305.31
06/19/2025	Bill Payment (Check)	7161	B&H PHOTO-VIDEO			-1,305.31
23645						
06/19/2025	Bill Payment (Check)	7162	BAKER & TAYLOR		Reconciled	-1,722.47
06/19/2025	Bill Payment (Check)	7162	BAKER & TAYLOR			-1,722.47
23646						
06/19/2025	Bill Payment (Check)	7170	OVERDRIVE		Reconciled	-1,100.22
06/19/2025	Bill Payment (Check)	7170	OVERDRIVE			-1,100.22
23647						
06/19/2025	Bill Payment (Check)	7171	PACIFIC GROVE SELF STORAGE		Reconciled	-407.00
06/19/2025	Bill Payment (Check)	7171	PACIFIC GROVE SELF STORAGE			-407.00
23648						
06/19/2025	Bill Payment (Check)	7169	Midwest Tape		Reconciled	-164.25
06/19/2025	Bill Payment (Check)	7169	Midwest Tape			-164.25
23649						
06/19/2025	Bill Payment (Check)	7163	BRODART		Reconciled	-690.94
06/19/2025	Bill Payment (Check)	7163	BRODART			-690.94
23650						
06/19/2025	Bill Payment (Check)	7165	HANDLEY, BRENNEN		Cleared	-250.00
06/19/2025	Bill Payment (Check)	7165	HANDLEY, BRENNEN			-250.00
23651						
06/19/2025	Bill Payment (Check)	7172	Amazon Capital Services, Inc.		Reconciled	-600.06
06/19/2025	Bill Payment (Check)	7172	Amazon Capital Services, Inc.			-600.06
23679						
06/26/2025	Bill Payment (Check)	7175	EBSCO		Cleared	-31.42
06/26/2025	Bill Payment (Check)	7175	EBSCO			-31.42
23680						
06/26/2025	Bill Payment (Check)	7179	JESSICA EVE BUNN		Uncleared	-350.00
06/26/2025	Bill Payment (Check)	7179	JESSICA EVE BUNN			-350.00
23681						
06/26/2025	Bill Payment (Check)	7173	Amazon Capital Services, Inc.		Reconciled	-282.08
06/26/2025	Bill Payment (Check)	7173	Amazon Capital Services, Inc.			-282.08
23682						
06/26/2025	Bill Payment (Check)	7178	INGRAM LIBRARY SERVICES		Cleared	-339.27
06/26/2025	Bill Payment (Check)	7178	INGRAM LIBRARY SERVICES			-339.27
23683						
06/26/2025	Bill Payment (Check)	7181	MaryLee Sunseri		Cleared	-150.00
06/26/2025	Bill Payment (Check)	7181	MaryLee Sunseri			-150.00
23684						
06/26/2025	Bill Payment (Check)	7184	PRIMO BRANDS		Cleared	-159.61
06/26/2025	Bill Payment (Check)	7184	PRIMO BRANDS			-159.61
23685						
06/26/2025	Bill Payment (Check)	7174	BAKER & TAYLOR		Reconciled	-1,790.24
06/26/2025	Bill Payment (Check)	7174	BAKER & TAYLOR			-1,790.24
23686						
06/26/2025	Bill Payment (Check)	7183	OVERDRIVE		Cleared	-202.47
06/26/2025	Bill Payment (Check)	7183	OVERDRIVE			-202.47
23687						
06/26/2025	Bill Payment (Check)	7177	HAPPY BIRDS		Cleared	-1,050.00
06/26/2025	Bill Payment (Check)	7177	HAPPY BIRDS			-1,050.00



# Check Detail Report

Harrison Memorial Library

June 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
23688						
06/26/2025	Bill Payment (Check)	7182	Midwest Tape		Cleared	-227.81
06/26/2025	Bill Payment (Check)	7182	Midwest Tape			-227.81
23689						
06/26/2025	Bill Payment (Check)	7180	John Paul Foster II	Attachment 2	Cleared	-550.00
06/26/2025	Bill Payment (Check)	7180	John Paul Foster II			-550.00
23690						
06/26/2025	Bill Payment (Check)	7176	HANDLEY, BRENNEN		Cleared	-250.00
06/26/2025	Bill Payment (Check)	7176	HANDLEY, BRENNEN			-250.00
23694						
06/26/2025	Bill Payment (Check)	7186	Jon Krosnick		Cleared	-600.00
06/26/2025	Bill Payment (Check)	7186	Jon Krosnick			-600.00
23695						
06/26/2025	Bill Payment (Check)	7185	DEMCO		Cleared	-238.16
06/26/2025	Bill Payment (Check)	7185	DEMCO			-238.16
23696						
06/26/2025	Bill Payment (Check)	7187	OVERDRIVE		Cleared	-144.98
06/26/2025	Bill Payment (Check)	7187	OVERDRIVE			-144.98
23773						
06/30/2025	Expense		STATE OF CALIFORNIA		Reconciled	-0.41
06/30/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.41



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

July 23, 2025  
ORDERS OF BUSINESS

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Ashlee Wright, Library and Community Activities Director

**SUBJECT:** Receive a year end budget report for Fiscal Year 2024-2025 and approve LAIF transfers

### RECOMMENDATION:

Receive a year end budget report for Fiscal Year 2024-2025 and approve LAIF transfers

### BACKGROUND/SUMMARY:

#### REVENUE

The adopted budget for FY 2024-2025 anticipated \$428,500 in revenue. However, overall total revenue for FY 2024-2025 exceeded this due in large part to higher LAIF (Local Agency Investment Funds) interest rates, additional funds from the Friends of the Library (FOL) and an unanticipated donation with total revenue reaching \$455,835.

