



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, April 24, 2024

9:00 AM

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

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

<https://ci-carmel-ca-us.zoom.us/j/89225330600> Webinar ID: 892 2533 0600 Passcode: 797631 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. 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. Approval of the Minutes for the March 27, 2024 Regular Meeting
2. Receive the Librarian's Report for March 2024
3. Receive the Treasurer's Report for March 2024 and approve the check register for March 2024
4. Receive the Monthly report out from Master Plan ad hoc committee
5. Receive a report from the Carmel Public Library Foundation on recent activities

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

REGULAR MEETING
Wednesday, March 27, 2024
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 Board members in the Pledge of Allegiance.

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees
None

Item B: Announcements from the Library Director
None

ORDERS OF BUSINESS

Item 1: Approval of the Minutes for the February 28, 2024, Regular Meeting and March 20, 2024 Special Meeting

Trustee Murphy moved to approve the Minutes for the February 28, 2024, Regular Meeting and March 20, 2024, Special Meeting, seconded by Trustee Williams and carried by the following roll call vote:

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

Item 2: Receive the Librarian's Report for February 2024

Library & Community Activities Director Wright presented the report.

Item 3: Receive the Treasurer's Report for February 2024 and approve the check register for February 2024

Treasurer Williams presented the report.

Trustee Murphy moved to approve the check register for February 2024, seconded by Trustee Pardue and carried by the following roll call vote:

AYES: Gorham, Murphy, Pardue, Williams, Krisher

NOES: None

ABSENT: None

ABSTAIN: None

Item 4: Receive the Monthly report out from Master Plan ad hoc committee

Library & Community Activities Director Wright presented the report.

Item 5: Receive a report from the Carmel Public Library Foundation on recent activities

Executive Director Alexandra Fallon presented the report.

Item 6: Receive a report on eResource usage and costs and provide staff with direction

Library & Community Activities Director Wright presented the report.

Public Appearances

Alexandra Fallon

The Board agreed to place a cap on Hoopla and Kanopy use/plays per person for the remainder of the fiscal year and discuss eResources during budget talks.

The Board appointed Trustees Williams and Gorham to an ad-hoc committee.

FUTURE AGENDA ITEMS

- eResources
- FY 2024-2025 Budget

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:19 am. The next Regular Meeting is scheduled for April 24, 2024.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher, President,
Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

March 31, 2024

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	5.71	1,847	1,810	15,651	14,805
Non-Fiction	17.10	1,208	1,098	10,108	8,632
Magazines	-15.75	73	70	460	546
Audio/Video	15.62	1,056	1,098	9,535	8,247
ADULT CIRCULATION TOTAL:	10.93	4,184	4,076	35,754	32,230
Juvenile Circulation:					
Fiction	63.84	2,666	2,264	20,587	12,565
Non-Fiction	35.42	776	736	5,341	3,944
Magazines	430.43	29	24	244	46
Audio/Video	37.85	171	149	1,333	967
JUVENILE CIRCULATION TOTAL:	56.97	3,642	3,173	27,505	17,522
CIRCULATION TOTAL:	27.15	7,826	7,249	63,259	49,752
ELECTRONIC CHECKOUTS:	27.73	7,214	7,118	58,664	45,929
HOLD REQUESTS:	-5.04	1019	972	8,713	9,175
INTERLIBRARY LOAN:					
ILL to Other Libraries	#DIV/0!	0	0	0	0
ILL from Other Libraries	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

March 31, 2024

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	10.42	1,513	1,502	12,545	11,361
Non-Residents:					
Monterey County	63.10	5,890	5,259	58,483	35,858
Other Zip Codes	81.63	423	488	4,528	2,493
NON-RESIDENT CIRCULATION TOTAL	64.30	6,313	5,747	63,011	38,351
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	6.90	10	13	124	116
Monterey County Residents	3.92	114	84	875	842
Other Borrowers	85.71	73	117	728	392
REGISTRATION TOTAL:	27.93	197	214	1,727	1,350
TOTAL # OF CARDHOLDERS:	7.65	12,568	12,395	12,568	11,675

Patron Visit Count					
HML Building	23.90	7,272	5,711	55,644	44,912
Park Branch Building					
Local History	41.84	13	30	278	196
Youth Services Dept.	1.24	4,886	4,982	42,279	41,761
PATRON VISIT TOTAL:	13.04	12,171	10,723	98,201	86,869

LIBRARIAN'S MONTHLY REPORT

March 31, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	5.26	988	815	8,090	7,686
Youth Services Desk	24.13	310	295	2,865	2,308
Local History Desk	-14.88	60	65	509	598
TOTAL REFERENCE QUESTIONS:	8.23	1,358	1,175	11,464	10,592
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	13.76	823	909	8,846	7,776
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-37.50	2	5	55	88
Park Branch		0	0	0	0
Harrison - Main	-8.81	29	28	207	227
TOTALS:	-16.83	31	33	262	315
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

March 31, 2024

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	#DIV/0!	0	0	2	0
TOTAL ATTENDANCE	#DIV/0!	0	0	462	0
PRESCHOOL PROGRAMS (0-5 YRS)	-20.93	4	4	34	43
TOTAL ATTENDANCE	3.71	171	145	1,117	1,077
SCHOOL AGE PROGRAMS (6-11 YRS)	-25.64	6	2	29	39
TOTAL ATTENDANCE	88.87	920	80	1,968	1,042
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	5	4	19	0
TOTAL ATTENDANCE:	#DIV/0!	24	21	91	0
ADULT PROGRAMS	177.78	4	8	25	9
TOTAL ATTENDANCE	-1.95	133	320	1,510	1,540
OFFSITE PROGRAMS	-36.36	1	2	7	11
TOTAL ATTENDANCE	-90.65	5	231	236	2,524
LOCAL HISTORY PROGRAMS	#DIV/0!	1	2	3	0
TOTAL ATTENDANCE	#DIV/0!	5	16	21	0



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

April 24, 2024
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 March 2024 and approve the check register for March 2024

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

March 2024 Financials
Check Register - March 2024

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
March 31, 2024

Harrison Memorial Library

Balance Sheet

As of March 31, 2024

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	178,311.18
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	781,970.21
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	<u>\$ 1,226,844.51</u>
Total Bank Accounts	<u>\$ 1,405,615.69</u>
Total Current Assets	<u>\$ 1,405,615.69</u>
TOTAL ASSETS	<u>\$ 1,405,615.69</u>
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	0.00
Total Accounts Payable	<u>\$ 0.00</u>
Total Current Liabilities	<u>\$ 0.00</u>
Total Liabilities	<u>\$ 0.00</u>
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	<u>\$ 278,507.02</u>
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
Total 15000 Restricted Funds	<u>\$ 425,254.07</u>
16000 Unrestricted Net Assets	1,025,378.57
Opening Balance Equity	0.00
Net Income	-45,016.95
Total Equity	<u>\$ 1,405,615.69</u>
TOTAL LIABILITIES AND EQUITY	<u>\$ 1,405,615.69</u>

Budget v Actuals FY 2023-2024					
July 2023 - March 2024					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		170,500.00	255,750.03	-85,250.03	
22000 Donations		\$300.00	\$0.00	\$300.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$25,000.00	\$18,749.97	\$6,250.03	Posted quarterly
23100 Interest Bradney		\$3,256.77	\$2,587.50	\$669.27	Posted quarterly
23200 Interest - Other		\$29,393.84	\$14,587.47	\$14,806.37	Posted quarterly
Total 23000 INTEREST INCOME		\$32,650.61	\$17,174.97	\$15,475.64	
25000 Library Operations		\$6,492.46	\$6,750.00	-\$257.54	
TOTAL INCOME		\$234,943.07	\$298,424.97	-\$63,481.90	
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance		\$2,749.14	\$6,731.19	-\$3,982.05	
Total 32000 Library Promotions		\$4,194.28	\$4,275.09	-\$80.81	
Total 33000 Supplies		\$12,549.93	\$8,879.94	\$3,669.99	
Total 34000 Organizational Development		\$14,232.74	\$15,074.91	-\$842.17	
Total 30000 ADMINISTRATION		\$33,726.09	\$34,961.13	-\$1,235.04	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$18,911.84	\$25,874.91	-\$6,963.07	
50000 IT					
Total 50000 IT		\$1,663.72	\$3,375.00	-\$1,711.28	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$29,150.28	\$31,050.00	-\$1,899.72	
Total 62000 TEEN COLLECTION		\$5,721.60	\$8,624.97	-\$2,903.37	

Total 63000 KIDS COLLECTION		\$19,625.76	\$22,875.03	-\$3,249.27	
Total 64000 REFERENCE		\$3,539.08	\$3,712.50	-\$173.42	
Total 65000 ZIP BOOKS		\$11,632.71	\$11,999.97	-\$367.26	
Total 60000 HARD COPY MATERIAL		\$69,669.43	\$78,262.47	-\$8,593.04	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$39,102.78	\$37,334.97	\$1,767.81	
70000 DATABASES					
Total 70000 DATABASES		\$10,120.04	\$10,103.81	\$16.23	
72000 eMaterial					
Total 72000 eMaterial		\$71,351.14	\$65,475.09	\$5,876.05	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$7,416.46	\$11,249.91	-\$3,833.45	
Total 82000 TEEN PROGRAMS		\$2,737.69	\$3,449.97	-\$712.28	
Total 83000 KIDS PROGRAMS		\$14,999.17	\$20,100.06	-\$5,100.89	
Total 85000 LOCAL HISTORY PROGRAMS		\$10,261.66	\$8,250.03	\$2,011.63	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$35,414.98	\$43,049.97	-\$7,634.99	
Total Expenses		\$279,960.02	\$298,437.35	-\$18,477.33	
Net Operating Income		-\$45,016.95	-\$12.38	-\$45,004.57	
Net income		-\$45,016.95	-\$12.38	-\$45,004.57	

Harrison Memorial Library

Attachment 2

Check Detail

April 1-23, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
04/04/2024	Bill Payment (Check)	6600	Amazon Capital Services, Inc.			-473.82
						-473.82
04/04/2024	Bill Payment (Check)	6601	BAKER & TAYLOR			-2,364.09
						-2,364.09
04/04/2024	Bill Payment (Check)	6602	Blackstone Publishing			-41.60
						-41.60
04/04/2024	Bill Payment (Check)	6603	COPIES BY THE SEA			-825.60
						-825.60
04/04/2024	Bill Payment (Check)	6604	HOOPLA			-5,182.54
						-5,182.54
04/04/2024	Bill Payment (Check)	6605	KANOPY			-1,528.00
						-1,528.00
04/04/2024	Bill Payment (Check)	6606	KATHLEEN O'CONNELL			-34.72
						-34.72
04/04/2024	Bill Payment (Check)	6607	OVERDRIVE			-445.92
						-445.92
04/04/2024	Bill Payment (Check)	6608	RACHEL GAITHER			-21.39
						-21.39
04/11/2024	Bill Payment (Check)	6609	Amazon Capital Services, Inc.			-504.77
						-504.77
04/11/2024	Bill Payment (Check)	6610	BAKER & TAYLOR			-2,214.07
						-2,214.07
04/11/2024	Bill Payment (Check)	6611	GOLDEN GATE BOOKKEEPING			-375.00
						-375.00
04/11/2024	Bill Payment (Check)	6612	INGRAM LIBRARY SERVICES			-113.93
						-113.93
04/11/2024	Bill Payment (Check)	6613	KAL-WEST			-200.00
						-200.00
04/11/2024	Bill Payment (Check)	6614	Midwest Tape			-988.54
						-988.54

Harrison Memorial Library

Attachment 2

Check Detail

April 1-23, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
04/11/2024	Bill Payment (Check)	6615	OVERDRIVE			-438.50
						-438.50
04/18/2024	Bill Payment (Check)	6616	Airlie Anderson Ryan			-400.00
						-400.00
04/18/2024	Bill Payment (Check)	6617	ALHAMBRA			-111.89
						-111.89
04/18/2024	Bill Payment (Check)	6618	Amazon Capital Services, Inc.			-303.89
						-303.89
04/18/2024	Bill Payment (Check)	6619	BAKER & TAYLOR			-1,704.55
						-1,704.55
04/18/2024	Bill Payment (Check)	6620	DANTE RONDO MOST			-325.00
						-325.00
04/18/2024	Bill Payment (Check)	6621	EBSCO			-36.30
						-36.30
04/18/2024	Bill Payment (Check)	6622	INGRAM LIBRARY SERVICES			-94.03
						-94.03
04/18/2024	Bill Payment (Check)	6623	LIBRARY FURNITURE INTERNATIONAL, LLC.			-2,735.96
						-2,735.96
04/18/2024	Bill Payment (Check)	6624	Midwest Tape			-152.52
						-152.52
04/18/2024	Bill Payment (Check)	6625	OVERDRIVE			-250.98
						-250.98
04/18/2024	Bill Payment (Check)	6626	PACIFIC GROVE SELF STORAGE			-407.00
						-407.00
04/18/2024	Bill Payment (Check)	6627	WELLS FARGO 4798			-1,105.36
						-1,105.36
04/18/2024	Bill Payment (Check)	6628	MaryLee Sunseri			-150.00
						-150.00

Harrison Memorial Library

Attachment 2

Check Detail

April 1-23, 2024



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

April 24, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Receive the Monthly report out from Master Plan ad hoc committee

RECOMMENDATION:

Receive a report out from the Master Plan Ad Hoc Committee

BACKGROUND/SUMMARY:

The Ad Hoc Committee for the Library Master Plan is made up of President John Krisher and Trustee Phil Pardue. As representatives of the Board of Trustees, the Ad Hoc Committee remains committed to ensuring that library services are continuous and facilities are well-maintained during the renovation planning process and during potential renovation. As such at the last meeting the Board of Trustees adopted the following guiding principles proposed by the Ad Hoc Committee to be taking into account when the Trustees are evaluating building options and/or making recommendations to Council:

1. Well maintained facilities that meet the patrons needs
2. Maximize service hours
3. No negative impact to the workforce (Library Staff)
4. No extra cost to the City residents
5. Minimal disruption to services.

Project Update

At the February 28, 2024 regular Trustees meeting the Ad Hoc Committee requested a presentation from a Public Works representative on the current maintenance requirements for both library branches and their criticality.

At the March 5, 2024 regular Council meeting the Council received a presentation on the proposed FY 2024-2025 Capital Improvement Plan projects, which included the carryover of the Library Facilities Master Plan Phases II-IV. The Council requested an update and presentation on Phase I Library Facilities Master Plan.

As there is overlap between the two topics, at a special meeting on March 20, 2024, the Library Director and the Public Works Director presented on both the current maintenance requirements for the facilities and a high-level overview of the Master Plan Phase 1 report. The Directors responded to questions from the

Trustees and received feedback on next steps for process.

At the Tuesday, April 2 regular City Council meeting staff provided a presentation to the City Council and Council provided staff with direction to solicit community input to inform a request for proposals for an architect for the Harrison Library renovation.

FISCAL IMPACT:

N/A

ATTACHMENTS: