



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

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

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

REGULAR MEETING Wednesday, October 23, 2024

9:00 AM

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

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

<https://ci-carmel-ca-us.zoom.us/j/83515484077> Meeting ID: 835 1548 4077 Passcode: 879627 Dial in: 669 444 9171

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

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

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

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

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

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

ANNOUNCEMENTS

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

ORDERS OF BUSINESS

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

1. Approval of the Minutes for the September 25, 2024 Regular Meeting
2. Receive the Librarian's Report for September 2024
3. Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction
4. Receive a report from the Carmel Public Library Foundation on recent activities
5. Receive a report on the plan for Strategic Planning

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

REGULAR MEETING
Wednesday, September 25, 2024

CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIANCE

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

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Trustee Murphy announced that the Friends of the Library would be presenting a check in the amount of \$30,00 to the library and that they made \$192 at last week's farmers' market.

Trustee Gorham announced that the Tuesday program at the kid's library, making laminated placemats, had a packed house.

ORDERS OF BUSINESS

Item 1: Approval of the Minutes for the July 24, 2024 Regular Meeting and July 29, 2024 Special Meeting

Trustee Pardue moved to approve the Minutes for the July 24, 2024 Regular Meeting and July 29, 2024 Special Meeting, seconded by Trustee Murphy and carried by the following roll call vote:

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

Item 2: Receive the Librarian's Report for July and August 2024

Library & Community Activities Director Wright presented the report.

Item 3: Receive the Treasurer's Report for June, July, and August 2024 and approve the check register for June, July, and August 2024

Treasurer Gorham presented the report.

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

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

Item 4: Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction

Library & Community Activities Director Wright presented the report.

Item 5: Receive a year-end budget report for Fiscal Year 2023-2024

Library & Community Activities Director presented the report.

Item 6: Consideration of a budget adjustment in the amount of \$8,000 for Strategic Planning Services from Visionary Strategic Consulting and the appointment of a Trustee to work with the Library Director and consultant on a new Strategic Plan.

Library & Community Activities Director Wright presented the report.

Trustee Pardue moved to approve the budget adjustment in the amount of \$8,000 for Strategic Planning Services from Visionary Strategic Consulting, seconded by Trustee Gorham and carried by the following roll call vote:

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

Trustee Pardue moved to appoint Trustee Williams to work with the Library Director and consultant on a new Strategic Plan, seconded by Trustee Gorham and carried by the following roll call vote:

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

ABSENT: None

ABSTAIN: None

Item 7: Receive a report from the Carmel Public Library Foundation on recent activities

Executive Director Alexandra Fallon presented the report.

FUTURE AGENDA ITEMS

- Budget controls
- Alternative investment options (January)
- Budget adjustments

ADJOURNMENT

There being no further business before the Board the meeting was adjourned at 10:00 a.m.
The next Regular Meeting is scheduled for October 23, 2024.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher, President,
Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

September 30, 2024

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	8.61	1,662	1,904	5,525	5,087
Non-Fiction	-4.60	889	1,172	3,195	3,349
Magazines	46.81	50	109	207	141
Audio/Video	-0.06	1,007	1,039	3,178	3,180
ADULT CIRCULATION TOTAL:	2.96	3,608	4,224	12,105	11,757
Juvenile Circulation:					
Fiction	24.36	2,224	2,890	8,285	6,662
Non-Fiction	35.65	599	781	2,260	1,666
Magazines	68.57	33	40	118	70
Audio/Video	11.18	148	146	517	465
JUVENILE CIRCULATION TOTAL:	26.14	3,004	3,857	11,180	8,863
CIRCULATION TOTAL:	12.92	6,612	8,081	23,285	20,620
ELECTRONIC CHECKOUTS:	68.04	10,907	9,978	29,712	17,681
HOLD REQUESTS:	-10.72	869	945	2,765	3,097
INTERLIBRARY LOAN:					
ILL to Other Libraries	#DIV/0!	0	0	0	0
ILL from Other Libraries	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

September 30, 2024

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	2.70	1319	1513	4382	4,267
Non-Residents:					
Monterey County	14.15	4,918	5,927	16,712	14,641
Other Zip Codes	14.11	375	641	2,191	1,920
NON-RESIDENT CIRCULATION TOTAL	14.14	5,293	6,568	18,903	16,561
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	68.00	23	24	84	50
Monterey County Residents	4.14	97	100	327	314
Other Borrowers	994.89	1025	1043	3000	274
REGISTRATION TOTAL:	434.64	1,145	1,167	3,411	638
TOTAL # OF CARDHOLDERS:	17.60	13,649	12,514	13,649	11,606

Patron Visit Count					
HML Building	21.62	6,592	7,993	24,337	20,010
Park Branch Building	#DIV/0!				
Local History	9.00	40	34	109	100
Youth Services Dept.	-8.82	4,043	4,253	14,696	16,117
PATRON VISIT TOTAL:	8.05	10,675	12,280	39,142	36,227

LIBRARIAN'S MONTHLY REPORT

September 30, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	25.11	942	1163	3742	2,991
Youth Services Desk	114.55	390	567	1828	852
Local History Desk	63.40	75	45	250	153
TOTAL REFERENCE QUESTIONS:	45.65	1,407	1,775	5,820	3,996
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-31.81	760	988	2,738	4,015
VOLUNTEER HOURS					
	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-50.00	2	3	10	20
Park Branch	#DIV/0!	22	9	31	0
Harrison - Main	35.00	24	28	81	60
TOTALS:	52.50	48	40	122	80

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

LIBRARIAN'S MONTHLY REPORT

September 30, 2024

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	150.00	0	0	5	2
TOTAL ATTENDANCE	-50.22	0	0	230	462
PRESCHOOL PROGRAMS (0-5 YRS)	-37.50	4	0	5	8
TOTAL ATTENDANCE	-5.10	126	0	298	314
SCHOOL AGE PROGRAMS (6-11 YRS)	-100.00	1	0	0	8
TOTAL ATTENDANCE	-100.00	52	0	0	276
TEEN PROGRAMS (12-18 YRS)	166.67	4	4	8	3
TOTAL ATTENDANCE:	127.78	23	18	41	18
ADULT PROGRAMS	350.00	3	1	9	2
TOTAL ATTENDANCE	154.13	343	25	615	242
OFFSITE PROGRAMS	0.00	1	0	1	1
TOTAL ATTENDANCE	114.06	274	0	274	128
LOCAL HISTORY PROGRAMS	#DIV/0!	1	1	2	0
TOTAL ATTENDANCE	#DIV/0!	274	7	281	0



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

October 23, 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 and provide staff with direction

RECOMMENDATION:

Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction

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 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.

2024 PROJECT TO-DATE

- February 28, 2024: Ad Hoc Committee requested a presentation from a Public Works representative on the current maintenance requirements for both library branches and their criticality.
- March 5, 2024: City 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 and requested an update and presentation on Phase I Library Facilities Master Plan.
- March 20, 2024: At a special Library Board meeting 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 I report.
- April 2, 2024: At the regular City Council meeting the Library Director and the Public Works Director provided a presentation to the City Council and Council provided staff with direction to solicit community input to inform a Request for Proposals (RFP) for Architect Services for the renovation of

the Harrison Memorial Library.

- May 16: The first of two workshops to solicit community input to inform the drafting of an RFP was canceled due to lack of public participation.
- May 23: The second of two workshops to solicit community input to inform the drafting of an RFP was attended by 7 members of the public in addition to representatives from the Board of Trustees and the Carmel Public Library Foundation Board.
- June 19: The Trustees received the RFP for review, provided staff with feedback, and made a recommendation for Council review and approval.
- July 7: City Council provided staff with direction to add language to the RFP, specifically in the criteria section calling out the necessity of a library consultant for the project. In addition, the City Council directed staff to return with a draft agreement between the City and the CPLF regarding funding responsibility for the project. The Council requested that this RFP and agreement return to them for review at the August Council meeting.
- August 6: Staff returned to Council with the updated RFP and the Architect Review Committee, organized by the CPLF, member list. The agreement was not included as CPLF was still reviewing the proposed agreement from the City. The Council approved the release of the RFP, despite not having the agreement for approval with the understanding that if an architect was engaged the CPLF would pay up to \$250k of costs in the absence of an agreement.

The RFP was issued on August 8, 2024 via Public Purchase and through contact with California AIA and the adjacent AIA groups on the central coast and in the Bay Area. A mandatory walkthrough was held on August 28, 2024 and 23 firms participated.

The City received over 70 questions via Public Purchase and email. Responses were provided by the September 13 deadline, however some questions were missed and as a result staff extended the proposal submission deadline to November 1.

FISCAL IMPACT:

N/A

ATTACHMENTS:



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

October 23, 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 the plan for Strategic Planning

RECOMMENDATION:

Receive a report on the plan for Strategic Planning

BACKGROUND/SUMMARY:

Over the last month a committee has been formed, a schedule for committee work and project timeline developed for completing a Strategic Plan as follows:

Committee Members

1. [Maryjo Williams](#), HMLBT Vice-President
2. Sherry Williams, Community Member
3. Jeanette Campbell, Library Staff
4. Renee Martine, Library Staff
5. Friends of the Library
6. Analis Bans, River School
7. Missy Jensen, Carmel Garden Club
8. Carmel Foundation
9. Mark Oman, Visitor Center volunteer, writer, Pawlitzer prize

Committee Meetings 3:30 p.m. - 5:00 p.m. Park Branch Library, Local History Department

- Wednesday, October 23 - Introductions to each other and the project
- Wednesday, October 30 - Environmental scan to achieve common base of info and understanding of trends and issues driving change for the future
- Wednesday, November 6 - Envision a library future by engaging in creativity and intuition to meet the needs, desires and benefits of the community
- Wednesday, November 20 - Articulate the core initiatives that translate the vision into action with goals and objectives to achieve them
- Wednesday, December 4 - Develop channels and alternative pathways for informing and involving the community in the vision

- Wednesday, December 18 - Identify the leadership, commitment and resources necessary to realize the vision goals and objectives.

Community Outreach during January and February:

- Attend meetings or reach out to groups like Carmel Residents Association, FOL, Garden Club etc. for their members' input on the draft - try for at least two a week in January and early February
- Short bookmark surveys
- Wall of program suggestions and ideas in both libraries with sticky notes
- Ad in the Pine Cone, Friday Letter, Library newsletter linking to the draft and asking for comments

The goal is to have a draft Strategic Plan to Library Board at the February 26, 2025 regular meeting for review and discussion, with hopeful final approval of the plan at the March 26, 2025 regular meeting.

At its last meeting the Trustees approved a budget adjustment in the amount of \$8,000 from reserves to engage consultant Robert Kramer of Visionary Strategic Consulting to work with staff on a new strategic plan. Due to unforeseen circumstances Mr. Kramer will no longer be able to participate in this project. Staff are looking for someone else to help facilitate on short notice, but in the event that they do not find someone, staff are prepared to facilitate committee meetings thanks to the excellent groundwork laid thus far by Mr. Kramer.

FISCAL IMPACT:

The Trustees approved an appropriation from reserves for \$8,000 for Robert Kramer of Visionary Strategies to work with staff on strategic planning. Some of the funds have been utilized for the work completed to date. Staff recommends considering what to do with the unexpended funds at the mid-budget meeting in January.

ATTACHMENTS: