



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

Trustees John Krisher, Susan Murphy, Phil Pardue,
and President Tara Twomey

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

REGULAR MEETING Wednesday, January 25, 2023

9:00 AM

THIS MEETING IS VIA TELECONFERENCE AND IN-PERSON AT CITY HALL.

Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body.

To that end, this meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenue. To participate via teleconference <https://ci-carmel-ca-us.zoom.us/j/82287782978> Meeting ID: 822 8778 2978 Passcode: 564692 Dial: +1 669 444 9171

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on January 20, 2023, is LOW. Per Urgency Ordinance 2022-006, wearing a face mask to attend a meeting of a legislative body inside a City facility is optional when the community level is low. Seating will be limited and available on a first come first served basis.

Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Commission or the public may ask that any items be considered individually for purposes of Commission discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

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.

- 3.** Receive a report from the Carmel Public Library Foundation on recent activities
- 4.** Approval of the Minutes for the December 7, 2022 Special Meeting
- 5.** Receive the Librarian's Report for November and December 2022
- 6.** Receive the Treasurer's Report and approve the check register for November 2022
- 7.** Consideration of a request for a second budget adjustment for FY 2022-2023
- 8.** Receive a report on the Library's Strategic Plan

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

SPECIAL MEETING
Wednesday, December 7, 2022

9:00 AM

Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Also, see the Order by the Monterey County Public Health Officer issued March 17, 2020. The health and well-being of our residents is the top priority for the City of Carmel-by-the-Sea. To that end, this meeting will be held via teleconference and web-streamed on the City's website ONLY.

To attend via Zoom <https://ci-carmel-ca-us.zoom.us/j/85116878491?>, Meeting ID 851 1687 8491, Passcode 536174; or to attend via telephone dial 1 669 444 9171

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 added to the agenda and made part of the record.

CALL TO ORDER AND ROLL CALL

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

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees
None

Item B: Announcements from the Library Director

Library & Community Activities Director Wright announced the following:

- Position of full-time Library Assistant has been filled by a current temporary/Hourly Library Assistant Michaela Carozza.
- Need to fill a part-time position.

- Holding interviews for Librarian II Reference next Friday.

ORDERS OF BUSINESS

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

There was no report from the Carmel Public Library Foundation. Library & Community Activities Director Wright stated that work continues on the Master Plan Project and the marketing/rebranding of the Libraries. The CPLF movie at the Forest Theater had 700 attendees.

Item 2: Approval of the Minutes for the October 26, 2022 Regular Meeting

Trustee Krisher moved to approve the minutes for the October 26, 2022 Regular Meeting, seconded by Trustee Murphy and carried by the following roll call vote:

AYES: Krisher, Murphy, Pardue, Twomey
NOES: None
ABSENT: None
ABSTAIN: None

Item 3: Receive the Librarian's Report for October 2022 and a brief overview of statistics for the past 5 years

Library & Community Activities Director Wright presented the report.

Item 4: Receive the Treasurer's Report and approve the check register for October 2022

Library & Community Activities Director Wright and Board Treasurer Krisher presented the report and check register.

Trustee Murphy moved to approve the check register for October 2022, seconded by Trustee Pardue and carried by the following roll call vote:

AYES: Krisher, Murphy, Pardue, Twomey
NOES: None
ABSENT: None
ABSTAIN: None

Item 5: Consideration of the adoption of a meeting calendar for 2023.

Library & Community Activities Director Wright presented the 2023 calendar.

Trustee Murphy moved to adopt the calendar for 2023, seconded by Trustee Krisher and carried by the following roll call vote:

AYES: Krisher, Murphy, Pardue, Twomey
NOES: None
ABSENT: None
ABSTAIN: None

Item 6: Consideration of an amendment to the Library's "Rules of Conduct"

Library & Community Activities Director Wright presented the report.

Trustee Pardue moved to approve the amendments to the Library's "Rules of Conduct", seconded by Trustee Murphy and carried by the following roll call vote:

AYES: Krisher, Murphy, Pardue, Twomey
NOES: None
ABSENT: None
ABSTAIN: None

Item 7: Consideration of a request for a budget adjustment for FY 2022-2023

Library & Community Activities Director Wright presented the report.

Trustee Pardue moved to approve the budget adjustments and increase the amount of the transfer to the \$103,500 of previously unexpected funds from \$28,625 to \$30,000, seconded by Trustee Murphy and carried by the following roll call vote:

AYES: Krisher, Murphy, Pardue, Twomey
NOES: None
ABSENT: None
ABSTAIN: None

FUTURE AGENDA ITEMS

- The Palace Project application
- 2nd round of budget adjustments
- Strategic Plan
- Options for E-books/updates
- Budget considerations when Friends of the Library no longer holds book sale and donates to the Library

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:02 am.
The next Regular Meeting is scheduled for January 25, 2023.

Respectfully submitted,
Leslie Fenton, Executive Assistant

Tara Twomey,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

11/30/2022

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	15.84	1,509	1,555	8,037	6,938
Non-Fiction	20.22	917	859	4,316	3,590
Magazines	38.10	52	59	319	231
Audio/Video	21.71	928	759	4,530	3,722
ADULT CIRCULATION TOTAL:	18.79	3,406	3,232	17,202	14,481
Juvenile Circulation:					
Fiction	2.93	1,420	1,108	6,930	6,733
Non-Fiction	48.02	424	411	2,238	1,512
Magazines	-61.90	3	3	8	21
Audio/Video	17.65	112	115	440	374
JUVENILE CIRCULATION TOTAL:	11.30	1,959	1,637	9,616	8,640
CIRCULATION TOTAL:	15.99	5,365	4,869	26,818	23,121
ELECTRONIC CHECKOUTS:	10.12	5,048	5,054	21,305	19,347
HOLD REQUESTS:	-24.14	990	1,038	5,295	6,980
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

11/30/22

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	-4.75	1,247	1,225	6,040	6,341
Non-Residents:					
Monterey County	23.99	3,856	3,499	19,524	15,746
Other Zip Codes	22.63	262	145	1,268	1,034
NON-RESIDENT CIRCULATION TOTAL	23.91	4,118	3,644	20,792	16,780
PATRON REGISTRATION:	Patron Data Base Purge 09/19				
Carmel by-the-Sea Residents	13.04	7	14	52	46
Monterey County Residents	99.14	80	68	462	232
Other Borrowers	207.89	27	34	234	76
REGISTRATION TOTAL:	111.30	114	116	748	354
TOTAL # OF CARDHOLDERS:	13.37	11,089	10,981	11,089	9,781

Patron Visit Count					
HML Building	488.62	4,795	4,590	24,716	4,199
Park Branch Building					
Local History	#DIV/0!	20	25	121	0
Youth Services Dept.	690.83	4,415	4,153	22,515	2,847
PATRON VISIT TOTAL:	572.04	9,230	8,768	47,352	7,046

LIBRARIAN'S MONTHLY REPORT

November 30, 2022

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	3.15	805	766	4088	3963
Youth Services Desk	#DIV/0!	241	306	1446	0
Local History Desk	-34.14	45	75	355	539
TOTAL REFERENCE QUESTIONS:	30.81	1091	1,147	5889	4,502
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	129.70	584	826	5,136	2,236
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	#DIV/0!	7	10	52	0
Park Branch	#DIV/0!	0	0	0	0
Harrison - Main	#DIV/0!	26	31	114	0
TOTALS:	#DIV/0!	33	41	166	0
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

November 30, 2022

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
PRESCHOOL PROGRAMS (0-5 YRS)	#DIV/0!	11	4	19	0
TOTAL ATTENDANCE	#DIV/0!	197	66	318	0
SCHOOL AGE PROGRAMS (6-11 YRS)	#DIV/0!	3	6	25	0
TOTAL ATTENDANCE	#DIV/0!	174	203	633	0
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	REF YS	0	0	0
TOTAL ATTENDANCE:	#DIV/0!	REF YS	0	0	0
ADULT PROGRAMS	-20.00	1	2	4	5
TOTAL ATTENDANCE	48.45	95	823	1,149	774
OFFSITE PROGRAMS	0.00	1	2	4	4
TOTAL ATTENDANCE	48.45	95	823	1,149	774
LOCAL HISTORY PROGRAMS	#DIV/0!	0	1	1	0
TOTAL ATTENDANCE	#DIV/0!	0	705	705	0

LIBRARIAN'S MONTHLY REPORT

December 31, 2022

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	17.39	1,278	1,509	9,315	7,935
Non-Fiction	27.96	782	917	5,098	3,984
Magazines	62.80	88	52	407	250
Audio/Video	18.28	807	928	5,337	4,512
ADULT CIRCULATION TOTAL:	20.84	2,955	3,406	20,157	16,681
Juvenile Circulation:					
Fiction	6.69	1,015	1,420	7,945	7,447
Non-Fiction	56.09	300	424	2,538	1,626
Magazines	-61.90	0	3	8	21
Audio/Video	24.72	110	112	550	441
JUVENILE CIRCULATION TOTAL:	15.79	1,425	1,959	11,041	9,535
CIRCULATION TOTAL:	19.00	4,380	5,365	31,198	26,216
ELECTRONIC CHECKOUTS:	18.88	6,546	5,048	27,851	23,428
HOLD REQUESTS:	-22.33	941	990	6,236	8,029
INTERLIBRARY LOAN:					
ILL to Other Libraries	#DIV/0!	0	0	0	0
ILL from Other Libraries	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

December 31, 2022

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	-0.57	1,093	1,247	7,133	7,174
Non-Residents:					
Monterey County	28.11	3,106	3,856	22,630	17,665
Other Zip Codes	25.67	181	262	1,449	1,153
NON-RESIDENT CIRCULATION TOTAL	27.96	3,287	4,118	24,079	18,818
PATRON REGISTRATION:	Patron Data Base Purge 09/19				
Carmel by-the-Sea Residents	10.00	3	7	55	50
Monterey County Residents	122.54	81	80	543	244
Other Borrowers	247.44	37	27	271	78
REGISTRATION TOTAL:	133.60	121	114	869	372
TOTAL # OF CARDHOLDERS:	12.85	11,198	11,089	11,198	9,923

Patron Visit Count					
HML Building	453.82	3,994	4,795	28,710	5,184
Park Branch Building					
Local History	#DIV/0!	17	20	138	0
Youth Services Dept.	667.70	3,679	4,415	26,194	3,412
PATRON VISIT TOTAL:	540.32	7,690	9,230	55,042	8,596

LIBRARIAN'S MONTHLY REPORT

December 31, 2022

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	77.41	718	805	4,806	2,709
Youth Services Desk	7.20	161	241	1,607	1,499
Local History Desk	12.11	43	45	398	355
TOTAL REFERENCE QUESTIONS:	49.27	922	1,091	6,811	4,563
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	161.86	617	584	5,753	2,197
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-6.15	9	7	61	65
Park Branch	-100.00	YS Tech	0	0	13
Harrison - Main	18.26	22	26	136	115
TOTALS:	2.07	31	33	197	193

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

LIBRARIAN'S MONTHLY REPORT

December 31, 2022

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
PRESCHOOL PROGRAMS (0-5 YRS)	#DIV/0!	4	11	23	0
TOTAL ATTENDANCE	#DIV/0!	89	197	407	0
SCHOOL AGE PROGRAMS (6-11 YRS)	#DIV/0!	4	3	29	0
TOTAL ATTENDANCE	#DIV/0!	72	174	705	0
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	REF YS	0	0	0
TOTAL ATTENDANCE:	#DIV/0!	REF YS	0	0	0
ADULT PROGRAMS	-42.86	REF CPLF LH	1	4	7
TOTAL ATTENDANCE	16.77	REF CPLF LH	95	1,149	984
OFFSITE PROGRAMS	-16.67	1	1	5	6
TOTAL ATTENDANCE	22.56	57	95	1,206	984
LOCAL HISTORY PROGRAMS	#DIV/0!	0	1	1	0
TOTAL ATTENDANCE	#DIV/0!	0	705	705	0

X	Harrison Memorial Library			Attachment 1			
X	Budget vs:Actuals: FY2022-2023-FYP&L						
X	July 2022- November 2022						
X							
X		Actual	Budget	over Budget			
X	INCOME						
X	Total 21000 CARMEL LIBRARY FOUNDATION	\$ 72,775.00	\$ 121,250.00	-48,475.00			
X	Total 22000 DONATIONS						
X	24000 Friends of HML		9,166.65	-9,166.65	Funds not posted yet		
X	25000 Library Operations	\$2,008.88	833.35	1,175.53			
X	23100 Interest Bradney	\$ 622.56	\$ 166.65	\$ 455.91			
X	23200 Interest - Other	5,626.98	1,041.65	4,585.33			
X	Total 23000 INTEREST INCOME	\$6,249.54	\$1,208.50	\$5,041.24	Good news		
X	TOTAL INCOME	81,033.42	\$ 132,458.30	-51,424.88		,	
X	Expenses						
X	30000 ADMINISTRATION						
X	Total 31000 Finance	\$ 1,344.70	\$ 3,333.30	\$ 1,988.60			
X	Total 32000 Library Promotions	\$ 1,985.35	\$ 3,750.00	-\$ 1,764.65			
X	Total 33000 Supplies	\$ 4,043.62	\$ 3,416.65	\$ 626.97			
X	Total 34000 Organizational Development	\$ 9,560.20	\$ 6,624.95	\$ 2,935.25			
X	Total 30000 ADMINISTRATION	\$ 16,933.87	\$ 17,124.90	-\$ 191.03			
X	40000 EQUIPMENT						
X	Total 40000 EQUIPMENT	\$ 10,832.07	\$ 16,193.75	-\$ 5,361.68			
X	50000 IT						
X	Total 50000 IT	\$ 144.94	\$ 1,541.65	-\$ 1,396.71			
X	60000 HARD COPY MATERIAL						
X	Total 61000 ADULT COLLECTION	\$ 15,782.85	\$ 15,708.30	\$ 74.55			
X	Total 62000 TEEN COLLECTION	\$ 284.23	\$ 1,354.20	-\$ 1,069.67			
X	Total 63000 KID'S COLLECTION	\$ 10,316.09	\$ 10,833.30	\$ 517.06			
X	Total 64000 REFERENCE	\$ 1,636.09	\$ 3,000.00	-\$ 1,363.91			
X	Total 65000 ZIP BOOKS	\$ 8,965.22	\$ 10,416.65	-\$ 1,451.43			
X	Total 60000 HARD COPY MATERIAL	\$ 36,884.53	\$ 41,312.45	-\$ 4,327.92			
X	66000 TECHNICAL SERVICES						
X	Total 66000 TECHNICAL SERVICES	\$ 18,336.41	\$ 10,575.00	\$7,761.41	Yearly billing	Book Replacement	
X	70000 ELECTRONIC MATERIALS						
X	Total 70000 ELECTRONIC MATERIALS	\$ 7,752.55	\$ 5,606.25	\$ 2,146.30	Yearly billing		
X	Total 72000 eResources	\$ 29,840.17	\$ 31,250.00	-\$ 1,409.53			
X	80000 PROGRAMS						
X	Total 81000 ADULT PROGRAMS	\$ 89.63	\$ 1,041.70	-\$ 952.07			
X	Total 82000 TEEN PROGRAMS	\$ 219.66	\$ 416.70	-\$ 197.04			
X	Total 83000 KIDS PROGRAMS	\$ 3,631.39	\$ 2,583.35	\$ 1,948.04			
X	Total 85000 LOCAL HISTORY PROGRAMS	\$ 3,699.35	\$ 4,583.30	-\$ 833.95			
X	85400 Archival Storage Off-site	\$ 1,770.00	!,666.65	\$ 103.35			
X	Total 86000 SUMMER READING PROGRAM	\$ 2,175.00	\$ 1,666.65	\$ 508.35			
X	Total 80000 PROGRAMS	\$ 9,815.03	\$ 10,291.70	-\$ 476.67			
X	Total Expenses	\$ 130,639.57	\$ 133,695.70	-\$3,256.13			
	NET OPERATING INCOME	—\$49,606.15	-\$1,437.40	-\$48,168.75			
	NET INCOME	-\$49,606.15	-\$1,437.40	-\$48,168.75			

Harrison Memorial Library

Attachment 2

Check Detail November 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
11/02/2022	Bill Payment (Check)	6037	ALHAMBRA		R	-115.85
						-115.85
11/02/2022	Bill Payment (Check)	6038	Amazon Capital Services, Inc.		R	-429.94
						-429.94
11/02/2022	Bill Payment (Check)	6039	BAKER & TAYLOR		R	-1,125.58
						-1,125.58
11/02/2022	Bill Payment (Check)	6040	Blackstone Publishing		R	-41.60
						-41.60
11/02/2022	Bill Payment (Check)	6041	CARMEL PINE CONE		R	-400.00
						-400.00
11/02/2022	Bill Payment (Check)	6042	KANOPI		R	-1,387.00
						-1,387.00
11/09/2022	Bill Payment (Check)	6043	Amazon Capital Services, Inc.		R	-540.02
						-540.02
11/09/2022	Bill Payment (Check)	6044	BAKER & TAYLOR		R	-1,498.91
						-1,498.91
11/09/2022	Bill Payment (Check)	6045	DATAFLOW		R	-43.05
						-43.05
11/09/2022	Bill Payment (Check)	6046	GOLDEN GATE BOOKKEEPING		R	-325.00
						-325.00
11/09/2022	Bill Payment (Check)	6047	KAL-WEST		R	-200.00
						-200.00
11/09/2022	Bill Payment (Check)	6048	Megan Cassamas		R	-500.00
						-500.00
11/09/2022	Bill Payment (Check)	6049	OVERDRIVE		R	-821.41
						-821.41
11/09/2022	Bill Payment (Check)	6050	KATHLEEN O'CONNELL		R	-894.83
						-894.83
11/16/2022	Bill Payment (Check)	6051	Amazon Capital Services, Inc.		R	-604.07

Harrison Memorial Library

Attachment 2

Check Detail November 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-604.07
11/16/2022	Bill Payment (Check)	6052	BAKER & TAYLOR		R	-1,754.21
						-1,754.21
11/16/2022	Bill Payment (Check)	6053	IMAGE SALES, INC.		R	-23.11
						-23.11
11/16/2022	Bill Payment (Check)	6054	OFFICE DEPOT		R	-675.24
						-675.24
11/16/2022	Bill Payment (Check)	6055	OVERDRIVE		R	-261.99
						-261.99
11/16/2022	Bill Payment (Check)	6056	PACIFIC GROVE SELF STORAGE		R	-354.00
						-354.00
11/16/2022	Bill Payment (Check)	6057	WELLS FARGO 4798		R	-3,852.08
						-3,852.08
11/16/2022	Bill Payment (Check)	6058	DATAFLOW		R	-129.15
						-129.15
11/30/2022	Bill Payment (Check)	6059	ALHAMBRA		C	-76.41
						-76.41
11/30/2022	Bill Payment (Check)	6060	Amazon Capital Services, Inc.		C	-738.63
						-738.63
11/30/2022	Bill Payment (Check)	6061	BAKER & TAYLOR		C	-2,885.27
						-2,885.27
11/30/2022	Bill Payment (Check)	6062	Blackstone Publishing		C	-41.60
						-41.60
11/30/2022	Bill Payment (Check)	6063	COPIES BY THE SEA		C	-367.45
						-367.45
11/30/2022	Bill Payment (Check)	6064	Megan Cassamas		C	-300.00
						-300.00
11/30/2022	Bill Payment (Check)	6065	OVERDRIVE		C	-1,620.28
						-1,620.28

Harrison Memorial Library

Attachment 2

Check Detail November 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/30/2022	Bill Payment (Check)	6066	RAZZOLINK		C	-14.99
						-14.99
11/30/2022	Expense				R	-2.93
				FEDERAL TAX WITHHELD		2.93



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

**January 25, 2023
ORDERS OF BUSINESS**

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of a request for a second budget adjustment for FY 2022-2023

RECOMMENDATION:

Approve the requested budget adjustment.

BACKGROUND/SUMMARY:

The last LAIF transfer was completed in 2016-2017. Between Fiscal Years 2017-2018 and 2021-2022 respectively, the Library had a combined total of \$193,500 in unexpended funds that is currently in the Library checking account. Staff has worked with the Treasurer and proposes the following for the unexpended funds:

1. Transfer \$60,000 to LAIF where it will earn some amount of interest
2. Retain \$30,000 in the checking account as a buffer
3. Spend some of the remaining \$103,500 on library projects this fiscal year

At its last meeting the Board of Trustees approved an increase in the budget in the amount of \$30,000, pulled from the \$103,500, to increase funds for library collections and programs, staff equipment and furniture replacements, and new menstrual products dispensers to offer free menstrual products.

This left a remaining \$73,500 for library projects this fiscal year. As it is the Board's desire that these unexpended funds be spent, in concert with the Treasurer, staff is recommending the following budget adjustments:

Moveable shelves for the Children's Department

In 2019 the Rotary Club approved a grant to the Library through the Carmel Public Library Foundation in the amount of \$25,000 for movable furniture in the Children's Department. Staff recently completed the expenditure of most of these funds with the purchase of new tables and chairs for the department. The tables and chairs can move easily and stack making them useful for reconfiguring the department for programs which happen frequently and are ergonomic for the staff.

In addition, for a number of years staff has discussed replacing some of the shelving in the Children's

Department with movable shelving, in particular the low picture book shelves and the non-fiction shelves. This would allow further reconfiguration of the department as needed and allow for the maximization of floor space for programs. Staff worked to gather quotes for this project and research what would work best in the Children's Department and determined that the Spacesaver Flex Shelving from Systems & Space Inc. would best meet the needs of the department. Staff is recommending an additional increase to fund 41000 Furniture in the amount of \$68,850.72. (This is inclusive of shipping, tax, and installation.)

Additional funds for the Teen Collection

In mid-December the Library hired a part-time Teen Librarian who has been working furiously to weed and begin revamping the teen collection and has been working on relationship building with Carmel High School. Currently, there is \$3,250 budgeted in the 62000 Teen Collection of which only \$326 has been expended. With a new dedicated Teen Librarian, staff would like to invest additional funds to refresh the collection and invest in new and expanded collections like manga.

Should the Board approve the \$68,850.72, that would leave \$4,649.28 which staff recommends be used to augment the teen collections for a total of \$7,899.28

Special Children's Program

Staff has been working with the librarians at River and Tularcitos Elementary schools to facilitate a visit from acclaimed children's author, illustrator, and producer Dan Yaccarino. Staff are proposing to have Mr. Yaccarino visit both Tularcitos and River School, which would afford him the largest audience of elementary children in our area. Both School Administrators have been contacted and are on board and excited to have a top Children's Book author visit their schools.

This fantastic outreach opportunity would bring together all of the children in our public schools, affording them to interact with Dan in person, and highlight the collaboration between the library and community. The cost to have Mr. Yaccarino visit both schools is \$6,000 which includes airfare, transportation, accomodations, and his appearance fee for both days.

FISCAL IMPACT:

The total amount requested for budget adjustments is \$77,500. This will exceed the previously earmarked \$103,500 in the amount of \$6,000. Staff requests that the \$6,000 in additional funds be taken from the \$60,000 set aside to be transferred to LAIF, leaving \$54,000 for transfer to LAIF at the conclusion of the budget adjustments.

ATTACHMENTS:



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

January 25, 2023
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Receive a report on the Library's Strategic Plan

RECOMMENDATION:

Receive a report on the Library's Strategic Plan

BACKGROUND/SUMMARY:

During the Fall of 2019 the Board of Trustees worked to develop a new Strategic Plan which was adopted in early 2020 and the result of these efforts was a streamlined plan designed to guide staff in their work and provide them with the flexibility to be responsive to community needs and trends within that framework.

The goals of the new Strategic Plan are:

1. Increase community awareness and engagement
2. Innovate to support equitable and inclusive access
3. Increase operational excellence

As some semblance of pre-pandemic normalcy returns, staff have been working on Strategic Plan initiatives and are making quite good headway. Of particular note here are some key projects and initiatives currently underway:

1. RFID and new self-check machines: Contract was approved by City Council in December and staff are currently working with the vendor on configurations, equipment ordering, and setting up training sessions for staff to learn the tagging process. It is anticipated that this project will be completed by May 2023 if not sooner.
2. Library Facilities Master Plan Project: In partnership with Carmel Public Library Foundation (CPLF) the Library created a committee to identify and recommend an architect for the Library Master Plan to develop a facilities plan for both library buildings. After a very thorough process, the committee recommended that the City Council enter into a contract with Jayson Architecture for Phase 1 of the Master Plan. This was approved at the January Council meeting and Phase 1 is being funded by the City. It is anticipated that Phase 1 will be completed by June 2023.
3. Reconfigure Children's Library: In 2019 the CPLF received a grant from the Carmel Rotary to purchase movable furniture in the Children's Library which was delayed because of the pandemic.

This Fall/Winter staff purchased new tables and chairs which have enabled staff to reconfigure the department easily for Library programs. In addition staff has researched and received quotes for moveable shelves in the department that would further increase the ability to create flexible space.

4. Library Rebranding: In partnership with the CPLF staff is just beginning to work on a rebranding process that will include a new logo and color scheme for the library that ties in with the CPLF brand. In addition the process will pull the three Library locations or major departments together - Harrison, Park Branch Children's, and Park Branch Local History.

These are in addition to some of the smaller projects that are in progress that have been noted in the attached Strategic Plan.

Staff would like to recommend continuing to work on and complete projects that are in process and to begin drafting a new Strategic Plan in the Fall of 2023. Staff plans to conduct community conversations this spring for information gathering that will help to inform the Strategic Plan, and also the Master Plan and Rebranding projects mentioned above.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment 1 - Library Strategic Plan



CARMEL PUBLIC LIBRARY

Harrison Memorial Library • Park Branch Library

2020-2022 Strategic Plan

Planning for possibilities

As we contemplate the future of the Library in our community, we are working to re-orient ourselves and be more turned outward to the public; to see and hear our community, to act with intentionality; and to move down a path of making thoughtful, lasting change for our library patrons and the community.

The turned outward approach that we are taking underpins the new strategic plan, which establishes three clear strategic goals: 1. Increase community awareness and engagement, 2. Innovate to support equitable and inclusive access, and 3. Increase operational excellence.

Advancing the organization in this way will empower the Library to be a welcoming place, where reading, learning and imagination thrive; a recognized leader and respected voice in our community; and a model library in our industry. By successfully implementing this plan, we will also be positioning the Library to be a venue for civil discourse and a catalyst for considerate change.

What does the community want?

We conducted community conversations with 6 groups, made up of 57 citizens throughout the community, to better understand their aspirations, concerns, and how they want their community to move forward.

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

The sense throughout all the conversations was of an enormous potential for partnerships and collaboration between the Library, the City, community organizations and community members. As the Library continues to engage the community in conversation, we are committed to reshaping our strategic plan based on the new public knowledge that we gain.

In addition to conducting community conversations, we also analyzed national studies and local data about actual use of our Library facilities and programs. Libraries throughout the nation are demonstrating a slow downward trend in visits, circulation, and public-access computer usage. However, they are also seeing an increase in program attendance, and therefore a shift in traditional library usage. Our Library, although performing well above state and national averages, is reflecting the same trends.

Based on community conversations and analysis of Library use data and trends, we have created a new strategic plan for the Library that will guide us to better engage and serve our community.

What do we believe?

As part of this strategic planning process, we have embraced a new mission and vision to inspire us. By putting these beliefs to work every day, we will transform the Library to better serve the Carmel-by-the-Sea community and greater Monterey Peninsula in the years to come.

Our Mission: What we do.

We are an efficient medium for the free and equitable distribution and exchange of books, information, and ideas; and a recognized social center providing the community with a place to learn, interact and gather.

Our Vision: What we aspire to be.

We aspire to be a welcoming place where reading, learning and imagination thrive; a recognized leader and respected voice in our community; and a model library in our industry.

Where do we want to go and how do we get there?

Informed by what we have learned, and inspired by our vision and mission we selected three primary goals to guide the Library's work. For each of these three goals, we developed specific strategies that we will be implementing in a wide range of ways.

Goal 1. Increase community awareness and engagement

- Lead the community as a center for learning
 - Provide a variety of interesting and informative programs for all ages
 - Develop and hold two programs to be held during open hours in the gathering place (June 2021)
 - Explore passive programs for all ages (ongoing)
- Broaden community impact
 - Develop a multifaceted outreach program.
 - Develop a plan to better serve patrons with dementia and alzheimers and their caregivers (June 2020)
 - Work with Carmel business owners to inform workers of library resources (March 2021)
 - Begin participating in the Farmers' Market monthly (June 2021)
 - Explore options for a bookmobile or bikemobile service program (December 2022)
- Invest in thoughtful and purposeful community partnerships
- Tell the library's story
 - Re-brand the library so that it is clear who we are, where we are, and what we do, (December 2020)
 - Develop a plan and strategy for marketing and communication of library services (December 2020)
 - Create a welcome packet for new community members (December 2021)
- Identify patrons' unique needs to shape Library services
 - Add suggestion boxes for ongoing feedback (June 2020)
 - Conduct four community conversations per year and provide annual review of updated Public Knowledge Report
 - Conduct surveys to help inform policy changes (ongoing - quarterly)

Commented [1]: Will be underway starting in spring 2023

Commented [2]: Puzzles and craft cart - what else?

Commented [3]: The FOL have a regular presence and are excellent ambassadors.

Commented [4]: Pandemic really showed how successful we were with this.

Commented [5]: CUSD, Restaurant community,

Commented [6]: In progress with CPLF Summer 2022

Commented [7]: In progress

Goal 2. Innovate to support equitable and inclusive access

- Create welcoming and vibrant spaces
 - Install community bulletin board at Park Branch (Fall 2020)
 - Improve signage in both buildings in concert with branding project (December 2020)
 - Develop a cohesive strategy around digital resources (June 2021)
 - Appoint an ad hoc committee of the Library Board of Trustees work with City staff to develop a facilities plan for both library buildings that identifies opportunities for improvements in both buildings, including ADA access, shelving, modular furniture, and improved catalog access (June 2021)
 - Devendorf Park Expansion Project (December 2022)
- Improve days and hours of service

Commented [8]: Completed December 2022

Commented [9]: In progress. Jayson Architecture Phase 1 to be completed by June 2023

- Determine if weekend hours for the Local History Department are possible and consider altering weekend hours in the Kids' Library (Fall 2020)

Commented [10]: In progress

Goal 3. Increase operational excellence

- Optimize public resources
 - Work with the Carmel Public Library Foundation to identify projects that could provide opportunities for special donor funding
 - Complete gathering place project (May 2020)
 - Reconfigure Park Branch Kid's Library and incorporate moveable shelves and furniture to create flexible space (June 2020)
 - Replace and reconfigure furniture and lighting on check-out desk level of Main Library (December 2021)
 - Refresh the Main Library Reading Room (December 2022)
 - Review, reaffirm, and amend financial policies and procedures to ensure maximum transparency and efficiency.
 - Work with partner libraries to investigate resource sharing between area libraries (June 2022)
- Empower staff for continued exceptional service
 - Develop staff training plan (June 2020)
 - Invest in RFID, new self-check machines, and security gates (December 2021)
- Create volunteer job descriptions (March 2021)

Commented [11]: In progress December 2022

Commented [12]: Completed as part of the Gathering Place Project

Commented [13]: RFP issued July 2022