#### *Carmel Public Library Foundation(CPLF) and Friends of the Library(FOL)*

The CPLF approved an increase to the library disbursement in the amount of \$25,000 annually from \$341,000 in FY 2023-2024 to \$366,000 for FY 2024-2025 to meet increasing costs and increasing library usage. FY 2022-2023 was the last year that the FOL held their annual book sale and expectations were that their annual contribution may decrease. However, they established a new ongoing model for books sales that includes regular book sale days in the book room at Sunset Center and books available for purchase at the Park Branch and Farmers' Market and they contributed \$30,000 - \$8,000 more than anticipated. \*\*\*

**Note: The \$22,000, the original adopted estimated amount of the FOL contribution, is still reflected in the budget, as the Trustees approved a mid-year budget transfer of the additional \$8,000 to the Restricted Operating Reserve.**

#### *Interest Income*

Staff anticipated that interest rate would start to come down during FY 2024-2025 and estimated \$33,500 in interest income. While interest rates did decrease begin to decrease in the 2nd quarter, the decrease was not significant overall, and the result was additional and unanticipated income for FY 2024-2025 in the amount of \$24,160 over and above what was budgeted, for a total of \$57,660 in interest income.

### *Library Operations*

Library Operations funds include monies taken in by library staff and include: donations, printing/copying fees, lost/damaged book replacements, Better World books revenue (weeding), and disbursements from the regional library consortium. With the exception of the regional consortium disbursement, this revenue stream is variable year-over-year. Revenue from library operations was \$10,074 - \$3,074 more than the anticipated \$7,000. This was due in large part to a donation in the amount of \$5,000.

### *Budget Adjustment Increase*

The Trustees authorized a budget adjustment in September 2024 from reserves to increase the budget by \$8,000 for Strategic Planning temporarily bringing the total revenue to \$436,500 (Note: The Trustees also authorized a series of line item budget adjustments in January 2025, discussed below, but these did not require additional funds from reserves.) Only \$1,000 of this was expended and the remaining \$7,000 was transferred back to LAIF (along with the additional \$8,000 received from the FOL - \$15,000 total), resulting total adjusted revenue for \$429,500 for the FY.

## **EXPENDITURES**

As mentioned previously, overall, the Library was under budget \$32,838 with a total of \$396,661 in expenditures for FY 2024-2025. There were a series of budget adjustments during FY 2024-2025:

1. As noted above, in September 2024 the Trustees authorized the transfer of \$8,000 from LAIF for Strategic Planning, only \$1,000 was expended. (The remaining \$7,000 was transferred back to LAIF.)
2. In January 2025 the Trustees authorized a series of line item budget adjustments to re-balance between expenditure accounts to adjust for an increase in audit services, recalibrate Teen hard copy and program spending, and rebalance Technical Services spending.
3. In May 2025 the Trustees authorized another series of line item budget adjustments to fund a special project in the Children's Department to reupholster the bench seating utilizing funds from Children's Programs, as the Author Visit expenditures were lower than anticipated; and additional funds for Teen Fiction to start a Wonderbook collection utilizing funds from cataloging.

	FY 2024-2025 Adopted	Budget Adjustment	FY 2024-2025 Adjusted	FY 2024-2025 Actual	Over/Under
Administration	\$48,085	\$1,000 from reserves	\$49,085	\$45,588	Under \$3,496
Equipment	\$32,200	\$5,300 from Programs	\$37,500	\$31,630	Under \$2,336
IT	\$4,300	Internal	\$4,779.44	\$3,436	Under \$864

Hard Copy Materials	\$108,700	Internal	No Change	\$95,195	Under \$13,504
Technical Services	\$57,460	\$1,500 to Programs	\$55,960	\$49,182	Under \$6,777
Databases	\$11,305	None	No Change	\$10,746	Under \$558
eMaterial	\$83,450	None	No Change	\$78,250	Under \$5,199
Programs	\$83,000	-\$3,800 to Equipment	\$79,200	\$79,098	Under \$23
TOTAL Expenditures	\$428,500	\$1,000	\$429,500	\$393,128	Under \$36,371

With the exception of IT, Databases, and Programs, spending in all other expenditure categories was significantly under budget. Of particular note is the \$13,504 in under spending for hard copy material. The Library orders a majority of hard copy material from Baker & Taylor (B&T), supplemented by Ingram, Amazon, and Midwest Tape. At times materials will be backordered which can be typical with B&T for high demand items, hence supplementing those orders with Ingram and Amazon purchasing when the backordering is taking excessively long. However, increasingly backordered have been getting cancelled outright. For staff who do ordering and monitor B&T "Automatically Yours" program this presents a twofold challenge:

1. Additional time needed to source materials from elsewhere
2. Re-calibrating spending for funds that had been thought to be encumbered

This has been frustrating for staff, especially as this Spring, cancelled orders have increased. While staff have been resourceful in finding alternate vendors, one of the trade offs in doing that is the materials do not come processed or "shelf ready" which results in additional staff time required to process incoming hard copy materials. Pre-pandemic staff worked to streamline Technical Services processing as much as possible, to free staff to work on increasing programming in particular. Underspending in Technical Services of course, is a direct result of underspending for hard copy. Staff has already formulated a plan for FY 2025-2026 for B&T ordering to offset the pain points experienced this year - which includes front loading ordering in the first 9 months of the fiscal year and leaning a little heavier on sourcing materials from elsewhere as appropriate - like local sources such as Pilgrim's Way and other independent book sellers.

