



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

SPECIAL MEETING Wednesday, December 6, 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:

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.

To participate in the meeting via Zoom, copy and paste this link into your browser: <https://ci-carmel-ca-us.zoom.us/j/82764428614> Meeting ID: 827 6442 8614 Passcode: 072495 Dial in: (253) 215-8782

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.

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

ANNOUNCEMENTS

- A.** Announcements from 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 October 25, 2023, Regular Meeting
- 5.** Receive the Librarian's Report for October 2023
- 6.** Receive the Treasurer's Report for October 2023 and approve the check register for October 2023
- 7.** Consideration of the adoption of a meeting calendar for 2024.
- 8.** Consideration of a budget adjustment of for the purchase of replacement emergency response supplies and new equipment.
- 9.** Consideration of amendment to the "Gathering Place Policy".

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, October 25, 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 public joined the Board in the Pledge of Allegiance.

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees

Trustee Murphy announced that the Friends of the Library gave \$25,000 to the Library and continued to do well at the Thursday Farmers' Market.

Item B: Announcements from the Library Director

Library & Community Activities Director Wright announced that she continues to work with the City and the IT department on setting up the public computers.

ORDERS OF BUSINESS

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

Library & Community Activities Director Wright announced the upcoming Carmel Public Library Foundation programs.

Item 2: Approval of the Minutes for the September 27, 2023, Regular Meeting

Trustee Murphy moved to approve the Minutes for the September 27, 2023, Regular Meeting, 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 3: Receive the Librarian's Report for September 2023

Library & Community Activities Director Wright presented the report.

Item 4: Receive the Treasurer's Report for September 2023 and approve the check register for September 2023

Treasurer Williams and Library & Community Activities Director Wright presented the September Treasurer's Report.

Trustee Murphy moved to approve the September 2023 check register, 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 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

Library & Community Activities Director Wright presented the report.

Trustee Murphy moved to appoint President Krisher and Trustee Pardue to an Ad Hoc committee to work with the Library Director and Carmel Public Library Foundation Director on the Library Buildings Master Plan Project, seconded by Trustee Gorham and carried by the following roll call vote:

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

FUTURE AGENDA ITEMS

- Gathering Place policy
- Update on library computer system and options
- Update from Ad Hoc Committee (standing agenda item)

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:20 a.m.
The next meeting is a Special Meeting on December 6, 2023.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

October 31, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	3.91	1,696	1,592	6,783	6,528
Non-Fiction	34.72	1,230	1,079	4,579	3,399
Magazines	-28.84	49	58	190	267
Audio/Video	15.27	972	1,070	4,152	3,602
ADULT CIRCULATION TOTAL:	13.83	3,947	3,799	15,704	13,796
Juvenile Circulation:					
Fiction	56.75	1,975	2,040	8,637	5,510
Non-Fiction	18.69	487	566	2,153	1,814
Magazines	2,000	35	37	105	5
Audio/Video	80.18	126	162	591	328
JUVENILE CIRCULATION TOTAL:	50.01	2,623	2,805	11,486	7,657
CIRCULATION TOTAL:	26.74	6,570	6,604	27,190	21,453
ELECTRONIC CHECKOUTS:	47.66	6324	6,008	24005	16,257
HOLD REQUESTS:	-6.81	915	1,013	4,012	4,305
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

October 31, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	16.04	1295	1,433	5562	4,793
Non-Residents:					
Monterey County	23.96	4,781	4,597	19,422	15,668
Other Zip Codes	139.96	494	574	2,414	1,006
NON-RESIDENT CIRCULATION TOTAL	30.96	5,275	5,171	21,836	16,674
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	35.56	11	21	61	45
Monterey County Residents	3.66	82	126	396	382
Other Borrowers	68.12	74	81	348	207
REGISTRATION TOTAL:	26.97	167	228	805	634
TOTAL # OF CARDHOLDERS:	7.26	11,778	11,606	11,778	10,981

Patron Visit Count					
HML Building	32.62	6,410	5,601	26,420	19,921
Park Branch Building					
Local History	63.37	65	25	165	101
Youth Services Dept.	17.99	5,240	4,622	21,357	18,100
PATRON VISIT TOTAL:	25.76	11,715	10,248	47,942	38,122

LIBRARIAN'S MONTHLY REPORT

October 31, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	18.06	885	1,179	3876	3,283
Youth Services Desk	-1.41	336	202	1188	1,205
Local History Desk	-32.90	55	28	208	310
TOTAL REFERENCE QUESTIONS:	9.88	1276	1409	5272	4,798
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	7.43	875	1,063	4,890	4,552
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	This YTD
Local History	-42.22	6	9	26	45
Park Branch		0	0	0	0
Harrison - Main	-3.41	25	22	85	88
TOTALS:	-16.54	31	31	111	133
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

October 31, 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)	62.50	5	4	13	8
TOTAL ATTENDANCE	294.21	163	107	477	121
SCHOOL AGE PROGRAMS (6-11 YRS)	-40.91	5	5	13	22
TOTAL ATTENDANCE	-100.00	157	147	0	459
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	4	2	7	0
TOTAL ATTENDANCE:	#DIV/0!	12	15	30	0
ADULT PROGRAMS	66.67	3	114	5	3
TOTAL ATTENDANCE	-56.55	216	190	458	1,054
OFFSITE PROGRAMS	-33.33	1	1	2	3
TOTAL ATTENDANCE	-81.02	72	128	200	1,054
LOCAL HISTORY PROGRAMS	-100.00	0	0	0	1
TOTAL ATTENDANCE	-100.00	0	0	0	705

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
October 31, 2023

Harrison Memorial Library

Balance Sheet

Attachment 1

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	246,908.69
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	774,718.00
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	1,219,592.30
Total Bank Accounts	\$1,466,960.99
Total Current Assets	\$1,466,960.99
TOTAL ASSETS	\$1,466,960.99
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	16,328.35
Total Equity	\$1,466,960.99
TOTAL LIABILITIES AND EQUITY	\$1,466,960.99

Harrison Memorial Library

Budget v Actuals FY 2023-2024					
July - October 2023					
	Total				
	Actual	Budget	Over Budget		
Income					
Total 2100 CARMEL LIBRARY FOUNDATION	\$ 85,250.00	\$ 113,666.68	\$ (28,416.68)	Paid quarterly	
28000 Uncategorized Revenue	\$ 0.00	\$ 0.00	\$ 0.00		
24000 Friends of HML	\$ 25,000.00	\$ 8,333.32	\$ 16,666.68	Annual contribution	
23100 Interest Bradney	\$ 2,031.55	\$ 1,150.00	\$ 881.55	Higher interest rate	
23200 Interest - Other	\$ 18,356.96	\$ 6,483.32	\$ 11,873.64	“.	“
Total 23000 INTEREST INCOME	\$ 20,388.51	\$ 7,633.32	\$ 12,755.19		
25000 Library Operations	\$ 981.73	\$ 3,000.00	\$ (2,018.27)		
TOTAL INCOME	\$ 131,620.24	\$ 132,633.32	\$ (1,013.08)		
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance	\$ 767.50	\$ 2,991.64	\$ (2,224.14)		
Total 32000 Library Promotions	\$ 1,744.36	\$ 3,333.36	\$ (1,589.00)		
Total 33000 Supplies	\$ 2,420.38	\$ 3,946.64	\$ (1,526.26)		
Total 34000 Organizational Development	\$ 9,910.43	\$ 6,699.96	\$ 3,210.47	Annual membership in MOBAC/PLP	
Total 30000 ADMINISTRATION	\$ 14,842.67	\$ 16,971.60	\$ (2,128.93)		
40000 EQUIPMENT					
Total 40000 EQUIPMENT	\$ 3,578.90	\$ 11,500.00	\$ (7,921.10)		
50000 IT					
Total 50000 IT	\$ 769.70	\$ 3,666.68	\$ (2,896.98)	\$ for tech support not spent yet	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION	\$ 14,208.89	\$ 14,799.96	\$ (591.07)		
Total 62000 TEEN COLLECTION	\$ 2,365.36	\$ 2,833.32	\$ (467.96)		
Total 63000 KIDS COLLECTION	\$ 4,041.29	\$ 8,833.32	\$ (4,792.03)		
Total 64000 REFERENCE	\$ 1,284.92	\$ 1,650.00	\$ (365.08)		
Total 65000 ZIP BOOKS	\$ 4,566.86	\$ 6,666.68	\$ (2,099.82)		
Total 60000 HARD COPY MATERIAL	\$ 26,467.32	\$ 34,783.28	\$ (8,315.96)		
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES	\$ 20,982.68	\$ 12,993.32	\$ 7,989.36	OCLC cataloging, materials processing, replacements	
70000 DATABASES					
Total 70000 DATABASES	\$ 10,120.04	\$ 4,468.36	\$ 5,651.68	Annual subscriptions	
72000 eMaterial					
Total 72000 eMaterial	\$ 29,760.69	\$ 29,100.04	\$ 660.65		
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS	\$ 2,005.22	\$ 3,999.96	\$ (1,994.74)		
Total 82000 TEEN PROGRAMS	\$ 1,336.29	\$ 1,866.64	\$ (530.35)		
Total 83000 KIDS PROGRAMS	\$ 3,670.36	\$ 8,933.36	\$ (5,263.00)		
Total 85000 LOCAL HISTORY PROGRAMS	1758.02	\$ 4,333.36	\$ (2,575.34)		
85400 ARCHIVAL STORAGE OFFSITE	\$ 1,522.00	\$ 1,333.32	\$ 188.68		
Total 86000 SUMMER READING PROGRAM	\$ 0.00	\$ 0.00	\$ 0.00		
Total 80000 PROGRAMS	\$ 8,769.89	\$ 19,133.32	\$ (10,363.43)		
Total Expenses	\$ 115,291.89	\$ 132,616.60	\$ (17,324.71)		
Net Operating Income	\$ 16,328.35	\$ 16.72	\$ 16,311.63		
Net income	\$ 16,328.35	\$ 16.72	\$ 16,311.63	Friends of HML	

ACCOUNT NAME	TRANSACTION ID	TRANSACTION DATE	TRANSACTION TYPE	TRANSACTION NUMBER	NAME	DESCRIPTION	CLEARED	AMOUNT LINE
Wells Fargo Checking								
	20866							
Wells Fargo Checking	20866	10/05/2023	Bill Payment (Check)	6387	ALHAMBRA	--	Uncleared	-\$101.90
Wells Fargo Checking	20866	10/05/2023	Bill Payment (Check)	6387	ALHAMBRA	--	--	-\$101.90
	20867							
Wells Fargo Checking	20867	10/05/2023	Bill Payment (Check)	6388	Amazon Capital Services, Inc.	--	Uncleared	-\$213.64
Wells Fargo Checking	20867	10/05/2023	Bill Payment (Check)	6388	Amazon Capital Services, Inc.	--	--	-\$213.64
	20868							
Wells Fargo Checking	20868	10/05/2023	Bill Payment (Check)	6389	BAKER & TAYLOR	--	Uncleared	-\$2,829.75
Wells Fargo Checking	20868	10/05/2023	Bill Payment (Check)	6389	BAKER & TAYLOR	--	--	-\$2,829.75
	20869							
Wells Fargo Checking	20869	10/05/2023	Bill Payment (Check)	6390	Blackstone Publishing	--	Uncleared	-\$83.20
Wells Fargo Checking	20869	10/05/2023	Bill Payment (Check)	6390	Blackstone Publishing	--	--	-\$83.20
	20870							
Wells Fargo Checking	20870	10/05/2023	Bill Payment (Check)	6391	HOOPLA	--	Uncleared	-\$4,209.20
Wells Fargo Checking	20870	10/05/2023	Bill Payment (Check)	6391	HOOPLA	--	--	-\$4,209.20
	20871							
Wells Fargo Checking	20871	10/05/2023	Bill Payment (Check)	6392	KANOPY	--	Uncleared	-\$1,923.00
Wells Fargo Checking	20871	10/05/2023	Bill Payment (Check)	6392	KANOPY	--	--	-\$1,923.00
	20872							
Wells Fargo Checking	20872	10/05/2023	Bill Payment (Check)	6393	MICHAEL MARTINEZ	--	Uncleared	-\$300.00
Wells Fargo Checking	20872	10/05/2023	Bill Payment (Check)	6393	MICHAEL MARTINEZ	--	--	-\$300.00
	20873							
Wells Fargo Checking	20873	10/05/2023	Bill Payment (Check)	6394	Midwest Tape	--	Uncleared	-\$118.94
Wells Fargo Checking	20873	10/05/2023	Bill Payment (Check)	6394	Midwest Tape	--	--	-\$118.94
	20874							
Wells Fargo Checking	20874	10/05/2023	Bill Payment (Check)	6395	OVERDRIVE	--	Uncleared	-\$155.48
Wells Fargo Checking	20874	10/05/2023	Bill Payment (Check)	6395	OVERDRIVE	--	--	-\$155.48
	20875							
Wells Fargo Checking	20875	10/05/2023	Bill Payment (Check)	6396	PEAK ENTERPRISES	--	Uncleared	-\$354.60
Wells Fargo Checking	20875	10/05/2023	Bill Payment (Check)	6396	PEAK ENTERPRISES	--	--	-\$354.60
	20876							
Wells Fargo Checking	20876	10/05/2023	Bill Payment (Check)	6397	UNIVERSITY PRODUCTS, INC	--	Uncleared	-\$180.05
Wells Fargo Checking	20876	10/05/2023	Bill Payment (Check)	6397	UNIVERSITY PRODUCTS, INC	--	--	-\$180.05
	20877							
Wells Fargo Checking	20877	10/05/2023	Bill Payment (Check)	6398	JESSICA EVE BUNN	--	Uncleared	-\$100.00
Wells Fargo Checking	20877	10/05/2023	Bill Payment (Check)	6398	JESSICA EVE BUNN	--	--	-\$100.00
	20903							
Wells Fargo Checking	20903	10/12/2023	Bill Payment (Check)	6399	Amazon Capital Services, Inc.	--	Uncleared	-\$594.98
Wells Fargo Checking	20903	10/12/2023	Bill Payment (Check)	6399	Amazon Capital Services, Inc.	--	--	-\$594.98
	20904							
Wells Fargo Checking	20904	10/12/2023	Bill Payment (Check)	6400	BAKER & TAYLOR	--	Uncleared	-\$1,604.69
Wells Fargo Checking	20904	10/12/2023	Bill Payment (Check)	6400	BAKER & TAYLOR	--	--	-\$1,604.69
	20905							
Wells Fargo Checking	20905	10/12/2023	Bill Payment (Check)	6401	BRODART	--	Uncleared	-\$327.88
Wells Fargo Checking	20905	10/12/2023	Bill Payment (Check)	6401	BRODART	--	--	-\$327.88
	20906							
Wells Fargo Checking	20906	10/12/2023	Bill Payment (Check)	6402	COPIES BY THE SEA	--	Uncleared	-\$218.50
Wells Fargo Checking	20906	10/12/2023	Bill Payment (Check)	6402	COPIES BY THE SEA	--	--	-\$218.50
	20907							
Wells Fargo Checking	20907	10/12/2023	Bill Payment (Check)	6403	DEMCO	--	Uncleared	-\$107.68
Wells Fargo Checking	20907	10/12/2023	Bill Payment (Check)	6403	DEMCO	--	--	-\$107.68
	20908							
Wells Fargo Checking	20908	10/12/2023	Bill Payment (Check)	6404	GALE	--	Uncleared	-\$50.00
Wells Fargo Checking	20908	10/12/2023	Bill Payment (Check)	6404	GALE	--	--	-\$50.00
	20909							
Wells Fargo Checking	20909	10/12/2023	Bill Payment (Check)	6405	GOLDEN GATE BOOKKEEPING	--	Uncleared	-\$375.00
Wells Fargo Checking	20909	10/12/2023	Bill Payment (Check)	6405	GOLDEN GATE BOOKKEEPING	--	--	-\$375.00
	20910							
Wells Fargo Checking	20910	10/12/2023	Bill Payment (Check)	6406	KAL-WEST	--	Uncleared	-\$200.00
Wells Fargo Checking	20910	10/12/2023	Bill Payment (Check)	6406	KAL-WEST	--	--	-\$200.00
	20911							
Wells Fargo Checking	20911	10/12/2023	Bill Payment (Check)	6407	Midwest Tape	--	Uncleared	-\$56.52
Wells Fargo Checking	20911	10/12/2023	Bill Payment (Check)	6407	Midwest Tape	--	--	-\$56.52
	20912							
Wells Fargo Checking	20912	10/12/2023	Bill Payment (Check)	6408	OVERDRIVE	--	Uncleared	-\$622.83
Wells Fargo Checking	20912	10/12/2023	Bill Payment (Check)	6408	OVERDRIVE	--	--	-\$622.83
	20931							
Wells Fargo Checking	20931	10/18/2023	Bill Payment (Check)	6409	Amazon Capital Services, Inc.	--	Uncleared	-\$183.87
Wells Fargo Checking	20931	10/18/2023	Bill Payment (Check)	6409	Amazon Capital Services, Inc.	--	--	-\$183.87
	20932							
Wells Fargo Checking	20932	10/18/2023	Bill Payment (Check)	6410	BAKER & TAYLOR	--	Uncleared	-\$511.40
Wells Fargo Checking	20932	10/18/2023	Bill Payment (Check)	6410	BAKER & TAYLOR	--	--	-\$511.40
	20933							
Wells Fargo Checking	20933	10/18/2023	Bill Payment (Check)	6411	INGRAM LIBRARY SERVICES	--	Uncleared	-\$22.10
Wells Fargo Checking	20933	10/18/2023	Bill Payment (Check)	6411	INGRAM LIBRARY SERVICES	--	--	-\$22.10
	20934							
Wells Fargo Checking	20934	10/18/2023	Bill Payment (Check)	6412	LISA CRAWFORD WATSON	--	Uncleared	-\$400.00
Wells Fargo Checking	20934	10/18/2023	Bill Payment (Check)	6412	LISA CRAWFORD WATSON	--	--	-\$400.00
	20935							
Wells Fargo Checking	20935	10/18/2023	Bill Payment (Check)	6413	Midwest Tape	--	Uncleared	-\$98.58
Wells Fargo Checking	20935	10/18/2023	Bill Payment (Check)	6413	Midwest Tape	--	--	-\$98.58

Attachment 2

	20936							
Wells Fargo Checking	20936	10/18/2023	Bill Payment (Check)	6414	OVERDRIVE	--	Uncleared	-\$259.57
Wells Fargo Checking	20936	10/18/2023	Bill Payment (Check)	6414	OVERDRIVE	--	Uncleared	-\$259.57
	20937							
Wells Fargo Checking	20937	10/18/2023	Bill Payment (Check)	6415	PACIFIC GROVE SELF STORAGE	--	Uncleared	-\$407.00
Wells Fargo Checking	20937	10/18/2023	Bill Payment (Check)	6415	PACIFIC GROVE SELF STORAGE	--	--	-\$407.00
	20938							
Wells Fargo Checking	20938	10/18/2023	Bill Payment (Check)	6416	WELLS FARGO 4798	--	Uncleared	-\$1,297.70
Wells Fargo Checking	20938	10/18/2023	Bill Payment (Check)	6416	WELLS FARGO 4798	--	--	-\$1,297.70
	20954							
Wells Fargo Checking	20954	10/26/2023	Bill Payment (Check)	6417	Amazon Capital Services, Inc.	--	Uncleared	-\$569.79
Wells Fargo Checking	20954	10/26/2023	Bill Payment (Check)	6417	Amazon Capital Services, Inc.	--	--	-\$569.79
	20955							
Wells Fargo Checking	20955	10/26/2023	Bill Payment (Check)	6418	BAKER & TAYLOR	--	Uncleared	-\$2,958.13
Wells Fargo Checking	20955	10/26/2023	Bill Payment (Check)	6418	BAKER & TAYLOR	--	--	-\$2,958.13
	20956							
Wells Fargo Checking	20956	10/26/2023	Bill Payment (Check)	6419	BRODART	--	Uncleared	-\$123.16
Wells Fargo Checking	20956	10/26/2023	Bill Payment (Check)	6419	BRODART	--	--	-\$123.16
	20957							
Wells Fargo Checking	20957	10/26/2023	Bill Payment (Check)	6420	Megan Cassamas	--	Uncleared	-\$150.00
Wells Fargo Checking	20957	10/26/2023	Bill Payment (Check)	6420	Megan Cassamas	--	--	-\$150.00
	20958							
Wells Fargo Checking	20958	10/26/2023	Bill Payment (Check)	6421	OVERDRIVE	--	Uncleared	-\$373.85
Wells Fargo Checking	20958	10/26/2023	Bill Payment (Check)	6421	OVERDRIVE	--	--	-\$373.85

Harrison Memorial Library

Check Detail Report
October 2023



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

December 6, 2023
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of the adoption of a meeting calendar for 2024.

RECOMMENDATION:

Adopt a meeting calendar for 2024.

BACKGROUND/SUMMARY:

Each year the Library Board of Trustees considers scheduling conflicts for regular meetings such as Car Week, Thanksgiving, and Christmas as they arise.

Staff is proposing the adoption of a 2024 meeting calendar in order to preempt the need for last minute schedule changes and to provide Trustees and staff adequate notice of upcoming meetings throughout the year for planning purposes.

The proposed 2024 calendar (Attachment 1) includes the meeting dates, as well as agenda packet distribution dates. November and December remain challenges for scheduling because those meeting dates fall very close to the Thanksgiving and Christmas holidays respectively in 2024.

Based on the consideration and direction provided for on the previous item, staff is requesting further direction regarding setting meeting date(s) for November and December 2024.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ATTACHMENTS:

2024 Proposed Meeting Dates

Proposed 2024 meeting dates

Agenda packets distributed

2024 Calendar

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6	28	29	30	31	1	2	3	25	26	27	28	29	1	2	31	1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31	1	2	3	25	26	27	28	29	1	2	24	25	26	27	28	29	30	28	29	30	1	2	3	4
														31	1	2	3	4	5	6							
May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4	26	27	28	29	30	31	1	30	1	2	3	4	5	6	28	29	30	31	1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	1	23	24	25	26	27	28	29	28	29	30	31	1	2	3	25	26	27	28	29	30	31
							30	1	2	3	4	5	6														
September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	29	30	1	2	3	4	5	27	28	29	30	31	1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4

28th & 29th Thanksgiving Holiday 24th & 25th City Holidays



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

December 6, 2023
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of a budget adjustment of for the purchase of replacement emergency response supplies and new equipment.

RECOMMENDATION:

Approve a budget adjustment for the purchase of replacement emergency response supplies and new equipment utilizing unexpended funds in the checking account from FY 2022-2023 by:

1. increasing the FY 2023-2024 total revenues and expenses in the amount of \$5,000 from \$397,900 for a new total of \$402,900
2. reflecting the \$5,000 increase in income as 28000 Uncategorized Revenue; and
3. reflecting the \$5,000 increase in expenditure in fund 33500 Emergency Supplies from \$1,000 to \$6,000.

BACKGROUND/SUMMARY:

*Staff will be returning for a mid-year budget review and line item adjustments in January.

History

In 2012 the Library began developing an Emergency Response Plan for both Library buildings. This plan includes a quick guide flip chart, pocket response plan, and full emergency response plan that provide staff with guidance on how to respond to myriad emergency situations, where building shut-offs are (gas, water, etc.), evacuation routes and emergency exits, and the location of fire extinguishers, fire pulls, and first aid kits. It also provides information on salvage priorities in both buildings. The plan is updated and staff and emergency personnel receive training on an annual basis.

In 2013 the Board of Trustees approved a one-time request for funds from reserves to purchase emergency response supplies, including survival kits for each building should there be a shelter in place situation, lanterns, plastic sheeting, duct tape, etc. The supplies allow staff to be responsive during community-wide incidents to keep each other, patrons, and collections as safe as possible.

Libraries are increasingly becoming places of refuge during emergency situations, whether as warming or

cooling centers, or a place to shelter during storms, power outages, or other catastrophic events. The Carmel Public Library is no exception. During the pandemic when the physical libraries and City offices were closed, library staff were the only City department to answer phones in real time and one of the only libraries on the peninsula to do this as well (especially in the early days). When the Library sends out pre-storm preparedness reminder emails to over 5,000 ConstantContact subscribers, there is a 70% open rate, which is extraordinarily high for that type of email. Despite storm related power-outages last winter, staff with power working from home were able to keep answering phones to provide any and all information they could to the public.

Present Day

As part of Emergency Response Plan updates this year, staff assessed the condition of our cache of shelter in place emergency response supplies, some of which were long since expired and in need of replacing.

Staff also connected with Carmel CERT, a group committed to and trained for helping in emergency situations, to find out whether they would be willing/able to allow the library to share some space in the storage container of emergency response supplies located in the North Lot of the Sunset Center. This in turn lead to a very helpful discussion about battery and solar powered generators

As the likelihood of extreme weather continues to increase, the library anticipates an increased need to serve our community as charging and warming centers during storms and power outages. The requested electric generators will increase the library's capacity to meet this need. If the library buildings continue to have power, the generators will provide additional outlets for patrons to charge their devices. If the library buildings lose power, the generators will provide at least some charging for patrons; the generators themselves can be recharged with the requested solar panels, in case widespread outages last longer than a day.

FISCAL IMPACT:

One-Time Expenses

Item	Purpose	Price
Generator - Large	Allow the Park Branch Library to serve as a community charging center in case of widespread power outages	\$1300-1715
Solar Panel - Large	Support for charging center generator	\$370-440
Generator - Small	Shelter-in-place generator for Harrison Library, and/or to increase capacity to serve as community charging center if library still has power	\$500-770
Solar Panel - Small	Support for shelter-in-place generator	\$180-220

Walkie Talkies	• 2 sets: allow communication between library buildings in case power/phones are down, or during a longer-term emergency • Or 4 sets: allow communication between salvage teams and library buildings in case of large-scale/long term emergency	\$50-90
Salvage/Shelter-in-place Supplies • Work Gloves, Helmets, Goggles • Tarps, Plastic Sheeting • Rope • Caution Tape • Storage Bins • Waterproof Shoe Covers • Headlamps, Flashlights	• On-site salvage supplies: small caches of supplies in both buildings to protect library materials in case of small-scale flooding/building damage (eg single window broken) • Offsite supplies (in CERT container): large cache of supplies to respond to large-scale emergencies (eg major flooding or building damage) that results in damage or danger to library collections.	\$400-500
		Subtotal \$2800-3735

Recurring Expenses

Many emergency preparedness supplies expire within 3-5 years and need to be regularly replaced. These will be budgeted for in the Library's regular operating budget going forward to negate the need for a budget adjustment such as this.

This Year's Replacements

Shelter-in-place supplies for up to 15 ppl for up to 3 days, in case of a large-scale/long term emergency that requires patrons and staff to shelter in the library.

Item	Purpose	Price
Emergency food rations	Includes rations responsive to food allergies and sensitivities, as well as morale-boosting foods.	\$400-500
Emergency water rations - 50 yr shelf life		\$350-400
Shelter-in-place/first aid/salvage supplies • Water purification tablets • Cleansing towelettes • Radiation tablets	Includes supplies for lighting, sanitation and first aid. Some salvage supplies, like duct tape,	\$300

• Glow sticks • Batteries • Nitrile gloves • Duct tape	also expire and need to be regularly replaced.	
		Subtotal: \$1050- 1200

Prices are approximate, and include shipping and taxes.

TOTAL: \$3850-4935

Funding

Per the Fiscal Year 2022-2023 Year-End report provided to the Board of Trustees at its August meeting total revenue for FY 2022-2023 was \$454,643 and expenditures were \$442,554 - with \$12,099 in unexpended funds.

The Finance Policy states that:

Prior to the close of the fiscal year, June 30, if it is anticipated that the library will have unexpended funds of \$5,000 or more the Library Director shall notify the Executive Director of the Carmel Public Library Foundation of that amount and may request that the Executive Director reduce the 4th quarter distribution by the amount that is anticipated to be unexpended at the close of the fiscal year.

When presenting the Year-End report staff was anticipating a shortfall from the Friends of the Library in Fiscal Year 2023-2024, based on preliminary estimates by the Friends after the Annual Book Sale in July, \$7,000 less than estimated during the adoption of the budget. As such recommended that the unexpended funds be used to offset the potential shortfall of about \$7,000. However, the Friends were able to provide the Library with the full \$25,000 in October, once accounts had been reconciled and thus the offset is no longer.

Staff recommends the approval a budget adjustment for the purchase of replacement emergency response supplies and new equipment utilizing unexpended funds in the checking account from FY 2022-2023 by:

1. increasing the FY 2023-2024 total revenues and expenses in the amount of \$5,000 from \$397,900 for a new total of \$402,900
2. reflecting the \$5,000 increase in income as 28000 Uncategorized Revenue; and
3. reflecting the \$5,000 increase in expenditure in fund 33500 Emergency Supplies from \$1,000 to \$6,000.

ATTACHMENTS:



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

December 6, 2023
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of amendment to the "Gathering Place Policy".

RECOMMENDATION:

Approve the recommended amendment to the "Gathering Place Policy".

BACKGROUND/SUMMARY:

In August of 2021 the Board of Trustees adopted the Gathering Place Policy and it was subsequently updated in March 2022 as the library began to increase open hours after the pandemic.

As the Policy has now properly been put through its paces staff is recommending the following amendment:

- Limiting the maximum amount of time in advance that the room can be reserved to three (3) months, rather than one (1) year.

This will prevent the Gathering Place from potentially being monopolized by one group in perpetuity and keep days and times open for others if needed.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Gathering Place Policy

Gathering Place Policy

The Harrison Memorial Library is aware of the need for meeting space for local groups. It is the goal of the Library to allow the use of the Gathering Place for small groups meetings. A group is defined as 5 or more people. The Library may grant priority for use of the Gathering Place for Library programs, Library support groups, and City meetings. When the Gathering Place is not being used for a scheduled meeting or activity, library users are welcome to use the room for quiet study, but must yield the Gathering Place for reserved use.

Room Usage Policies

- Groups no smaller than two (2) people and no larger than twenty (20) people may reserve the room.
- Reservations are limited to Library hours, ending 15 minutes before closing. No before/after hours use will be permitted.
- Reservations must be inclusive of set-up and clean-up time.
- The room may be reserved a maximum of ~~one (1) year~~ three (3) months in advance and may be reserved for a maximum of two (2) hours per group.
- A representative of the group must check in at the information desk before their scheduled reservation.
- The room reservation will be released if the user does not arrive within fifteen (15) minutes of their reservation time or contact the library to let them know if group members will be later than 15 minutes.
- The Library is not responsible for items left unattended. The Library will consider items left unattended to be lost and will place them in the Library's Lost and Found. If it is an item of value like a wallet, laptop, or phone, the Police will be notified and pick the item up for storage at the Police Department.
- Users of the Gathering Place are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Gathering Place. Users cannot tape or tack materials to walls or windows.
- Users requiring support for using the room's technology must request staff assistance in advance. Staff may not be available day-of to assist with technology.
- The Library will not publicize any meetings or programs. The Library's contact information cannot be used as an official address for any organization using the meeting room. Any publicity made by the group for the meeting should include the following disclaimer: "This meeting (or program) is not sponsored or endorsed by the Harrison Memorial Library. The Library is not responsible for any information provided at or about events held in the Library meeting room."
- Permission to use the room does not imply Library endorsement of the goals, policies or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed appropriate.
- The Gathering Place is not to be used for commercial purposes. Commercial purposes include, but are not limited to the offering or solicitation of goods, services, or memberships.
- No group will be permitted use of the room if that usage would be disruptive of the programs and activities of the Library.
- All other Library policies and City policies regarding conduct in City facilities apply to usage of the Gathering Place. Alcoholic beverages and smoking are not permitted on Library premises.

- The Library may attend any meetings held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal activities are taking place on the Library's premises. Illegal activity will result in immediate eviction and denial of future use of the Library's meeting room by groups or individuals violating this policy.
- Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.
- Denial, grant, or modification of an application for use of the Gathering Place may be appealed in writing by the applicant or by any person adversely affected by the decision to the Library Board of Trustees, whose decision shall be final. A signed, dated appeal must be received in writing within ten days of such denial and must include the person's name, address, date, and the person's reason for appealing the decision. A request for an appeal shall be submitted to the Library Director for inclusion on the agenda of the regular Library Board of Trustees meeting held the fourth Wednesday of each month.

(Approved by the Harrison Memorial Library Board of Trustees March 23, 2022.)