



## **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, March 27, 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:

To participate in the meeting via Zoom, copy and paste this link into your browser:

<https://ci-carmel-ca-us.zoom.us/j/85675121301> Webinar ID: 856 7512 1301 Passcode: 571254 Dial in: 669-444-9171

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

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 February 28, 2024 Regular Meeting and March 20, 2024 Special Meeting
2. Receive the Librarian's Report for February 2024
3. Receive the Treasurer's Report for February 2024 and approve the check register for February 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
6. Receive a report on eResource usage and costs and provide staff with direction

## **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, February 28, 2024**  
**9:00 AM**

**CALL TO ORDER AND ROLL CALL**

**PRESENT:** Gorham, Krisher, Murphy, Williams  
**ABSENT:** Pardue  
**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

Trustee Murphy announced that Friends of the Library made \$200 at last week's farmers market and the bookroom and shelves in the library continue to do very well.

Trustee Gorham announced that her kids were enjoying all the activities at the library.

**Item B:** Announcements from the Library Director

Library & Community Activities Director Wright announced that Orders of Business Item #7 Receive a report on eResources usage and costs would be continued to the March agenda.

**ORDERS OF BUSINESS**

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

Executive Director Alexandra Fallon presented the report.

**Item 2:** Approval of the Minutes for the January 24, 2024, Regular Meeting

Trustee Murphy moved to approve the Minutes for the January 24, 2024, Regular Meeting, seconded by Trustee Williams and carried by the following roll call vote:

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

**Item 3:** Receive the Librarian's Report for January 2024

Library & Community Activities Director Wright presented the report.

**Item 4:** Receive the Treasurer's Report for January 2024 and approve the check register for January 2024

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

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

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

**Item 5:** Monthly report out from Master Plan ad hoc committee

Library & Community Activities Director Wright presented the report. The Trustees unanimously decided to add language regarding minimal disruptions in services to the principles.

**Item 6:** Draft Letter to Council re: Library Staffing

Library & Community Activities Director Wright presented the report.

**Item 7:** Receive a report on eResource usage and costs

Item continued to March meeting.

**FUTURE AGENDA ITEMS**

- eResource usage and costs
- Public Works building maintenance updates
- CPLF updates

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:36 a.m. The next Regular Meeting is scheduled for March 27, 2024.

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Respectfully submitted,  
Leslie Fenton, Executive Assistant

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John Krisher, President  
Library Board of Trustees

Harrison Memorial Library Board of Trustees Meeting  
Minutes

**SPECIAL MEETING**  
**Wednesday, March 20, 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 3:** Receive a report on the Library Facilities Master Plan Project from the Library Director and Public Works Director and provide staff and Council with direction

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 the next steps for the process. Staff will present to the City Council on Tuesday, April 2.

**Public Appearances**

Alexandra Fallon

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:49 a.m.  
The next Regular Meeting is scheduled for March 27, 2024.

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Respectfully submitted,  
Leslie Fenton, Executive Assistant

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John Krisher, President,  
Library Board of Trustees

# LIBRARIAN'S MONTHLY REPORT

February 29, 2024

<b>CIRCULATION</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
<b>Adult Circulation:</b>					
Fiction	7.31	1,810	2,345	13,804	12,864
Non-Fiction	19.48	1,098	1,266	8,900	7,449
Magazines	-21.66	70	54	387	494
Audio/Video	17.80	1,098	1,393	8,479	7,198
<b>ADULT CIRCULATION TOTAL:</b>	<b>12.73</b>	<b>4,076</b>	<b>5,058</b>	<b>31,570</b>	<b>28,005</b>
<b>Juvenile Circulation:</b>					
Fiction	66.06	2,264	2,971	17,921	10,792
Non-Fiction	32.20	736	688	4,565	3,453
Magazines	551.52	24	27	215	33
Audio/Video	35.43	149	191	1,162	858
<b>JUVENILE CIRCULATION TOTAL:</b>	<b>57.66</b>	<b>3,173</b>	<b>3,877</b>	<b>23,863</b>	<b>15,136</b>
<b>CIRCULATION TOTAL:</b>	<b>28.49</b>	<b>7,249</b>	<b>8,935</b>	<b>55,433</b>	<b>43,141</b>
<b>ELECTRONIC CHECKOUTS:</b>	<b>26.80</b>	<b>7,118</b>	<b>7,583</b>	<b>51,450</b>	<b>40,575</b>
<b>HOLD REQUESTS:</b>	<b>-6.34</b>	<b>972</b>	<b>1,095</b>	<b>7,694</b>	<b>8,215</b>
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	#DIV/0!	0	0	0	0
ILL from Other Libraries	#DIV/0!	0	0	0	0



# LIBRARIAN'S MONTHLY REPORT

February 29, 2024

<b>CIRCULATION BY BORROWERS</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
<b>Residents: Carmel-by-the-Sea</b>	<b>11.78</b>	<b>1502</b>	<b>1,817</b>	<b>11032</b>	<b>9,869</b>
<b>Non-Residents:</b>					
Monterey County	<b>69.03</b>	5,259	6,665	52,593	31,114
Other Zip Codes	<b>93.81</b>	488	453	4,105	2,118
<b>NON-RESIDENT CIRCULATION TOTAL</b>	<b>70.61</b>	<b>5,747</b>	<b>7,118</b>	<b>56,698</b>	<b>33,232</b>
<b>PATRON REGISTRATION:</b>	<b>Patron Data Base Purge 04/23</b>				
Carmel by-the-Sea Residents	<b>23.91</b>	13	22	114	92
Monterey County Residents	<b>-0.65</b>	84	117	761	766
Other Borrowers	<b>85.03</b>	117	70	655	354
<b>REGISTRATION TOTAL:</b>	<b>26.24</b>	<b>214</b>	<b>209</b>	<b>1,530</b>	<b>1,212</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>7.40</b>	<b>12,395</b>	<b>12,178</b>	<b>12,395</b>	<b>11,541</b>

<b>Patron Visit Count</b>					
HML Building	<b>26.67</b>	5,711	6,702	48,372	38,187
Park Branch Building					
Local History	<b>50.57</b>	30	25	265	176
Youth Services Dept.	<b>3.13</b>	4,982	4,661	37,393	36,259
<b>PATRON VISIT TOTAL:</b>	<b>15.29</b>	<b>10,723</b>	<b>11,388</b>	<b>86,030</b>	<b>74,622</b>

# LIBRARIAN'S MONTHLY REPORT

February 29, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	6.10	815	988	7102	6,694
Youth Services Desk	25.06	295	350	2555	2,043
Local History Desk	-18.81	65	76	449	553
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>8.78</b>	<b>1,175</b>	<b>1,414</b>	<b>10,106</b>	<b>9,290</b>
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	13.82	909	716	8,023	7,049
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-36.14	5	6	53	83
Park Branch		0.00	0	0	0
Harrison - Main	-6.81	28	36	178	191
<b>TOTALS:</b>	<b>-15.69</b>	<b>33</b>	<b>42</b>	<b>231</b>	<b>274</b>
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

# LIBRARIAN'S MONTHLY REPORT

February 29, 2024

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>SUMMER READING PROGRAMS</b>	<b>#DIV/0!</b>	0	0	2	0
<b>TOTAL ATTENDANCE</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>462</b>	<b>0</b>
<b>PRESCHOOL PROGRAMS (0-5 YRS)</b>	<b>-16.67</b>	<b>4</b>	<b>4</b>	<b>30</b>	<b>36</b>
<b>TOTAL ATTENDANCE</b>	<b>21.28</b>	<b>145</b>	<b>109</b>	<b>946</b>	<b>780</b>
<b>SCHOOL AGE PROGRAMS (6-11 YRS)</b>	<b>-34.29</b>	<b>2</b>	<b>2</b>	<b>23</b>	<b>35</b>
<b>TOTAL ATTENDANCE</b>	<b>9.74</b>	<b>80</b>	<b>53</b>	<b>1,048</b>	<b>955</b>
<b>TEEN PROGRAMS (12-18 YRS)</b>	<b>#DIV/0!</b>	<b>4</b>	<b>2</b>	<b>14</b>	<b>0</b>
<b>TOTAL ATTENDANCE:</b>	<b>#DIV/0!</b>	<b>21</b>	<b>11</b>	<b>67</b>	<b>0</b>
<b>ADULT PROGRAMS</b>	<b>162.50</b>	<b>8</b>	<b>3</b>	<b>21</b>	<b>8</b>
<b>TOTAL ATTENDANCE</b>	<b>16.30</b>	<b>320</b>	<b>334</b>	<b>1,377</b>	<b>1,184</b>
<b>OFFSITE PROGRAMS</b>	<b>-14.29</b>	<b>2</b>	<b>1</b>	<b>6</b>	<b>7</b>
<b>TOTAL ATTENDANCE</b>	<b>-54.73</b>	<b>231</b>	<b>262</b>	<b>766</b>	<b>1,692</b>
<b>LOCAL HISTORY PROGRAMS</b>	<b>0.00</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>TOTAL ATTENDANCE</b>	<b>-98.31</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>948</b>



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

March 27, 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 February 2024 and approve the check register for February 2024

## RECOMMENDATION:

## BACKGROUND/SUMMARY:

## FISCAL IMPACT:

## ATTACHMENTS:

February 2024 Financials  
Check Register - February 2024

Financial statements  
Of  
HARRISON MEMORIAL LIBRARY  
For the Period Ended  
February 29, 2024

# Harrison Memorial Library

## Balance Sheet

Attachment 1

As of February 29, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	204,237.17
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
<b>Total 14000 LAIF</b>	<b>1,226,844.51</b>
<b>Total Bank Accounts</b>	<b>\$1,431,541.68</b>
<b>Total Current Assets</b>	<b>\$1,431,541.68</b>
<b>TOTAL ASSETS</b>	<b>\$1,431,541.68</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
<b>Total Current Liabilities</b>	<b>\$0.00</b>
<b>Total Liabilities</b>	<b>\$0.00</b>
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
<b>Total 15100 Temporarily Restricted</b>	<b>278,507.02</b>
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
<b>Total 15000 Restricted Funds</b>	<b>425,254.07</b>
16000 Unrestricted Net Assets	1,025,378.57
Opening Balance Equity	0.00
Net Income	-19,090.96
<b>Total Equity</b>	<b>\$1,431,541.68</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,431,541.68</b>

Budget v Actuals FY 2023-2024					
July 2023 - February 2024					
			Total		
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		170,500.00	227,333.36	-56,833.36	
22000 Donations		\$200.00	\$0.00	Attachment \$200.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$25,000.00	\$16,666.64	\$8,333.36	
23100 Interest Bradney		\$3,256.77	\$2,300.00	\$956.77	
23200 Interest - Other		\$29,392.10	\$12,966.64	\$16,425.46	
Total 23000 INTEREST INCOME		\$32,648.87	\$15,266.64	\$17,382.23	
25000 Library Operations		\$6,237.46	\$6,000.00	\$237.46	
TOTAL INCOME		\$234,586.33	\$265,266.64	-\$30,680.31	
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance		\$2,373.73	\$5,983.28	-\$3,609.55	
Total 32000 Library Promotions		\$3,349.86	\$3,800.08	-\$450.22	
Total 33000 Supplies		\$11,652.49	\$7,893.28	\$3,759.21	
Total 34000 Organizational Development		\$11,047.74	\$13,399.92	-\$2,352.18	
Total 30000 ADMINISTRATION		\$28,423.82	\$31,076.56	-\$2,652.74	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$18,911.84	\$22,999.92	-\$4,088.08	
50000 IT					
Total 50000 IT		\$1,663.72	\$3,000.00	-\$1,336.28	

Budget v Actuals FY 2023-2024					
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$27,022.73	\$27,600.00	-\$577.27	
Total 62000 TEEN COLLECTION		\$4,508.68	\$7,666.64	-\$3,157.96	
Total 63000 KIDS COLLECTION		\$17,994.42	\$20,333.36	-\$2,338.94	Attachment 1
Total 64000 REFERENCE		\$3,304.62	\$3,300.00	\$4.62	
Total 65000 ZIP BOOKS		\$10,162.67	\$10,666.64	-\$503.97	
Total 60000 HARD COPY MATERIAL		\$62,993.12	\$69,566.64	-\$6,573.52	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$35,768.19	\$33,186.64	\$2,581.55	
70000 DATABASES					
Total 70000 DATABASES		\$10,120.04	\$8,986.72	\$1,133.32	
72000 eMaterial					
Total 72000 eMaterial		\$62,982.72	\$58,200.08	\$4,782.64	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$6,978.88	\$9,999.92	-\$3,021.04	
Total 82000 TEEN PROGRAMS		\$1,903.96	\$3,066.64	-\$1,162.68	
Total 83000 KIDS PROGRAMS		\$14,130.68	\$17,866.72	-\$3,736.04	
Total 85000 LOCAL HISTORY PROGRAMS		\$9,800.32	\$7,333.36	\$2,466.96	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$32,813.84	\$38,266.64	-\$5,452.80	
Total Expenses		\$253,677.29	\$265,283.20	-\$11,605.91	



<b>Budget v Actuals FY 2023-2024</b>					
<b>Net Operating Income</b>		-\$19,909.96	\$16.56	-\$19,074.40	
<b>Net income</b>		-\$19,090.96	\$16.56	-\$19,074.40	

Attachment 1

Harrison Memorial Library

Check Detail Report  
February 2024

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
Wells Fargo Checking	21354							
Wells Fargo Checking	21354	02/01/2024	Bill Payment (Check)	6523	Amazon Capital Services, Inc.	--	Reconciled	-\$677.75
Wells Fargo Checking	21354	02/01/2024	Bill Payment (Check)	6523	Amazon Capital Services, Inc.	--	--	-\$677.75
Wells Fargo Checking	21355							
Wells Fargo Checking	21355	02/01/2024	Bill Payment (Check)	6524	AMY BURKMAN ART	--	Reconciled	-
Wells Fargo Checking	21355	02/01/2024	Bill Payment (Check)	6524	AMY BURKMAN ART	--	--	\$1,000.00
Wells Fargo Checking	21356							
Wells Fargo Checking	21356	02/01/2024	Bill Payment (Check)	6525	BAKER & TAYLOR	--	Reconciled	-
Wells Fargo Checking	21356	02/01/2024	Bill Payment (Check)	6525	BAKER & TAYLOR	--	--	\$1,071.19
Wells Fargo Checking	21357							
Wells Fargo Checking	21357	02/01/2024	Bill Payment (Check)	6526	DEMCO	--	Reconciled	-
Wells Fargo Checking	21357	02/01/2024	Bill Payment (Check)	6526	DEMCO	--	--	\$1,071.19
Wells Fargo Checking	21358							
Wells Fargo Checking	21358	02/01/2024	Bill Payment (Check)	6527	KEN HALLA	--	Reconciled	-
Wells Fargo Checking	21358	02/01/2024	Bill Payment (Check)	6527	KEN HALLA	--	--	\$6,000.00
Wells Fargo Checking	21359							
Wells Fargo Checking	21359	02/01/2024	Bill Payment (Check)	6528	Midwest Tape	--	Reconciled	-
Wells Fargo Checking	21359	02/01/2024	Bill Payment (Check)	6528	Midwest Tape	--	--	\$6,000.00
Wells Fargo Checking	21360							
Wells Fargo Checking	21360	02/01/2024	Bill Payment (Check)	6529	OVERDRIVE	--	Reconciled	-
Wells Fargo Checking	21360	02/01/2024	Bill Payment (Check)	6529	OVERDRIVE	--	--	-\$235.78
Wells Fargo Checking	21361							
Wells Fargo Checking	21361	02/01/2024	Bill Payment (Check)	6530	PLAYAWAY PRODUCTS LLC	--	Reconciled	-
Wells Fargo Checking	21361	02/01/2024	Bill Payment (Check)	6530	PLAYAWAY PRODUCTS LLC	--	--	\$1,317.33
Wells Fargo Checking	21362							
Wells Fargo Checking	21362	02/01/2024	Bill Payment (Check)	6531	RAZZOLINK	--	Reconciled	-
Wells Fargo Checking	21362	02/01/2024	Bill Payment (Check)	6531	RAZZOLINK	--	--	\$1,317.33
Wells Fargo Checking	21363							
Wells Fargo Checking	21363	02/01/2024	Bill Payment (Check)	6532	BYWATER SOLUTIONS	--	Reconciled	-
Wells Fargo Checking	21363	02/01/2024	Bill Payment (Check)	6532	BYWATER SOLUTIONS	--	--	\$9,403.90
Wells Fargo Checking	21364							
Wells Fargo Checking	21364	02/01/2024	Bill Payment (Check)	6533	KANOPY	--	Reconciled	-
Wells Fargo Checking	21364	02/01/2024	Bill Payment (Check)	6533	KANOPY	--	--	\$1,835.00
Wells Fargo Checking	21366							
Wells Fargo Checking	21366	02/01/2024	Bill Payment (Check)	6534	HOOPLA	--	Reconciled	-
Wells Fargo Checking	21366	02/01/2024	Bill Payment (Check)	6534	HOOPLA	--	--	\$5,057.97
Wells Fargo Checking	21380							
Wells Fargo Checking	21380	02/08/2024	Bill Payment (Check)	6535	Amazon Capital Services, Inc.	--	Reconciled	-
Wells Fargo Checking	21380	02/08/2024	Bill Payment (Check)	6535	Amazon Capital Services, Inc.	--	--	-\$136.12
Wells Fargo Checking	21381							
Wells Fargo Checking	21381	02/08/2024	Bill Payment (Check)	6536	BAKER & TAYLOR	--	Reconciled	-
Wells Fargo Checking	21381	02/08/2024	Bill Payment (Check)	6536	BAKER & TAYLOR	--	--	\$1,171.36
Wells Fargo Checking	21382							
Wells Fargo Checking	21382	02/08/2024	Bill Payment (Check)	6537	GOLDEN GATE BOOKKEEPING	--	Reconciled	-
Wells Fargo Checking	21382	02/08/2024	Bill Payment (Check)	6537	GOLDEN GATE BOOKKEEPING	--	--	\$1,171.36
Wells Fargo Checking	21383							
Wells Fargo Checking	21383	02/08/2024	Bill Payment (Check)	6538	KAL-WEST	--	Reconciled	-
Wells Fargo Checking	21383	02/08/2024	Bill Payment (Check)	6538	KAL-WEST	--	--	-\$375.00
Wells Fargo Checking	21384							
Wells Fargo Checking	21384	02/08/2024	Bill Payment (Check)	6539	OVERDRIVE	--	Reconciled	-
Wells Fargo Checking	21384	02/08/2024	Bill Payment (Check)	6539	OVERDRIVE	--	--	-\$375.00
Wells Fargo Checking	21386							
Wells Fargo Checking	21386	02/09/2024	Bill Payment (Check)	6540	FIRST IN EMERGENCY RESPONSE TRAINING, LLC.	--	Reconciled	-
Wells Fargo Checking	21386	02/09/2024	Bill Payment (Check)	6540	FIRST IN EMERGENCY RESPONSE TRAINING, LLC.	--	--	-\$200.00
Wells Fargo Checking	21537							
Wells Fargo Checking	21537	02/12/2024	Check	--	--	--	Reconciled	-
Wells Fargo Checking	21537	02/12/2024	Check	--	--	CHECK 6529	--	\$0.00
Wells Fargo Checking	21538							
Wells Fargo Checking	21538	02/12/2024	Check	--	--	--	Reconciled	-
Wells Fargo Checking	21538	02/12/2024	Check	--	--	CHECK 6535	--	\$0.00
Wells Fargo Checking	21539							
Wells Fargo Checking	21539	02/12/2024	Check	--	--	--	Reconciled	-
Wells Fargo Checking	21539	02/12/2024	Check	--	--	DEPOSITED OR CASHED CHECK	--	\$0.00
Wells Fargo Checking	21540							
Wells Fargo Checking	21540	02/12/2024	Check	--	--	--	Reconciled	-

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
Wells Fargo Checking	21540	02/12/2024	Check	--	--	CHECK 6526	--	\$0.00
	21541							
Wells Fargo Checking	21541	02/12/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21541	02/12/2024	Check	--	--	CHECK 6533	--	\$0.00
	21542							
Wells Fargo Checking	21542	02/13/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21542	02/13/2024	Check	--	--	CHECK 6530	--	\$0.00
	21543							
Wells Fargo Checking	21543	02/14/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21543	02/14/2024	Check	--	--	CHECK 6536	--	\$0.00
	21410							
Wells Fargo Checking	21410	02/15/2024	Bill Payment (Check)	6541	AASLH	--	Reconciled	-\$307.00
Wells Fargo Checking	21410	02/15/2024	Bill Payment (Check)	6541	AASLH	--	--	-\$307.00
	21411							
Wells Fargo Checking	21411	02/15/2024	Bill Payment (Check)	6542	Amazon Capital Services, Inc.	--	Reconciled	-\$387.64
Wells Fargo Checking	21411	02/15/2024	Bill Payment (Check)	6542	Amazon Capital Services, Inc.	--	--	-\$387.64
	21412							
Wells Fargo Checking	21412	02/15/2024	Bill Payment (Check)	6543	BAKER & TAYLOR	--	Reconciled	-
Wells Fargo Checking	21412	02/15/2024	Bill Payment (Check)	6543	BAKER & TAYLOR	--	--	\$1,662.49
	21413							
Wells Fargo Checking	21413	02/15/2024	Bill Payment (Check)	6544	Midwest Tape	--	Reconciled	-\$39.61
Wells Fargo Checking	21413	02/15/2024	Bill Payment (Check)	6544	Midwest Tape	--	--	-\$39.61
	21414							
Wells Fargo Checking	21414	02/15/2024	Bill Payment (Check)	6545	OVERDRIVE	--	Reconciled	-\$357.99
Wells Fargo Checking	21414	02/15/2024	Bill Payment (Check)	6545	OVERDRIVE	--	--	-\$357.99
	21415							
Wells Fargo Checking	21415	02/15/2024	Bill Payment (Check)	6546	PACIFIC GROVE SELF STORAGE	--	Reconciled	-\$407.00
Wells Fargo Checking	21415	02/15/2024	Bill Payment (Check)	6546	PACIFIC GROVE SELF STORAGE	--	--	-\$407.00
	21416							
Wells Fargo Checking	21416	02/15/2024	Bill Payment (Check)	6547	PLAYAWAY PRODUCTS LLC	--	Reconciled	-\$142.01
Wells Fargo Checking	21416	02/15/2024	Bill Payment (Check)	6547	PLAYAWAY PRODUCTS LLC	--	--	-\$142.01
	21417							
Wells Fargo Checking	21417	02/15/2024	Bill Payment (Check)	6548	SOCIETY OF AMERICAN ACHIVISTS	--	Reconciled	-\$250.00
Wells Fargo Checking	21417	02/15/2024	Bill Payment (Check)	6548	SOCIETY OF AMERICAN ACHIVISTS	--	--	-\$250.00
	21419							
Wells Fargo Checking	21419	02/15/2024	Bill Payment (Check)	6549	WELLS FARGO 4798	-- Attachment 2	Reconciled	-
Wells Fargo Checking	21419	02/15/2024	Bill Payment (Check)	6549	WELLS FARGO 4798	--	--	\$4,411.80
	21421							
Wells Fargo Checking	21421	02/15/2024	Bill Payment (Check)	6550	City of Carmel-by-the-Sea	--	Reconciled	-\$151.47
Wells Fargo Checking	21421	02/15/2024	Bill Payment (Check)	6550	City of Carmel-by-the-Sea	--	--	-\$151.47
	21545							
Wells Fargo Checking	21545	02/15/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21545	02/15/2024	Check	--	--	CHECK 6549	--	\$0.00
	21546							
Wells Fargo Checking	21546	02/16/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21546	02/16/2024	Check	--	--	DEPOSITED OR CASHED CHECK	--	\$0.00
	21547							
Wells Fargo Checking	21547	02/16/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21547	02/16/2024	Check	--	--	CHECK 6550	--	\$0.00
	21548							
Wells Fargo Checking	21548	02/20/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21548	02/20/2024	Check	--	--	CHECK 6542	--	\$0.00
	21549							
Wells Fargo Checking	21549	02/20/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21549	02/20/2024	Check	--	--	CHECK 6539	--	\$0.00
	21550							
Wells Fargo Checking	21550	02/21/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21550	02/21/2024	Check	--	--	CHECK 6541	--	\$0.00
	21436							
Wells Fargo Checking	21436	02/22/2024	Bill Payment (Check)	6551	ALHAMBRA	--	Reconciled	-\$67.93
Wells Fargo Checking	21436	02/22/2024	Bill Payment (Check)	6551	ALHAMBRA	--	--	-\$67.93
	21437							
Wells Fargo Checking	21437	02/22/2024	Bill Payment (Check)	6552	Amazon Capital Services, Inc.	--	Reconciled	-\$267.50
Wells Fargo Checking	21437	02/22/2024	Bill Payment (Check)	6552	Amazon Capital Services, Inc.	--	--	-\$267.50
	21438							
Wells Fargo Checking	21438	02/22/2024	Bill Payment (Check)	6553	BAKER & TAYLOR	--	Reconciled	-
Wells Fargo Checking	21438	02/22/2024	Bill Payment (Check)	6553	BAKER & TAYLOR	--	--	\$1,114.77
	21439							
Wells Fargo Checking	21439	02/22/2024	Bill Payment (Check)	6554	INGRAM LIBRARY SERVICES	--	Reconciled	-\$42.46
Wells Fargo Checking	21439	02/22/2024	Bill Payment (Check)	6554	INGRAM LIBRARY SERVICES	--	--	-\$42.46

ACCOUNT	TRANSACTION ID	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
	21440							
Wells Fargo Checking	21440	02/22/2024	Bill Payment (Check)	6555	Midwest Tape	--	Reconciled	-\$138.70
Wells Fargo Checking	21440	02/22/2024	Bill Payment (Check)	6555	Midwest Tape	--	--	-\$138.70
	21441							
Wells Fargo Checking	21441	02/22/2024	Bill Payment (Check)	6556	OVERDRIVE	--	Cleared	-\$355.49
Wells Fargo Checking	21441	02/22/2024	Bill Payment (Check)	6556	OVERDRIVE	--	--	-\$355.49
	21551							
Wells Fargo Checking	21551	02/22/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21551	02/22/2024	Check	--	--	CHECK 6545	--	\$0.00
	21552							
Wells Fargo Checking	21552	02/23/2024	Expense	--	--	--	Reconciled	-\$15.00
Wells Fargo Checking	21552	02/23/2024	Expense	--	--	WIRE TRANS SVC CHARGE - SEQUENCE: XXXXXXXX0077 ECXXXXXXXX579928 TRN#XXXXXXXX0077 RFB# XXXXXXXX0100015SRF#	--	\$15.00
	21553							
Wells Fargo Checking	21553	02/23/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21553	02/23/2024	Check	--	--	CHECK 6543	--	\$0.00
	21554							
Wells Fargo Checking	21554	02/23/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21554	02/23/2024	Check	--	--	CHECK 6544	--	\$0.00
	21556							
Wells Fargo Checking	21556	02/26/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21556	02/26/2024	Check	--	--	CHECK 6547	--	\$0.00
	21557							
Wells Fargo Checking	21557	02/26/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21557	02/26/2024	Check	--	--	CHECK 6552	--	\$0.00
	21558							
Wells Fargo Checking	21558	02/28/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21558	02/28/2024	Check	--	--	CHECK 6555	--	\$0.00
	21559							
Wells Fargo Checking	21559	02/28/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21559	02/28/2024	Check	--	--	CHECK 6554	--	\$0.00
	21560							
Wells Fargo Checking	21560	02/28/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21560	02/28/2024	Check	--	--	CHECK 6553	--	\$0.00
	21561							
Wells Fargo Checking	21561	02/28/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21561	02/28/2024	Check	--	--	CHECK 6551	--	\$0.00
	21467							
Wells Fargo Checking	21467	02/29/2024	Bill Payment (Check)	6557	Amazon Capital Services, Inc.	--	Cleared	-\$470.58
Wells Fargo Checking	21467	02/29/2024	Bill Payment (Check)	6557	Amazon Capital Services, Inc.	--	--	-\$470.58
	21468							
Wells Fargo Checking	21468	02/29/2024	Bill Payment (Check)	6558	BAKER & TAYLOR	--	Cleared	-
Wells Fargo Checking	21468	02/29/2024	Bill Payment (Check)	6558	BAKER & TAYLOR	--	--	-
	21469							
Wells Fargo Checking	21469	02/29/2024	Bill Payment (Check)	6559	JESSICA EVE BUNN	--	Cleared	-\$100.00
Wells Fargo Checking	21469	02/29/2024	Bill Payment (Check)	6559	JESSICA EVE BUNN	--	--	-\$100.00
	21470							
Wells Fargo Checking	21470	02/29/2024	Bill Payment (Check)	6560	Midwest Tape	--	Cleared	-\$81.19
Wells Fargo Checking	21470	02/29/2024	Bill Payment (Check)	6560	Midwest Tape	--	--	-\$81.19
	21471							
Wells Fargo Checking	21471	02/29/2024	Bill Payment (Check)	6561	OVERDRIVE	--	Cleared	-\$638.69
Wells Fargo Checking	21471	02/29/2024	Bill Payment (Check)	6561	OVERDRIVE	--	--	-\$638.69
	21472							
Wells Fargo Checking	21472	02/29/2024	Bill Payment (Check)	6562	RAUL GONZALEZ	--	Uncleared	-
Wells Fargo Checking	21472	02/29/2024	Bill Payment (Check)	6562	RAUL GONZALEZ	--	--	-
	21473							
Wells Fargo Checking	21473	02/29/2024	Bill Payment (Check)	6563	VANGUARD	--	Cleared	-\$550.00
Wells Fargo Checking	21473	02/29/2024	Bill Payment (Check)	6563	VANGUARD	--	--	-\$550.00
	21475							
Wells Fargo Checking	21475	02/29/2024	Bill Payment (Check)	6564	INVENGO AMERICAN CORP.	--	Uncleared	-
Wells Fargo Checking	21475	02/29/2024	Bill Payment (Check)	6564	INVENGO AMERICAN CORP.	--	--	-
	21562							
Wells Fargo Checking	21562	02/29/2024	Check	--	--	--	Reconciled	\$0.00
Wells Fargo Checking	21562	02/29/2024	Check	--	--	CHECK 6548	--	\$0.00
	21563							
Wells Fargo Checking	21563	02/29/2024	Expense	--	STATE OF CALIFORNIA	--	Reconciled	-\$0.43
Wells Fargo Checking	21563	02/29/2024	Expense	--	STATE OF CALIFORNIA	FEDERAL TAX WITHHELD	--	\$0.43



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

March 27, 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. Staff will be providing a presentation to the City Council on Tuesday, April 2.

**FISCAL IMPACT:**

N/A

**ATTACHMENTS:**



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

March 27, 2024  
ORDERS OF BUSINESS

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

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

**SUBJECT:** Receive a report on eResource usage and costs and provide staff with direction

### RECOMMENDATION:

Receive the report and provide staff with direction.

### BACKGROUND/SUMMARY:

significantly accelerated by the pandemic resulting in increased costs that continue to increase every year. Alongside that, circulation of hard copy material has increased steadily since the pandemic and by the end of the FY is projected to be within 20% of what it was right before the pandemic started.

Overall, in-person library use is robust and, so far, eResources have not proven to be a threat to hard copy material use or library use overall. eResources provide access to millions of more items than the Library could ever reasonably house or purchase.

	Overdrive / Libby Items	Overdrive / Libby Usage	Hoopla Items	Hoopla Usage	Kanopy Items	Kanopy Usage	Library Items	Library Usage
Books	12,482	9,708	860,854	3,798	0	0	45,736	45,190
Audios	10,657	10,713	230,404	8,328	0	0	2,923	1,721
Film	0	0	72,718	3,749	32,502	13,242	5,727	6,411
Magazines	5,178	TBD	0	0	0	0	94	602
Total FY TD	28,317	20,421	1,163,976	15,875	32,502	13,242	54,480	53,924

In addition, eResources provide increased access to information and collection that the physical library and hard copy materials cannot, for people who are visually or hearing impaired, or have a learning disorder such as dyslexia. Further, eResources allow patrons an additional layer of privacy in that they don't need to come

into the library and interact with a human and won't have a hard copy book to conceal from others in their household if the topic or subject is a sensitive matter for them.

ACCESSIBILITY						
	Availability	Device needed?	Location	Visually Impaired	Hearing Impaired	Learning Disorder
Overdrive/Libby	24/7 If not already checked out	Computer, phone, or tablet - wi-fi or mobile data	N/A. Can be accessed from anywhere with wi-fi, mobile data	Can enlarge type; Audio books available	ebooks, comics, magazines	Dyslexia friendly typeface can be enabled; audiobooks
Hoopla	24/7 On-demand	Computer, phone, or tablet - wi-fi or mobile data	N/A. Can be accessed from anywhere with wi-fi, mobile data	Can enlarge type; Audio books available	ebooks, comics, magazines	Dyslexia friendly typeface can be enabled; audiobooks
Kanopy	24/7 On-demand	Computer, phone, or tablet - wi-fi or mobile data	N/A. Can be accessed from anywhere with wi-fi, mobile data	N/A	Subtitles available	N/A
Hardcopy Materials	Access restricted to open hours at each facility	DVD or CD player needed for DVDs and Audios	Harrison and Park Branch are both non-ADA compliant	Large print available; Wonderbooks & Audio CDs available	Books, comics, magazines, DVDs with subtitles	Large print or audios

#### eResources Costs

In advance of the development of the FY 2024-2025 budget, the Board of Trustees requested that staff return with a report on eResource usage and costs. There are two major concerns that have been voiced over the course of the last few years at Trustee meetings regarding providing access to ebooks: 1. Cost and 2. Potential decreased in-person library use including checking out hard copy materials.

Each year staff works with the Treasurer to develop hard copy materials and eResources budgets that correlate with the usage. However, this is not an exact science. For example: circulation of children's materials made up 36% of hard copy circulation during FY 22-23, but is only 29% of the budget for FY 23-24 and this is because children's books (paperback series, comic books, etc) are much less expensive than adult hard copy books.



As eResource usage continues to increase so do the costs, in particular for Kanopy and Hoopla which both operate on a pay-per-use model. Overdrive spending has not increased to the same extent that Kanopy and Hoopla have, as the majority of available items are licensed by the Northern California Digital Library consortium, and the Library licenses additional patron requests or popular items on hold.

COST			
	Total Budget for FY 23-24	Total Spending for FY 23-24 to-date	Average Cost Per Use FY 23-24
Overdrive/Libby	\$25,200.00	\$18,130.00	It depends
Hoopla	\$37,400.00	\$34,935.00	\$2.17
Kanopy	\$17,000.00	\$14,465.00	\$1.09
Hard Copy Materials	\$104,350.00	\$68,417.00	It's complicated

Hoopla and Kanopy usage has not leveled off and compared to January's prediction that we would be over \$12,000 for Hoopla and \$5,000 for Kanopy - to be absorbed by the interest income and slight underspending in different budget areas. However, it is now looking like it will be closer to \$20,000 for Hoopla over spending and \$7,500 for Kanopy spending.

The Trustees have several options for consideration and discussion when it comes to funding for eResources:

Option 1: Increase the eResources budget with reserves to support increased usage.

Option 2: Reduce Hoopla and Kanopy spending, by instituting a monthly cap.

Option 3: Consider canceling Hoopla or Kanopy or both.

Staff recommends considering Option 2 for this fiscal year by instituting a reduction in the number of use/plays per person, in addition to capping the amount of funds spent per month starting in April to \$4,000. Note: If the funding cap is hit before the end of the month, no one will be able to check anything else out until the start of the next month.

#### **FISCAL IMPACT:**

Based on direction from the Trustees, staff will incorporate any direction given

#### **ATTACHMENTS:**