Staff found cost savings with equipment projects which resulted in underspending in the Equipment budget and eMaterial underspending is a direct result of the loss of the full-time Head of Reference who with the Tech Services Librarian ordered all of the ematerials.

## **FISCAL IMPACT:**

For FY 2024-2025, the budget initially projected \$428,500 in revenue. This was increased by \$1,000 from reserves for a total of \$429,500 in anticipated revenue. Due to an unanticipated donation and higher LAIF interest rates, actual revenue came in at \$455,834, a total additional \$27,334 in income. (\*\*Note: This is not inclusive of the additional \$8,000 from the FOL which the Trustees approved for transfer to LAIF Restricted

Reserves in January 2025.) Combined with \$32,838 in underspending Total Net Income for FY 2024-2025 is \$60,173.

Staff recommends that the Trustees consider the following actions to be taken with the Net Income:

1. Transfer \$24,122.75 of the \$27,334 in additional income to the LAIF Restricted Six Month Operating Reserve to bring the total amount of the Reserve account to \$214,250

Per the Library's Financial Policy:

*Restricted Operating Reserves*

*1. The Board shall maintain a permanent "Restricted Operating Reserve" equal to six months of expenditures from the current fiscal year's Restricted Fund Operating Budget. This reserve will be maintained for Restricted Fund Operating Budget expenditures in the following fiscal year.*

At the beginning of FY 2024-2025 Restricted Operating Reserves stood at \$175,127.25. With the budget increases in FYs 2022-23 and 2023-24 should be adjusted to \$214,250. In January 2025 the Trustees authorized transferring the \$8,000 surplus from the Friends of the Library and \$7,000 earmarked for strategic planning (34100 Staff Training/Conferences) - total of \$15,000 to the Restricted Operating Reserves bringing the total to \$190,127.25.

Staff recommends that the \$24,122.75 be made-up from anticipated additional interest income from FY 2024-2025, to be offset, if needed with funds from Unrestricted Reserves.

2. Transfer the remaining \$3,212 in additional income to the LAIF Unrestricted Reserve
3. Discuss and provide direction on the remaining \$32,838 unexpended funds

## ATTACHMENTS:

Attachment 1 - FY 2024-2025 Budget vs. Actuals

# Harrison Memorial Library

## Budget vs. Actuals: FY2024-2025 - FY25 P&L

July 2024 - June 2025

	Actual	To Budget
<b>Income</b>		
20000 Revenue		
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)		
21100 CPLF - Operating Expenses	366,000.00	366,000.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	\$ 366,000.00	\$ 366,000.00
22000 DONATIONS		
22300 HML Donations - Unrestricted	100.00	
Total 22000 DONATIONS	\$ 100.00	\$ 0.00
23000 INTEREST INCOME		
23100 Interest - Bradney	5,763.92	3,500.00
23200 Interest - Other	51,895.63	30,000.00
Total 23000 INTEREST INCOME	\$ 57,659.55	\$ 33,500.00
24000 Friends of HML	22,000.00	22,000.00
25000 Library Operations	10,074.73	7,000.00
28000 Uncategorized Revenue		0.00
Total 20000 Revenue	\$ 455,834.28	\$ 428,500.00
Total Income	\$ 455,834.28	\$ 428,500.00
Gross Profit	\$ 455,834.28	\$ 428,500.00
<b>Expenses</b>		
30000 ADMINISTRATION		
31000 Finance		
31100 Bookkeeping	4,500.00	4,875.00
31200 Audit Services	5,000.00	5,000.00
31600 Bank Charges/Returned Checks	44.85	200.00
Total 31000 Finance	\$ 9,544.85	\$ 10,075.00
32000 Library Promotions		
32200 Canva, Constant Contact	3,151.08	2,000.00
32300 Print Advertising	2,320.00	3,050.00
32400 Printing / Copy Services	3,457.32	3,000.00
Total 32000 Library Promotions	\$ 8,928.40	\$ 8,050.00
33000 Supplies		
33100 Library Cards	1,200.16	1,500.00
33200 Postage	777.06	350.00
33300 Office Supplies - General	4,317.16	6,060.00
33400 Misc Supplies	1,392.20	2,500.00
33500 Emergency Supplies	1,462.12	1,500.00
33600 Alhambra	1,595.78	1,750.00
Total 33000 Supplies	\$ 10,744.48	\$ 13,660.00

<b>34000 Organizational Development</b>		
34100 Staff Training/Conferences	5,923.74	6,000.00
34200 Mileage	250.60	300.00
34300 Memberships	1,372.00	1,600.00
34400 MOBAC/PLP Membership	8,641.00	8,700.00
34500 Volunteer / Donor Acknowledgement	142.72	200.00
34600 Meeting Hosting	40.86	500.00
<b>Total 34000 Organizational Development</b>	<b>\$ 16,370.92</b>	<b>\$ 17,300.00</b>
<b>Total 30000 ADMINISTRATION</b>	<b>\$ 45,588.65</b>	<b>\$ 49,085.00</b>
<b>40000 EQUIPMENT</b>		
41000 Furniture	15,695.82	20,300.00
42000 Signage	587.58	500.00
45000 Staff Computers		2,000.00
46000 Equipment	6,084.13	2,000.00
47000 Maintenance Contracts (self-check machines, copier)	12,795.90	12,700.00
<b>Total 40000 EQUIPMENT</b>	<b>\$ 35,163.43</b>	<b>\$ 37,500.00</b>
<b>50000 IT</b>		
53000 Security (Lastpass)	612.00	1,000.00
54000 Software (Adobe, Office, etc.)	1,194.80	1,820.56
55000 Internet/Telephone	1,629.65	1,479.44
<b>Total 50000 IT</b>	<b>\$ 3,436.45</b>	<b>\$ 4,300.00</b>
<b>60000 HARD COPY MATERIAL</b>		
<b>61000 ADULT COLLECTION</b>		
61100 Audio	2,638.43	4,500.00
61200 DVD	3,255.32	3,500.00
61300 Fiction	12,862.64	14,000.00
61400 Non-fiction	9,844.03	11,000.00
61500 Large Print	3,630.50	4,000.00
61600 Graphic Novels	1,026.01	1,000.00
61700 Newspapers	4,231.45	3,600.00
61800 Book Club	994.32	1,000.00
<b>Total 61000 ADULT COLLECTION</b>	<b>\$ 38,482.70</b>	<b>\$ 42,600.00</b>
<b>62000 TEEN COLLECTION</b>		
62100 Fiction	3,655.77	3,500.00
62200 Non-fiction	972.39	1,500.00
62300 Graphic Novels	5,380.17	6,000.00
<b>Total 62000 TEEN COLLECTION</b>	<b>\$ 10,008.33</b>	<b>\$ 11,000.00</b>
<b>63000 KID'S COLLECTION</b>		
63100 Audio		0.00
63200 DVD	1,715.93	2,000.00
63300 Fiction	11,876.37	14,000.00
63400 Non-fiction	10,549.18	11,000.00
63500 Graphic Novels	2,627.06	4,000.00
63600 Magazines		0.00

<b>Total 63000 KID'S COLLECTION</b>	<b>\$ 26,768.54</b>	<b>\$ 31,000.00</b>
<b>64000 REFERENCE</b>		
64100 Reference		0.00
64200 Continuations - General	1,413.72	2,000.00
64300 Continuations - Travel	2,962.01	3,000.00
64400 Professional Collection	60.50	100.00
<b>Total 64000 REFERENCE</b>	<b>\$ 4,436.23</b>	<b>\$ 5,100.00</b>
<b>65000 PURCHASE SUGGESTIONS/ZIP BOOKS</b>		
65100 Purchase Suggestions/Zip Books	15,499.68	19,000.00
<b>Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS</b>	<b>\$ 15,499.68</b>	<b>\$ 19,000.00</b>
<b>Total 60000 HARD COPY MATERIAL</b>	<b>\$ 95,195.48</b>	<b>\$ 108,700.00</b>
<b>66000 TECHNICAL SERVICES</b>		
66100 OCLC Cataloging	12,199.49	19,500.00
66200 Materials Processing	23,830.11	22,000.00
66300 Replacements	6,916.24	7,500.00
66400 Amazon Prime Membership	151.86	160.00
66500 Book Delivery	2,400.00	3,000.00
66600 Magazines (EBSCO)	3,684.70	3,800.00
<b>Total 66000 TECHNICAL SERVICES</b>	<b>\$ 49,182.40</b>	<b>\$ 55,960.00</b>
<b>70000 DATABASES</b>		
71200 Ancestry	1,618.07	1,550.00
71300 AtoZ	489.00	1,350.00
71400 Book Browse	241.50	230.00
71500 EBSCO Databases (Califa)	4,805.98	4,670.00
71800 Gale Virtual Red Hosting Fees	50.00	50.00
71900 Mango Languages		0.00
71910 Newsbank	1,377.00	1,400.00
71920 FIMo (Sanborn replacement)	345.00	335.00
71930 Beanstack		0.00
71940 Value Line	1,820.00	1,720.00
<b>Total 70000 DATABASES</b>	<b>\$ 10,746.55</b>	<b>\$ 11,305.00</b>
<b>72000 eMaterial</b>		
72100 Overdrive (subscription)	4,604.65	4,550.00
72200 EBooks	43,964.99	46,400.00
72300 Kanopy	22,970.00	23,000.00
72400 Hoopla	6,710.67	9,000.00
72500 Flipster (EBSCO-emagazines)		500.00
72600 NY Times Online		0.00
<b>Total 72000 eMaterial</b>	<b>\$ 78,250.31</b>	<b>\$ 83,450.00</b>
<b>80000 PROGRAMS</b>		
<b>81000 ADULT PROGRAMS</b>		0.00
81100 Programs (performers)	11,353.80	11,000.00
81200 Supplies	3,496.71	3,500.00
81300 Summer Reading	3,753.21	3,500.00



<b>Total 81000 ADULT PROGRAMS</b>	<b>\$ 18,603.72</b>	<b>\$ 18,000.00</b>
<b>82000 TEEN PROGRAMS</b>		
82100 Programs (performers)	3,438.38	3,500.00
82200 Supplies	4,088.35	4,000.00
82300 Summer Reading	1,876.34	2,000.00
<b>Total 82000 TEEN PROGRAMS</b>	<b>\$ 9,403.07</b>	<b>\$ 9,500.00</b>
<b>83000 KIDS PROGRAMS</b>		
83100 Programs (performers)	8,956.89	9,500.00
83200 Supplies	5,029.58	5,000.00
83300 Author Visit	5,143.77	5,200.00
83400 Summer Reading	9,484.26	9,500.00
<b>Total 83000 KIDS PROGRAMS</b>	<b>\$ 28,614.50</b>	<b>\$ 29,200.00</b>
<b>85000 LOCAL HISTORY PROGRAMS</b>		
85100 Local History Supplies	2,476.10	2,000.00
85200 Oral History Program	8,132.31	8,500.00
85400 Archival Storage Off-site	4,884.00	4,500.00
85500 Other	6,984.43	7,500.00
<b>Total 85000 LOCAL HISTORY PROGRAMS</b>	<b>\$ 22,476.84</b>	<b>\$ 22,500.00</b>
<b>86000 SUMMER READING PROGRAM</b>		
86200 Other		0.00
<b>Total 86000 SUMMER READING PROGRAM</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>
<b>Total 80000 PROGRAMS</b>	<b>\$ 79,098.13</b>	<b>\$ 79,200.00</b>
<b>Total Expenses</b>	<b>\$ 396,661.40</b>	<b>\$ 429,500.00</b>
<b>Net Operating Income</b>	<b>\$ 59,172.88</b>	<b>-\$ 1,000.00</b>
<b>Net Income</b>	<b>\$ 59,172.88</b>	<b>-\$ 1,000.00</b>

tal

	over Budget	% of Budget
	0.00	
	0.00	
	0.00	100.00%
<b>\$</b>	<b>0.00</b>	<b>100.00%</b>
	0.00	
	100.00	
<b>\$</b>	<b>100.00</b>	
	0.00	
	2,263.92	164.68%
	21,895.63	172.99%
<b>\$</b>	<b>24,159.55</b>	<b>172.12%</b>
	0.00	100.00%
	3,074.73	143.92%
	0.00	
<b>\$</b>	<b>27,334.28</b>	<b>106.38%</b>
<b>\$</b>	<b>27,334.28</b>	<b>106.38%</b>
<b>\$</b>	<b>27,334.28</b>	<b>106.38%</b>
	0.00	
	0.00	
	-375.00	92.31%
	0.00	100.00%
	-155.15	22.43%
<b>-\$</b>	<b>530.15</b>	<b>94.74%</b>
	0.00	
	1,151.08	157.55%
	-730.00	76.07%
	457.32	115.24%
<b>\$</b>	<b>878.40</b>	<b>110.91%</b>
	0.00	
	-299.84	80.01%
	427.06	222.02%
	-1,742.84	71.24%
	-1,107.80	55.69%
	-37.88	97.47%
	-154.22	91.19%
<b>-\$</b>	<b>2,915.52</b>	<b>78.66%</b>

0.00		
-76.26	98.73%	
-49.40	83.53%	
-228.00	85.75%	
-59.00	99.32%	
-57.28	71.36%	
-459.14	8.17%	
<b>-\$</b>	<b>929.08</b>	<b>94.63%</b>
<b>-\$</b>	<b>3,496.35</b>	<b>92.88%</b>
0.00		
-4,604.18	77.32%	
87.58	117.52%	
-2,000.00	0.00%	
4,084.13	304.21%	
95.90	100.76%	
<b>-\$</b>	<b>2,336.57</b>	<b>93.77%</b>
0.00		
-388.00	61.20%	
-625.76	65.63%	
150.21	110.15%	
<b>-\$</b>	<b>863.55</b>	<b>79.92%</b>
0.00		
0.00		
-1,861.57	58.63%	
-244.68	93.01%	
-1,137.36	91.88%	
-1,155.97	89.49%	
-369.50	90.76%	
26.01	102.60%	
631.45	117.54%	
-5.68	99.43%	
<b>-\$</b>	<b>4,117.30</b>	<b>90.33%</b>
0.00		
155.77	104.45%	
-527.61	64.83%	
-619.83	89.67%	
<b>-\$</b>	<b>991.67</b>	<b>90.98%</b>
0.00		
0.00		
-284.07	85.80%	
-2,123.63	84.83%	
-450.82	95.90%	
-1,372.94	65.68%	
0.00		

<b>-\$</b>	<b>4,231.46</b>	<b>86.35%</b>
	0.00	
	0.00	
	-586.28	70.69%
	-37.99	98.73%
	-39.50	60.50%
<b>-\$</b>	<b>663.77</b>	<b>86.98%</b>
	0.00	
	-3,500.32	81.58%
<b>-\$</b>	<b>3,500.32</b>	<b>81.58%</b>
<b>-\$</b>	<b>13,504.52</b>	<b>87.58%</b>
	0.00	
	-7,300.51	62.56%
	1,830.11	108.32%
	-583.76	92.22%
	-8.14	94.91%
	-600.00	80.00%
	-115.30	96.97%
<b>-\$</b>	<b>6,777.60</b>	<b>87.89%</b>
	0.00	
	68.07	104.39%
	-861.00	36.22%
	11.50	105.00%
	135.98	102.91%
	0.00	100.00%
	0.00	
	-23.00	98.36%
	10.00	102.99%
	0.00	
	100.00	105.81%
<b>-\$</b>	<b>558.45</b>	<b>95.06%</b>
	0.00	
	54.65	101.20%
	-2,435.01	94.75%
	-30.00	99.87%
	-2,289.33	74.56%
	-500.00	0.00%
	0.00	
<b>-\$</b>	<b>5,199.69</b>	<b>93.77%</b>
	0.00	
	0.00	
	353.80	103.22%
	-3.29	99.91%
	253.21	107.23%

<b>\$</b>	<b>603.72</b>	<b>103.35%</b>
	0.00	
	-61.62	98.24%
	88.35	102.21%
	-123.66	93.82%
<b>-\$</b>	<b>96.93</b>	<b>98.98%</b>
	0.00	
	-543.11	94.28%
	29.58	100.59%
	-56.23	98.92%
	-15.74	99.83%
<b>-\$</b>	<b>585.50</b>	<b>97.99%</b>
	0.00	
	476.10	123.81%
	-367.69	95.67%
	384.00	108.53%
	-515.57	93.13%
<b>-\$</b>	<b>23.16</b>	<b>99.90%</b>
	0.00	
	0.00	
<b>\$</b>	<b>0.00</b>	
<b>-\$</b>	<b>101.87</b>	<b>99.87%</b>
<b>-\$</b>	<b>32,838.60</b>	<b>92.35%</b>
<b>\$</b>	<b>60,172.88</b>	<b>-5917.29%</b>
<b>\$</b>	<b>60,172.88</b>	<b>-5917.29%</b>



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

July 23, 2025  
ORDERS OF BUSINESS

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Ashlee Wright, Library and Community Activities Director

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

### RECOMMENDATION:

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

### BACKGROUND/SUMMARY:

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

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

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

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

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

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

### FISCAL IMPACT:

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N/A

## ATTACHMENTS:

LAIF Program Description  
LAIF Resolution July 2025



California State Treasurer  
**Fiona Ma, CPA**



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[Home](#) -> [LAIF](#) -> Program Description



**LOCAL AGENCY INVESTMENT FUND**

## Program Description

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

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

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

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

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

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

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

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

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

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

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

Attachment 2

**AGENCY**

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

**AGENCY**

**PHONE NUMBER:** (831) 624-1366

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

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

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

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

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

**BE IT FURTHER RESOLVED, AS FOLLOWS:**

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

\_\_\_\_\_  
Mary Jo  
Williams  
President

\_\_\_\_\_  
Donnal Jett  
Treasurer

\_\_\_\_\_  
Ashlee Wright  
Library Director

\_\_\_\_\_  
Katie O'Connell  
Librarian II

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

**PASSED AND ADOPTED BY THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES OF THE CITY OF CARMEL-BY-THE-SEA, MONTEREY COUNTY ON this 23RD day of JULY 2025.**

ATTEST:

\_\_\_\_\_  
Leslie Fenton  
Executive Assistant



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

July 23, 2025  
ORDERS OF BUSINESS

<b>TO:</b>	Harrison Memorial Library Board of Trustees
<b>SUBMITTED BY:</b>	Katie O'Connell, Local History Librarian
<b>SUBJECT:</b>	Consider Request to Borrow Harrison Memorial Historical Artifacts by Monterey Museum of Art

### RECOMMENDATION:

Approve the loan request from the Monterey Museum of Art, and waive the requirement for a formal appraisal of the items.

### BACKGROUND/SUMMARY:

The Monterey Museum of Art (MMA) requests the loan of nine archival items from the Henry Meade Williams Local History Department for their upcoming exhibit, *A World Apart: Big Sur in the Mid-Century*, which will be on display at the museum from September 11 through November 30, 2025. The items requested include two magazines, two brochures, and five postcards (full list will be issued under separate cover).

Staff finds that all of the items requested are excellent candidates for the exhibition: they are in good physical condition, and are commercially produced items rather than unique works of art or archival materials. For seven of the nine items, multiple copies exist either in the Library's historical collections or for purchase from resellers for under \$50 per item. Given the low dollar value of the requested items and low risk of damage, staff recommends that the requirement for a formal appraisal be waived.

The MMA is an American Alliance of Museums Accredited Museum, meaning it meets the standards and best practices of the museum field, including standards for care of its collections, loans and facilities. Given this accreditation, and the display methods, environmental conditions and security measures outlined in the Museum's "Request to Borrow City of Carmel-by-the-Sea Art or Items of Historic Interest," staff has no concerns about the safety and security of these items while on display, and recommends that the Board approve the loan request.

### FISCAL IMPACT:

None

## ATTACHMENTS:

Attachment 1 - Loan Policy for Library Art & Items of Historic Interest  
MMA Request 2025

# Harrison Memorial Library

## Board of Trustees

### **Loan Policy for Library Art or Items of Historic Interest**

In keeping with the Harrison Memorial Library's goals of collecting, preserving, and providing public access to art or items of historical interest, the Library will consider short-term loans of its art and items of historical interest. Any request to borrow Library-held art or items of historical interest will be reviewed by Library staff following the procedures and criteria listed below. The loan request will then be submitted to the Harrison Memorial Library Board of Trustees for consideration at a Library Board of Trustees Meeting. If the request to borrow is for Library-held art it will need to then go to City Council for final approval.

#### **Loan Procedure**

Any group or agency wishing to borrow Library-held art or items of historical interest must submit to the Library Director/Local History Librarian, prior to the proposed exhibit, the Library's "Request to Borrow City of Carmel-by-the-Sea Art or Items of Historic Interest" form.

#### **Loan Criteria**

Each loan request will be evaluated based on the following criteria:

1. Condition of requested object: Objects requested for loan must be physically capable of withstanding packing, travel, extra handling, and climate change. Any objects not up to this standard will not be approved for loan.
2. Type of group requesting the loan
  - The Library does not loan materials to private individuals or private exhibits.
3. Loan period
  - The Library will consider short-term loans, not to exceed 120 days.
4. Exhibit site

Evaluation of the exhibit site will include the following:

  - Environmental factors:
    - The environmental conditions at the proposed exhibit site must equal the environmental conditions under which the art or artifact is currently held at the library.
    - Any art or artifact currently held in the Local History Department's vault, which is climate controlled, must be exhibited in a similar environment. If the proposed exhibit period is less than 30 days, the Library Board may consider a loan of vault items to a non-climate controlled site.
  - Display methods:
    - Techniques used for art and artifact display and hanging must meet current museum and library standards.
    - No object may be altered, cleaned, repaired or fumigated without written permission of the Local History Librarian, nor may framing, matting,

mounting, or glazing be changed without written permission; nor may objects be examined by scientific methods without written permission.

#### 5. Security

- Objects must be maintained in a fireproof building under 24-hour physical and/or electronic security and protected from unusual temperatures and humidity.
- Library staff may require that the submitted Request to Borrow Harrison Memorial Library Art or Historical Artifacts form be reviewed by the Carmel-by-the-Sea Police Department for security recommendations prior to consideration by the Harrison Memorial Library Board of Trustees.

#### 5. Appraised Value

- To be considered for loan, Library art or historical artifacts should have a recorded, appraised value. The appraisal on record should be current (completed within the last five years).
- If a current appraisal is not available for the requested items, Library staff will schedule an appraisal using the City's list of approved individuals. The group or agency requesting the loan will be charged the appraisal fee. This fee must be paid before the loan is complete.

#### 6. Insurance

- The borrower will carry an all risk "Wall to Wall" insurance policy covering the item at its current appraised value for the duration of the loan period. Proof of insurance in the form of a Certificate of Insurance must be received by the Harrison Memorial Library Board of Trustees before the loan can be finalized.

#### 7. Moving Loaned Items

- Items to be loaned must be moved from the Library and returned to the Library, by a professional, licensed, bonded and insured moving company, or others as approved by the City's Risk Manager.
- All packing and transportation arrangements will be made by the borrower and must be approved by the Local History Librarian. All transportation costs will be paid by the borrower.
- Each work of art or historical artifact must have protective packaging prior to transport. The item must be returned to the Library in the same quality of protective packaging in which it was borrowed. The following costs will be borne by the borrower:
  - If packed commercially, the vendor's charges for material and labor.
  - If packed in-house, the cost of material and additional personnel as needed.

### **Reproduction, Documentation & Credit**

Each object shall be labeled and credited to the Harrison Memorial Library, Carmel, CA. Unless advised by the Library in writing, no reproduction of loaned items is permitted except the creation of photographic copies for catalog and publicity uses related to the stated purpose of the loan. The Library will be furnished with copies of any publication, catalog, or other documentation generated through use of loaned materials.

Criteria for Loan of Library Art and Historical Artifacts Adopted by Harrison Memorial Library Board, 23 August 2000. Reconfirmed by Board, 22 September 2004, revised January 2014.

Adopted by Harrison Memorial Library Board, 23 August 2000. Reconfirmed by Board, 22 September 2004, revised January 2014, revised January 2018

**REQUEST TO BORROW**  
**City of Carmel-by-the-Sea Art or Historical Artifacts**  
*To Be Completed by the Borrowing Agency or Group*

**1) Name of Agency or Group:** Monterey Museum of Art

**2) Contact Information:**

**Mailing Address:** 559 Pacific Street, Monterey, CA 93940

**Street Address:** 559 Pacific Street, Monterey, CA 93940

**Phone:** 831.372.5477 ext. 108 **Email:** ncastro@montereyart.org

**3) Responsible Individual:** Noelani Castro

**4) Organizational Title of Responsible Individual:**

Collections & Exhibitions Manager; Registrar

**5) Title & Description of Item(s) Requested for Loan:**

Emil White, *The Big Sur: Yesterday, Today, Tomorrow*, 1954, magazine, 12 x 9", C37-Cp-Box 3-Folder 1;

*4<sup>TH</sup> Annual Big Sur Guide*, 1958, magazine, 12 x 9", C37-Cp-Box 3-Folder 1;

*Rainbow Bridge*, n.d., postcard, 3 x 5", P67-Ph-Folder 6-#12;

*Carmel San Simeon Highway*, n.d., postcard, 3 x 5", P67-Ph-Folder 6-#11;

*Rainbow Bridge*, n.d., postcard, 3x 5", H42-Ph-Box 2- Folder 1-#25;

*Rainbow Bridge*, n.d., postcard, 3x 5", D87-Folder 2-#16;

*Rainbow Bridge*, n.d., postcard, 3x 5", D87-Folder 2-#18'

Esalen Institute, *Frontiers of Human Development*, 1965, brochure, 6.5 x 10", Nixon Files-Esalen;

*Residential Program*, ca. 1966, brochure, 6.5 x 10", Nixon Files-Esalen

**6) Dates of Requested Loan Period:** August 4, 2025 – January 31, 2026

**Please answer questions 7 through 11 on a separate sheet of paper**

**7) Proposed Exhibit Site:** Please describe in detail.

**8) Environmental Controls:** Temperature, Humidity, Sunlight, etc.

**9) Display Method:** Please describe the EXACT display methods that will be used:  
locked Plexiglas display cases, museum wall mounts, etc.

**10) Exhibit staff:** Please describe the qualifications of the staff/volunteers who will be responsible for planning and mounting this exhibit. (Education, training, work experience.) Attach resumes as necessary.

**11) Security at Exhibit Site:** Please describe locks, alarms, on-site security personnel and staff. Please include a floor plan of the proposed exhibit site indicating windows, doors, entrances & exits.

*Noelani Castro*

Signature of Responsible Individual at Borrowing Institution

July 17, 2025

Date

*Kathleen M. O'Connell*

Signature of Responsible Individual at Lending Institution

July 18, 2025

Date

**Proposed Exhibit Site & Environmental Controls:** The exhibition will be held in the Work Gallery at our Pacific Street location, which features 158.3 linear feet of wall space (perimeter). The gallery is finished with wood floors and includes an open balcony to the second floor at one end, where two circular windows allow natural light to enter. However, these windows are covered with a light-filtering fabric that diffuses and softens the sunlight, preventing direct exposure to artworks. The gallery is also equipped with museum-grade, UV-filtered track flood lighting along the walls to ensure consistent and controlled illumination. Environmental conditions are carefully maintained, with temperatures consistently ranging between 50–70°F. While active humidification is not used, the HVAC system and in-gallery air filters help regulate humidity and support clean air circulation, minimizing environmental fluctuations throughout the space.

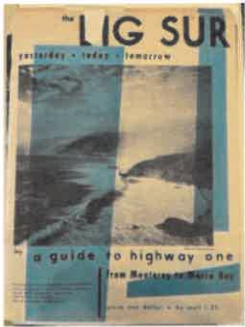
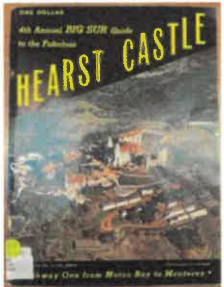


**Display Method:** All ephemeral objects in the exhibition will be displayed on custom-built pedestal tables with secure plexiglass vitrines. Each pedestal measures approximately 3 feet high by 5 feet long by 3 feet deep, with a recessed display area about 6 inches deep to securely hold the objects. A flat, clear plexiglass cover will rest on top of the pedestal base to protect the contents while allowing full visibility. The plexiglass will be secured in place to prevent tampering and ensure object safety. No wall-mounted objects are planned for this exhibition; all items will be displayed within these enclosed vitrines.






**Exhibit Staff:** The planning and mounting of the exhibition will be led by the Monterey Museum of Art's experienced Collections and Exhibitions Department, in collaboration with Curator Wendy Good. The installation team consists of Noah Gonzales (Designer & Preparator) and David McCornack (Preparator), both of whom are the museum's designated exhibition preparators. Noah has been with the Monterey Museum of Art since 2015 and has extensive experience installing exhibitions across all gallery spaces. David brings a diverse background in installation, having worked at Sotheby's auction house in New York, the American Museum of Natural History, and the Pacific Grove Museum of Natural History. Exhibitions Coordinator Nina Rusmore supports the team as needed and brings hands-on experience from her years working in professional frame shops in San Francisco. Noelani Castro, Collections & Exhibitions Manager and Registrar, also assists as necessary and has art handling and registration experience from the Art, Design & Architecture Museum, as well as from her tenure at the Monterey Museum of Art since 2019. All members of the department have relevant education, training, and professional experience in art handling, installation, and exhibition planning. Resumes for key staff are available upon request.

**Security at Exhibit Site:** The museum employs a comprehensive security system to safeguard all exhibited and stored artworks, including those on loan. Loaned pieces are stored in secured, climate-controlled rooms equipped with both numbered push-button locks and traditional key



locks. Access to these storage areas is restricted exclusively to authorized personnel within the Collections and Exhibitions department, who are the only individuals with the necessary codes and keys. During public hours, front desk staff and trained gallery monitors are stationed throughout the museum to oversee exhibit areas and ensure visitor compliance with safety protocols. All entrances and exits to exhibit spaces are locked and alarmed outside of operating hours, with reinforced windows where applicable. The building is also outfitted with a centrally monitored alarm system that includes motion detectors and door/window sensors, which is active after hours and alerts authorities in case of unauthorized access or environmental threats. A detailed floor plan indicating windows, doors, entrances, and exits will be provided upon request.

White, Emil	<i>The Big Sur: Yesterday, Today, Tomorrow</i>	1954	Magazine C37 Cp Box 3 Folder 1	12" x 9"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	Harrison also requires these forms to be completed:  <a href="#">Copyright Acknowledgment Form</a>  <a href="#">Loan Policy for Library Art &amp; Items of Historic Interest</a>
White, Emil	<i>4th Annual Big Sur Guide</i>	1958	Magazine C37 Cp Box 3 Folder 1	12" x 9"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	
	Rainbow Bridge	n.d.	Postcard P67 Ph Folder 6 #12	3" x 5"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	
	Carmel San Simeon Highway	n.d.	Postcard P67 Ph Folder 6 #11	3" x 5"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	

	Rainbow Bridge	n.d.	Postcard H42 Ph Box 2 Folder 1 #25	3" x 5"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	
	Rainbow Bridge	n.d.	Postcard D87 Folder 2 #16	3" x 5"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	
	Rainbow Bridge	n.d.	Postcard D87 Folder 2 #18	3" x 5"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	
Esalen Institute	<i>Frontiers of Human Development</i>	1965	Brochure Nixon Files - Esalen	6.5" x 10"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	
Esalen Institute	<i>Residential Program</i>	Ca. 1966	Brochure Nixon Files - Esalen	6.5" x 10"		Harrison Memorial Library Carmel	Katie O'Connell koconnell@ci.carmel.ca.us	

# PACIFIC STREET FLOOR MAP 1st floor

