



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

Trustees Marie-Clare Gorham, John Krisher, Susan
Murphy, Phil Pardue, and Mary Jo Williams

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

REGULAR MEETING Wednesday, October 25, 2023

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/89534999016> Meeting ID: 895 3499 9016 Passcode: 060422 Dial in: 1 669 444 9171

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

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

Prior to calling the meeting to order, the Board/Commission will conduct an on-site tour of inspection of the properties listed on the agenda and the public is welcome to join. After the tour is complete, the Board/Commission will begin the meeting in the City Council Chambers no earlier than the time noted on the agenda.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

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

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

ANNOUNCEMENTS

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

ORDERS OF BUSINESS

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

1. Receive a report from the Carmel Public Library Foundation on recent activities
2. Approval of the Minutes for the September 27, 2023 Regular Meeting
3. Receive the Librarian's Report for September 2023
4. Receive the Treasurer's Report for September 2023 and approve the check register for September 2023
5. Consideration of the appointment an Ad Hoc Committee to work with the Library Director and the Carmel Public Library Foundation Director on the Library Buildings Master Plan Project

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

Harrison Memorial Library Board of Trustees Meeting
Minutes

REGULAR MEETING
Wednesday, September 27, 2023

9:00 AM

CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIANCE

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

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees

Trustee Murphy announced that the bookroom continues to accept books but has also begun to sell books during certain days and times.

Item B: Announcements from the Library Director

None

ORDERS OF BUSINESS

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

Carmel Public Library Foundation (CPLF) Executive Director Alexandra Fallon presented the report.

- Annual Board retreat "Personal Impact" went very well
- Thank you to all who attended CPLF breakfast
- Kick off for Community Programs was held September 13
- Developing an integrated social media campaign
- Accepted into Monterey County Gives campaign

Item 2: Approval of the Minutes for the August 23, 2023 Regular Meeting

Trustee Murphy moved to approve the Minutes for the August 23, 2023 Regular Meeting, seconded by Trustee Williams and carried by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Willimas, Krisher

NOES: None

ABSENT: None

ABSTAIN: None

Item 3: Receive the Librarian's Report for July and August 2023 and a statistical study of library services over time

Library & Community Activities Director Wright presented the report.

Item 4: Receive the Treasurer's Report for August 2023 and approve the check registers for July and August 2023

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

Trustee Pardue moved to approve the check registers for July and August 2023, seconded by Trustee Williams and carried by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Williams, Krisher

NOES: None

ABSENT: None

ABSTAIN: None

FUTURE AGENDA ITEMS

- Ad-hoc Committees for upcoming Board items

ADJOURNMENT

There being no further business before the Board the meeting was adjourned at 9:44 am. The next Regular Meeting is scheduled for October 25, 2023.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

September 30, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	2.29	1,592	1,849	5,087	4,973
Non-Fiction	31.85	1,079	1,239	3,349	2,540
Magazines	-32.21	58	27	141	208
Audio/Video	11.85	1,070	1,170	3,180	2,843
ADULT CIRCULATION TOTAL:	11.29	3,799	4,285	11,757	10,564
Juvenile Circulation:					
Fiction	51.34	2,040	2,514	6,662	4,402
Non-Fiction	18.75	566	588	1,666	1,403
Magazines	3,400.00	37	20	70	2
Audio/Video	118.31	162	148	465	213
JUVENILE CIRCULATION TOTAL:	47.23	2,805	3,270	8,863	6,020
CIRCULATION TOTAL:	24.34	6,604	7,555	20,620	16,584
ELECTRONIC CHECKOUTS:	54.11	6,008	6,040	17,681	11,473
HOLD REQUESTS:	-5.20	1,013	1,022	3,097	3,267
INTERLIBRARY LOAN:					
ILL to Other Libraries	#DIV/0!	0	0	0	0
ILL from Other Libraries	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

September 30, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	19.59	1,433	1,551	4,267	3,568
Non-Residents:					
Monterey County	20.31	4,597	5,568	14,641	12,169
Other Zip Codes	123.00	574	644	1,920	861
NON-RESIDENT CIRCULATION TOTAL	27.10	5,171	6,212	16,561	13,030
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	61.29	21	16	50	31
Monterey County Residents	0.00	126	92	314	314
Other Borrowers	58.38	81	86	274	173
REGISTRATION TOTAL:	23.17	228	194	638	518
TOTAL # OF CARDHOLDERS:	6.79	11,606	11,586	11,606	10,868

Patron Visit Count					
HML Building	30.52	5,601	7,277	20,010	15,331
Park Branch Building					
Local History	31.58	25	35	100	76
Youth Services Dept.	15.56	4,622	5,873	16,117	13,947
PATRON VISIT TOTAL:	23.41	10,248	13,185	36,227	29,354

LIBRARIAN'S MONTHLY REPORT

September 30, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	18.83	1,179	892	2,991	2,517
Youth Services Desk	-5.23	202	270	852	899
Local History Desk	-34.89	28	70	153	235
TOTAL REFERENCE QUESTIONS:	9.45	1,409	1,232	3,996	3,651
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0		0
Public WiFi Use:	7.76	1,063	1,552	4,015	3,726
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-42.86	9	4	20	35
Park Branch				0	0
Harrison - Main	5.26	22	22	60	57
TOTALS:	-13.04	31	26	80	92

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

LIBRARIAN'S MONTHLY REPORT

September 30, 2023

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	0.00	0	0	2	2
TOTAL ATTENDANCE	15.50	0	0	462	400
PRESCHOOL PROGRAMS (0-5 YRS)	100.00	4	0	8	4
TOTAL ATTENDANCE	470.91	107	0	314	55
SCHOOL AGE PROGRAMS (6-11 YRS)	-50.00	5	0	8	16
TOTAL ATTENDANCE	7.81	147	0	276	256
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	2	1	3	0
TOTAL ATTENDANCE:	#DIV/0!	15	3	18	0
ADULT PROGRAMS	100.00	2	0	2	1
TOTAL ATTENDANCE	4.76	190	0	242	231
OFFSITE PROGRAMS	0.00	1	0	1	1
TOTAL ATTENDANCE	-44.59	128	0	128	231
LOCAL HISTORY PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0

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

Harrison Memorial Library

Balance Sheet

Attachment 1

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	243,682.40
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	763,818.49
14100 LAIF - Operating Reserve	175,127.25
14200 LAIF - Equipment Replacement	100,000.00
14300 LAIF - Bradney	46,747.05
14400 LAIF - Evans Restricted Fund	123,000.00
Total 14000 LAIF	1,208,692.79
Total Bank Accounts	\$1,452,835.19
Total Current Assets	\$1,452,835.19
TOTAL ASSETS	\$1,452,835.19
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Total Current Liabilities	\$0.00
Total Liabilities	\$0.00
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	0.00
15110 LAIF - Restricted - Operating Reserve	175,127.25
15120 LAIF - Equipment Replacement	100,000.00
15130 WF - Designated Gifts	0.00
15140 Broadband Equipment Grant	3,379.77
Total 15100 Temporarily Restricted	278,507.02
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
Total 15000 Restricted Funds	425,254.07
16000 Unrestricted Net Assets	1,025,378.57
Opening Balance Equity	0.00
Net Income	2,202.55
Total Equity	\$1,452,835.19
TOTAL LIABILITIES AND EQUITY	\$1,452,835.19

Harrison Memorial Library				
Budget vs. Actuals: FY 2023-2024				
July - September 2023				
	Actual	Budget	Over Budget	
Income				
Total 2100 CARMEL LIBRARY FOUNDATION	\$ 85,250.00	\$ 85,250.01	\$ (0.01)	
28000 Uncategorized Revenue	\$ 0.00			
24000 Friends of HML	\$ 0.00	\$ 6,249.99	\$ (6,249.99)	
23100 Interest Bradney	\$ 941.60	\$ 862.50	\$ 79.10	
23200 Interest - Other	\$ 8,528.32	\$ 4,862.49	\$ 3,665.83	
Total 23000 INTEREST INCOME	\$ 9,469.92	\$ 5,724.99	\$ 3,744.93	
25000 Library Operations	\$ 686.96	\$ 2,250.00	\$ (1,563.04)	
TOTAL INCOME	\$ 95,406.88	\$ 99,474.99	\$ (4,068.11)	
Expenses				
30000 ADMINISTRATION				
Total 31000 Finance	\$ 387.93	\$ 2,243.73	\$ (1,855.80)	
Total 32000 Library Promotions	\$ 1,120.73	\$ 2,500.02	\$ (1,379.29)	
Total 33000 Supplies	\$ 2,150.44	\$ 2,959.98	\$ (809.54)	
Total 34000 Organizational Development	\$ 9,910.43	\$ 5,024.97	\$ 4,885.46	
Total 30000 ADMINISTRATION	\$ 13,569.53	\$ 12,728.70	\$ 840.83	
40000 EQUIPMENT				
Total 40000 EQUIPMENT	\$ 1,107.66	\$ 8,625.00	\$ (7,517.34)	
50000 IT				
Total 50000 IT	\$ 769.70	\$ 2,750.01	\$ (1,980.31)	
60000 HARD COPY MATERIAL				
Total 61000 ADULT COLLECTION	\$ 10,532.81	\$ 11,099.97	\$ (567.16)	
Total 62000 TEEN COLLECTION	\$ 1,904.05	\$ 2,124.99	\$ (220.94)	
Total 63000 KIDS COLLECTION	\$ 2,895.13	\$ 6,624.99	\$ (3,729.86)	
Total 64000 REFERENCE	\$ 907.98	\$ 1,237.50	\$ (329.52)	
Total 65000 ZIP BOOKS	\$ 3,234.70	\$ 5,000.01	\$ (1,765.31)	
Total 60000 HARD COPY MATERIAL	\$ 19,474.67	\$ 26,087.46	\$ (6,612.79)	
66000 TECHNICAL SERVICES				
Total 66000 TECHNICAL SERVICES	\$ 18,078.98	\$ 9,744.99	\$ 8,333.99	
70000 DATABASES				
Total 70000 DATABASES	\$ 10,070.04	\$ 3,351.27	\$ 6,718.77	
72000 eMaterial				
Total 72000 eMaterial	\$ 22,216.76	\$ 21,825.03	\$ 391.73	
80000 PROGRAMS				
Total 81000 ADULT PROGRAMS	\$ 900.00	\$ 2,999.97	\$ (2,099.97)	
Total 82000 TEEN PROGRAMS	\$ 1,316.32	\$ 1,399.98	\$ (83.66)	
Total 83000 KIDS PROGRAMS	\$ 4,529.70	\$ 6,700.02	\$ (2,170.32)	
Total 85000 LOCAL HISTORY PROGRAMS	\$ 1,170.97	\$ 3,250.02	\$ (2,079.05)	
Total 86000 SUMMER READING PROGRAM	\$ 0.00	\$ 0.00	\$ 0.00	
Total 80000 PROGRAMS	\$ 7,916.99	\$ 14,349.99	\$ (6,433.00)	
Total Expenses	\$ 93,204.33	\$ 99,462.45	\$ (6,258.12)	

Harrison Memorial Library				
Net Operating Income		\$ 2,202.55	\$ 12.54	\$ 2,190.01
Net income		\$ 2,202.55	\$ 12.54	\$ 2,190.01

Attachment 1

Harrison Memorial Library

Attachment 2

Check Detail

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
09/07/2023	Bill Payment (Check)	6358	ALHAMBRA		C	-111.89
						-111.89
09/07/2023	Bill Payment (Check)	6359	Amazon Capital Services, Inc.		C	-526.55
						-526.55
09/07/2023	Bill Payment (Check)	6360	BAKER & TAYLOR		C	-824.95
						-824.95
09/07/2023	Bill Payment (Check)	6361	GOLDEN GATE BOOKKEEPING		C	-375.00
						-375.00
09/07/2023	Bill Payment (Check)	6362	KAL-WEST		C	-200.00
						-200.00
09/07/2023	Bill Payment (Check)	6363	KANOPY			-1,715.00
						-1,715.00
09/07/2023	Bill Payment (Check)	6364	Midwest Tape		C	-236.80
						-236.80
09/07/2023	Bill Payment (Check)	6365	MONTEREY HERALD			-799.70
						-799.70
09/07/2023	Bill Payment (Check)	6366	OVERDRIVE			-648.00
						-648.00
09/07/2023	Bill Payment (Check)	6367	Amazon Capital Services, Inc.		C	-27.01
						-27.01
09/14/2023	Bill Payment (Check)	6368	Amazon Capital Services, Inc.			-297.27
						-297.27
09/14/2023	Bill Payment (Check)	6369	BAKER & TAYLOR			-1,752.54
						-1,752.54
09/14/2023	Bill Payment (Check)	6370	COPIES BY THE SEA			-220.69
						-220.69
09/14/2023	Bill Payment (Check)	6371	HOOPLA			-4,092.68
						-4,092.68
09/14/2023	Bill Payment (Check)	6372	PACIFIC GROVE SELF STORAGE			-407.00
						-407.00

Harrison Memorial Library

Attachment 2

Check Detail

September 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
09/14/2023	Bill Payment (Check)	6373	WELLS FARGO 4798			-2,196.06
						-2,196.06
09/14/2023	Bill Payment (Check)	6374	Amazon Capital Services, Inc.			-20.75
						-20.75
09/14/2023	Bill Payment (Check)	6375	OVERDRIVE			-124.42
						-124.42
09/21/2023	Bill Payment (Check)	6376	Amazon Capital Services, Inc.			-427.23
						-427.23
09/21/2023	Bill Payment (Check)	6377	BAKER & TAYLOR			-521.91
						-521.91
09/21/2023	Bill Payment (Check)	6378	Midwest Tape			-24.57
						-24.57
09/21/2023	Bill Payment (Check)	6379	OVERDRIVE			-1,035.65
						-1,035.65
09/28/2023	Bill Payment (Check)	6380	Amazon Capital Services, Inc.			-229.20
						-229.20
09/28/2023	Bill Payment (Check)	6381	BAKER & TAYLOR			-2,505.24
						-2,505.24
09/28/2023	Bill Payment (Check)	6382	BRODART			-207.57
						-207.57
09/28/2023	Bill Payment (Check)	6383	Midwest Tape			-131.15
						-131.15
09/28/2023	Bill Payment (Check)	6384	OVERDRIVE			-493.09
						-493.09
09/28/2023	Bill Payment (Check)	6385	RAZZOLINK			-14.99
						-14.99
09/28/2023	Bill Payment (Check)	6386	BAKER & TAYLOR			-801.13
						-801.13

Harrison Memorial Library

Attachment 2

Check Detail

September 2023



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

October 25, 2023
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Consideration of the appointment an Ad Hoc Committee to work with the Library Director and the Carmel Public Library Foundation Director on the Library Buildings Master Plan Project

RECOMMENDATION:

Appoint an Ad Hoc Committee to work with the Library Director and the Carmel Public Library Foundation Director on the Library Buildings Master Plan Project

BACKGROUND/SUMMARY:

Per section 2.72.050 the Board has the power to "manage, control and administer any library which is now owned or may hereafter be acquired by the City".

In Fiscal year 2022-2023 the City budgeted funds for Phase 1 of the Library Master Plan Project which has been completed. Staff is requesting that the Board consider forming an Ad Hoc Committee to work with the Carmel Public Library Foundation on identifying on strategies for moving into next phases.

Staff recommends that President Krisher and Trustee Pardue be appointed to the committee based on their knowledge of previous small library renovation projects completed during their tenure and their familiarity working with the Carmel Public Library Foundation.

FISCAL IMPACT:

There is no fiscal impact associated with the formation of an Ad Hoc Committee.

ATTACHMENTS: