



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 4, 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:

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.

<https://ci-carmel-ca-us.zoom.us/j/89519817732> Webinar ID: 895 1981 7732 Passcode:
669 444 9171 773624 Dial in:

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.** Approval of the Minutes for the October 23, 2024 Regular Meeting
- 4.** Receive the Librarian's Report for October 2024
- 5.** Receive the Treasurer's Report for September and October 2024 and approve the check register for September and October 2024
- 6.** Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction
- 7.** Receive a report from the Carmel Public Library Foundation on recent activities
- 8.** Receive a report on Strategic Planning progress
- 9.** Consideration of updates to the Library's Collection Development Policy
- 10.** Consideration of the adoption of a meeting calendar for 2025

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 23, 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 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 will not be at the Thursday Farmers' Market for the next few weeks and will present the library with a \$30,000 check.

Trustee Gorham announced that the kid's magnet-making workshop was a big success.

Item B: Announcements from the Library Director

Library & Community Activities Director Wright announced that interviews for the part-time Library Assistant position went well.

ORDERS OF BUSINESS

Item 1: Approval of the Minutes for the September 25, 2024 Regular Meeting

Trustee Williams moved to approve the Minutes for the September 25, 2024 Regular Meeting, seconded by Trustee Murphy and carried by the following roll call vote:

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

ABSENT: Pardue

ABSTAIN: None

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

Library & Community Activities Director Wright presented the report.

Item 3: Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction

Library & Community Activities Director Wright presented the report and announced that the deadline for submissions had been extended to November 1, 2024

Item 4: Receive a report from the Carmel Public Library Foundation on recent activities

Executive Director Alexandra Fallon presented the report.

Item 5: Receive a report on the plan for Strategic Planning

Library & Community Activities Director Wright presented the report.

FUTURE AGENDA ITEMS

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:23 a.m. The next Regular meeting is a Special Meeting on December 4, 2024.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

October 31, 2024

| CIRCULATION | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|------------------------------------|------------------------------|-------------------|-------------------|-----------------|-----------------|
| Adult Circulation: | | | | | |
| Fiction | 7.50 | 1,767 | 1,662 | 7,292 | 6,783 |
| Non-Fiction | -8.36 | 1,001 | 889 | 4,196 | 4,579 |
| Magazines | 45.26 | 69 | 50 | 276 | 190 |
| Audio/Video | 3.93 | 1,137 | 1,007 | 4,315 | 4,152 |
| ADULT CIRCULATION TOTAL: | 2.39 | 3,974 | 3,608 | 16,079 | 15,704 |
| | | | | | |
| Juvenile Circulation: | | | | | |
| Fiction | 23.89 | 2,415 | 2,224 | 10,700 | 8,637 |
| Non-Fiction | 38.78 | 728 | 599 | 2,988 | 2,153 |
| Magazines | 34.29 | 23 | 33 | 141 | 105 |
| Audio/Video | 19.29 | 188 | 148 | 705 | 591 |
| JUVENILE CIRCULATION TOTAL: | 26.54 | 3,354 | 3,004 | 14,534 | 11,486 |
| CIRCULATION TOTAL: | 12.59 | 7,328 | 6,612 | 30,613 | 27,190 |
| | | | | | |
| ELECTRONIC CHECKOUTS: | 71.58 | 11,476 | 10,907 | 41,188 | 24,005 |
| | | | | | |
| HOLD REQUESTS: | -11.62 | 781 | 869 | 3,546 | 4,012 |
| | | | | | |
| 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, 2024

| CIRCULATION BY BORROWERS | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|---------------------------------------|-------------------------------------|-------------------|-------------------|-----------------|-----------------|
| Residents: Carmel-by-the-Sea | 6.58 | 1,546 | 1,319 | 5,928 | 5,562 |
| | | | | | |
| Non-Residents: | | | | | |
| Monterey County | 14.14 | 5,457 | 4,918 | 22,169 | 19,422 |
| Other Zip Codes | 4.23 | 325 | 375 | 2,516 | 2,414 |
| NON-RESIDENT CIRCULATION TOTAL | 13.05 | 5,782 | 5,293 | 24,685 | 21,836 |
| | | | | | |
| PATRON REGISTRATION: | Patron Data Base Purge 04/24 | | | | |
| Carmel by-the-Sea Residents | 114.75 | 47 | 23 | 131 | 61 |
| Monterey County Residents | 8.59 | 103 | 97 | 430 | 396 |
| Other Borrowers | 1,202.30 | 1532 | 1025 | 4532 | 348 |
| REGISTRATION TOTAL: | 532.67 | 1,682 | 1,145 | 5,093 | 805 |
| | | | | | |
| TOTAL # OF CARDHOLDERS: | 30.07 | 15,320 | 13,649 | 15,320 | 11,778 |

| | | | | | |
|----------------------------|---------------|---------------|---------------|---------------|---------------|
| Patron Visit Count | | | | | |
| HML Building | 17.90 | 6,813 | 6,592 | 31,150 | 26,420 |
| Park Branch Building | | | | | |
| Local History | -12.73 | 35 | 40 | 144 | 165 |
| Youth Services Dept. | -6.87 | 5,193 | 4,043 | 19,889 | 21,357 |
| PATRON VISIT TOTAL: | 6.76 | 12,041 | 10,675 | 51,183 | 47,942 |

LIBRARIAN'S MONTHLY REPORT

October 31, 2024

| REFERENCE QUESTIONS | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
|-----------------------------------|-----------------------|--------------|--------------|--------------|--------------|
| Reference Desk | 29.64 | 1,283 | 942 | 5,025 | 3,876 |
| Youth Services Desk | 90.15 | 431 | 390 | 2,259 | 1,188 |
| Local History Desk | 56.25 | 75 | 75 | 325 | 208 |
| TOTAL REFERENCE QUESTIONS: | 44.33 | 1,789 | 1,407 | 7,609 | 5,272 |
| | | | | | |
| ELECTRONIC SEARCH ACTIVITY | | | | | |
| Public in-Library Computer Use: | #DIV/0! | 0 | 0 | 0 | 0 |
| Public WiFi Use: | -27.42 | 811 | 760 | 3,549 | 4,890 |
| | | | | | |
| VOLUNTEER HOURS | YTD Percentage Change | This Month | Last Month | This YTD | Last YTD |
| Local History | -42.31 | 5 | 2 | 15 | 26 |
| Park Branch | #DIV/0! | 0 | 22 | 31 | 0 |
| Harrison - Main | 30.59 | 30 | 24 | 111 | 85 |
| TOTALS: | 41.44 | 35 | 48 | 157 | 111 |
| | | | | | |
| OUTREACH SERVICES | | | | | |
| Visits | #DIV/0! | 0 | 0 | 0 | 0 |
| Circulation | #DIV/0! | 0 | 0 | 0 | 0 |

LIBRARIAN'S MONTHLY REPORT

October 31, 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) | 0.00 | 8 | 4 | 13 | 13 |
| TOTAL ATTENDANCE | 14.68 | 249 | 126 | 547 | 477 |
| | | | | | |
| SCHOOL AGE PROGRAMS (6-11 YRS) | -76.92 | 2 | 1 | 3 | 13 |
| TOTAL ATTENDANCE | -74.83 | 57 | 52 | 109 | 433 |
| | | | | | |
| TEEN PROGRAMS (12-18 YRS) | 85.71 | 5 | 4 | 13 | 7 |
| TOTAL ATTENDANCE: | 106.67 | 21 | 23 | 62 | 30 |
| | | | | | |
| ADULT PROGRAMS | 180.00 | 5 | 3 | 14 | 5 |
| TOTAL ATTENDANCE | 115.07 | 370 | 343 | 985 | 458 |
| | | | | | |
| OFFSITE PROGRAMS | 0.00 | 1 | 1 | 2 | 2 |
| TOTAL ATTENDANCE | 177.50 | 281 | 274 | 555 | 200 |
| | | | | | |
| LOCAL HISTORY PROGRAMS | #DIV/0! | 2 | 1 | 4 | 0 |
| TOTAL ATTENDANCE | #DIV/0! | 301 | 274 | 582 | 0 |

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
September 30, 2024

Harrison Memorial Library

Balance Sheet

Attachment 1

As of September 30, 2024

| | | TOTAL |
|---|--|-----------------------|
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 10000 Wells Fargo Checking | | 208,084.09 |
| 12000 Petty Cash Main | | 260.00 |
| 13000 Petty Cash Park Branch | | 200.00 |
| 14000 LAIF | | 809,100.48 |
| 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 | | 1,253,974.78 |
| Total Bank Accounts | | \$1,462,518.87 |
| Total Current Assets | | \$1,462,518.87 |
| TOTAL ASSETS | | \$1,462,518.87 |
| 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 | | 1,028,396.87 |
| Opening Balance Equity | | 0.00 |
| Net Income | | 8,867.93 |
| Total Equity | | \$1,462,518.87 |
| TOTAL LIABILITIES AND EQUITY | | \$1,462,518.87 |

Table 1

| Budget v Actuals FY 2024-2025 | | | | | |
|---|--|---------------|---------------|--------------------|--|
| Aug 2024 - May 2025 | | | | | |
| | | Total | | | |
| | | Actual | Budget | Over Budget | |
| Income | | | | | |
| Total 2100 CARMEL LIBRARY FOUNDATION | | \$85,409.48 | \$91,500.00 | -\$6,090.52 | |
| 22000 Donations | | \$0.00 | \$0.00 | \$0.00 | |
| 28000 Uncategorized Revenue | | \$0.00 | \$0.00 | \$0.00 | |
| 24000 Friends of HML | | \$0.00 | \$5,499.99 | -\$5,499.99 | |
| 23100 Interest Bradney | | \$1,399.07 | \$875.01 | \$524.06 | |
| 23200 Interest - Other | | \$12,596.19 | \$7,500.00 | \$5,096.19 | |
| Total 23000 INTEREST INCOME | | \$13,995.26 | \$8,375.01 | \$5,620.25 | |
| 25000 Library Operations | | \$552.49 | \$1,749.99 | -\$1,197.50 | |
| TOTAL INCOME | | \$99,957.23 | \$107,124.99 | -\$7,167.76 | |
| Expenses | | | | | |
| 30000 ADMINISTRATIO N | | | | | |
| Total 31000 Finance | | \$751.09 | \$2,268.75 | -\$1,517.66 | |
| Total 32000 Library Promotions | | \$1,222.00 | \$2,262.51 | -\$1,040.51 | |
| Total 33000 Supplies | | \$2,883.82 | \$3,414.99 | -\$531.17 | |
| Total 34000 Organizational Development | | \$10,478.19 | \$4,075.02 | \$6,403.17 | |

Table 1

| Budget v Actuals FY 2024-2025 | | | | | |
|---|--|-------------|-------------|-------------|--|
| Total 30000 ADMINISTRATIVE | | \$15,335.10 | \$12,021.27 | \$3,313.83 | |
| 40000 EQUIPMENT | | | | | |
| Total 40000 EQUIPMENT | | \$0.00 | \$8,050.02 | -\$8,050.02 | |
| 50000 IT | | | | | |
| Total 50000 IT | | \$0.00 | \$1,074.99 | -\$1,074.99 | |
| 60000 HARD COPY MATERIAL | | | | | |
| Total 61000 ADULT COLLECTION | | \$9,017.23 | \$10,650.00 | -\$1,632.77 | |
| Total 62000 TEEN COLLECTION | | \$1,841.80 | \$2,750.01 | \$908.21 | |
| Total 63000 KIDS COLLECTION | | \$4,739.60 | \$7,750.02 | \$3,010.42 | |
| Total 64000 REFERENCE | | \$1,122.56 | \$1,275.00 | -\$152.44 | |
| Total 65000 ZIP BOOKS | | \$4,288.63 | \$4,749.99 | -\$461.36 | |
| Total 60000 HARD COPY MATERIAL | | \$21,009.82 | \$27,175.02 | -\$6,165.20 | |
| 66000 TECHNICAL SERVICES | | | | | |
| Total 66000 TECHNICAL SERVICES | | \$16,080.76 | \$14,365.02 | \$1,715.74 | |
| 70000 DATABASES | | | | | |
| Total 70000 DATABASES | | \$7,308.48 | \$2,813.79 | \$4,494.69 | |
| 72000 eMaterial | | | | | |

Table 1

| Budget v Actuals FY 2024-2025 | | | | | |
|---|--|-------------|--------------|--------------|--|
| Total 72000 eMaterial | | \$23,142.09 | \$20,862.54 | \$2,279.55 | |
| 80000 PROGRAMS | | | | | |
| Total 81000 ADULT PROGRAMS | | \$1,529.55 | \$4,500.03 | \$2,970.48 | |
| Total 82000 TEEN PROGRAMS | | \$675.80 | \$2,000.01 | -\$1,324.21 | |
| Total 83000 KIDS PROGRAMS | | \$1,709.35 | \$8,625.03 | -\$6,915.68 | |
| Total 85000 LOCAL HISTORY PROGRAMS | | \$4,298.35 | \$5,625.00 | \$1,326.65 | |
| Total 86000 SUMMER READING PROGRAM | | \$0.00 | \$0.00 | \$0.00 | |
| Total 80000 PROGRAMS | | \$8,213.05 | \$20,750.07 | -\$12,537.02 | |
| Total Expenses | | \$91,089.30 | \$107,112.72 | -\$16,023.42 | |
| Net Operating Income | | \$8,867.93 | \$12.27 | \$8,855.66 | |
| Net income | | \$8,867.93 | \$12.27 | \$8,855.66 | |
| | | | | | |

Harrison Memorial Library

Check Detail Report

September 1-30, 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | Attachment | CLEARED | AMOUNT |
|----------------------------|----------------------|------|-------------------------------|------------------|------------|------------|-------------|
| 10000 Wells Fargo Checking | | | | | | | |
| 22417 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6798 | ALHAMBRA | | | Reconciled | -\$107.90 |
| 09/18/2024 | Bill Payment (Check) | 6798 | ALHAMBRA | | | | -\$107.90 |
| 22418 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6799 | Amazon Capital Services, Inc. | | | Reconciled | -\$1,292.05 |
| 09/18/2024 | Bill Payment (Check) | 6799 | Amazon Capital Services, Inc. | | | | -\$1,292.05 |
| 22419 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6800 | BAKER & TAYLOR | | | Reconciled | -\$4,089.90 |
| 09/18/2024 | Bill Payment (Check) | 6800 | BAKER & TAYLOR | | | | -\$4,089.90 |
| 22420 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6801 | DEMCO | | | Reconciled | -\$351.97 |
| 09/18/2024 | Bill Payment (Check) | 6801 | DEMCO | | | | -\$351.97 |
| 22421 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6802 | GALE | | | Reconciled | -\$50.00 |
| 09/18/2024 | Bill Payment (Check) | 6802 | GALE | | | | -\$50.00 |
| 22422 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6803 | GOLDEN GATE BOOKKEEPING | | | Reconciled | -\$375.00 |
| 09/18/2024 | Bill Payment (Check) | 6803 | GOLDEN GATE BOOKKEEPING | | | | -\$375.00 |
| 22423 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6804 | HOOPLA | | | Reconciled | -\$2,302.68 |
| 09/18/2024 | Bill Payment (Check) | 6804 | HOOPLA | | | | -\$2,302.68 |
| 22424 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6805 | INGRAM LIBRARY SERVICES | | | Reconciled | -\$27.00 |
| 09/18/2024 | Bill Payment (Check) | 6805 | INGRAM LIBRARY SERVICES | | | | -\$27.00 |
| 22425 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6806 | KAL-WEST | | | Reconciled | -\$200.00 |
| 09/18/2024 | Bill Payment (Check) | 6806 | KAL-WEST | | | | -\$200.00 |
| 22426 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6807 | KANOPY | | | Reconciled | -\$1,738.00 |
| 09/18/2024 | Bill Payment (Check) | 6807 | KANOPY | | | | -\$1,738.00 |
| 22427 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6808 | Michael Buffo | | | Reconciled | -\$600.00 |
| 09/18/2024 | Bill Payment (Check) | 6808 | Michael Buffo | | | | -\$600.00 |
| 22428 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6809 | Midwest Tape | | | Reconciled | -\$474.68 |
| 09/18/2024 | Bill Payment (Check) | 6809 | Midwest Tape | | | | -\$474.68 |
| 22429 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6810 | OVERDRIVE | | | Reconciled | -\$3,006.63 |
| 09/18/2024 | Bill Payment (Check) | 6810 | OVERDRIVE | | | | -\$3,006.63 |
| 22430 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6811 | PACIFIC GROVE SELF STORAGE | | | Reconciled | -\$407.00 |
| 09/18/2024 | Bill Payment (Check) | 6811 | PACIFIC GROVE SELF STORAGE | | | | -\$407.00 |
| 22431 | | | | | | | |
| 09/18/2024 | Bill Payment (Check) | 6812 | WELLS FARGO 2675 | | | Reconciled | -\$489.98 |
| 09/18/2024 | Bill Payment (Check) | 6812 | WELLS FARGO 2675 | | | | -\$489.98 |
| 22433 | | | | | | | |
| 09/19/2024 | Bill Payment (Check) | 6813 | ROBERT KRAMER | | | Reconciled | -\$825.00 |
| 09/19/2024 | Bill Payment (Check) | 6813 | ROBERT KRAMER | | | | -\$825.00 |
| 22448 | | | | | | | |
| 09/26/2024 | Bill Payment (Check) | 6814 | Amazon Capital Services, Inc. | | | Reconciled | -\$442.92 |
| 09/26/2024 | Bill Payment (Check) | 6814 | Amazon Capital Services, Inc. | | | | -\$442.92 |

Harrison Memorial Library

Check Detail Report

September 1-30, 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | Attachment | CLEARED | AMOUNT |
|------------|----------------------|------|-----------------------|----------------------|------------|------------|-----------|
| 22449 | | | | | | | |
| 09/26/2024 | Bill Payment (Check) | 6815 | BAKER & TAYLOR | | | Reconciled | -\$746.62 |
| 09/26/2024 | Bill Payment (Check) | 6815 | BAKER & TAYLOR | | | | -\$746.62 |
| 22450 | | | | | | | |
| 09/26/2024 | Bill Payment (Check) | 6816 | Melinda Nakagawa | | | Reconciled | -\$600.00 |
| 09/26/2024 | Bill Payment (Check) | 6816 | Melinda Nakagawa | | | | -\$600.00 |
| 22451 | | | | | | | |
| 09/26/2024 | Bill Payment (Check) | 6817 | Midwest Tape | | | Reconciled | -\$141.67 |
| 09/26/2024 | Bill Payment (Check) | 6817 | Midwest Tape | | | | -\$141.67 |
| 22452 | | | | | | | |
| 09/26/2024 | Bill Payment (Check) | 6818 | OVERDRIVE | | | Reconciled | -\$451.47 |
| 09/26/2024 | Bill Payment (Check) | 6818 | OVERDRIVE | | | | -\$451.47 |
| 22453 | | | | | | | |
| 09/26/2024 | Bill Payment (Check) | 6819 | PLAYAWAY PRODUCTS LLC | | | Reconciled | -\$998.38 |
| 09/26/2024 | Bill Payment (Check) | 6819 | PLAYAWAY PRODUCTS LLC | | | | -\$998.38 |
| 22454 | | | | | | | |
| 09/26/2024 | Bill Payment (Check) | 6820 | VANGUARD | | | Reconciled | -\$601.13 |
| 09/26/2024 | Bill Payment (Check) | 6820 | VANGUARD | | | | -\$601.13 |
| 22584 | | | | | | | |
| 09/30/2024 | Expense | | STATE OF CALIFORNIA | | | Reconciled | -\$0.32 |
| 09/30/2024 | Expense | | STATE OF CALIFORNIA | FEDERAL TAX WITHHELD | | | \$0.32 |

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

Harrison Memorial Library

Balance Sheet As of October 31, 2024

Attachment 3

| | TOTAL |
|---|-----------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 10000 Wells Fargo Checking | 187,969.27 |
| 12000 Petty Cash Main | 260.00 |
| 13000 Petty Cash Park Branch | 200.00 |
| 14000 LAIF | 815,971.29 |
| 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 | 1,260,845.59 |
| Total Bank Accounts | \$1,449,274.86 |
| Total Current Assets | \$1,449,274.86 |
| TOTAL ASSETS | \$1,449,274.86 |
| 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 | 1,028,396.87 |
| Opening Balance Equity | 0.00 |
| Net Income | -4,376.08 |
| Total Equity | \$1,449,274.86 |
| TOTAL LIABILITIES AND EQUITY | \$1,449,274.86 |

Table 1

| Budget v Actuals FY 2024-2025 | | | | | |
|---|--|---------------|---------------|--------------------|--|
| Aug 2024 - May 2025 | | | | | |
| | | Total | | | |
| | | Actual | Budget | Over Budget | |
| Income | | | | | |
| Total 2100 CARMEL LIBRARY FOUNDATION | | \$91,659.48 | \$122,000.00 | -\$30,340.52 | |
| 22000 Donations | | \$0.00 | \$0.00 | \$0.00 | |
| 28000 Uncategorized Revenue | | \$0.00 | \$0.00 | \$0.00 | |
| 24000 Friends of HML | | \$0.00 | \$7,333.32 | -\$7,333.32 | |
| 23100 Interest Bradney | | \$2,886.15 | \$1,166.68 | \$1,719.47 | |
| 23200 Interest - Other | | \$25,981.68 | \$10,000.00 | \$15,981.68 | |
| Total 23000 INTEREST INCOME | | \$28,867.83 | \$11,166.68 | \$17,701.15 | |
| 25000 Library Operations | | \$789.49 | \$2,333.32 | -\$1,543.83 | |
| TOTAL INCOME | | \$121,316.80 | \$142,833.32 | -\$21,516.52 | |
| Expenses | | | | | |
| 30000 ADMINISTRATIO N | | | | | |
| Total 31000 Finance | | \$1,126.51 | \$3,025.00 | -\$1,898.49 | |
| Total 32000 Library Promotions | | \$2,104.42 | \$3,016.68 | -\$912.26 | |
| Total 33000 Supplies | | \$3,463.98 | \$4,553.32 | -\$1,089.34 | |
| Total 34000 Organizational Development | | \$10,969.15 | \$5,433.36 | \$5,535.79 | |

Table 1

| Budget v Actuals FY 2024-2025 | | | | | |
|---|--|-------------|-------------|-------------|--|
| Total 30000 ADMINISTRATIVE | | \$17,664.06 | \$16,028.36 | \$1,635.70 | |
| 40000 EQUIPMENT | | | | | |
| Total 40000 EQUIPMENT | | \$841.58 | \$10,733.36 | -\$9,891.78 | |
| 50000 IT | | | | | |
| Total 50000 IT | | \$1,479.44 | \$1,433.32 | \$46.12 | |
| 60000 HARD COPY MATERIAL | | | | | |
| Total 61000 ADULT COLLECTION | | \$13,374.32 | \$14,200.00 | -\$825.68 | |
| Total 62000 TEEN COLLECTION | | \$2,385.64 | \$3,666.68 | -\$1,281.04 | |
| Total 63000 KIDS COLLECTION | | \$9,667.04 | \$10,333.36 | -\$666.32 | |
| Total 64000 REFERENCE | | \$1,501.42 | \$1,700.00 | -\$198.58 | |
| Total 65000 ZIP BOOKS | | \$5,960.50 | \$6,333.32 | -\$372.82 | |
| Total 60000 HARD COPY MATERIAL | | \$32,888.92 | \$36,233.36 | -\$3,344.44 | |
| 66000 TECHNICAL SERVICES | | | | | |
| Total 66000 TECHNICAL SERVICES | | \$19,087.17 | \$19,153.36 | -\$66.19 | |
| 70000 DATABASES | | | | | |
| Total 70000 DATABASES | | \$7,308.48 | \$3,751.72 | \$3,556.76 | |
| 72000 eMaterial | | | | | |

Table 1

| Budget v Actuals FY 2024-2025 | | | | | |
|---|--|--------------|--------------|--------------|--|
| Total 72000 eMaterial | | \$31,210.34 | \$27,816.72 | \$3,393.62 | |
| 80000 PROGRAMS | | | | | |
| Total 81000 ADULT PROGRAMS | | \$3,393.17 | \$6,000.04 | -\$2,606.87 | |
| Total 82000 TEEN PROGRAMS | | \$1,080.39 | \$2,666.68 | -\$1,586.29 | |
| Total 83000 KIDS PROGRAMS | | \$3,633.98 | \$11,500.04 | -\$7,866.06 | |
| Total 85000 LOCAL HISTORY PROGRAMS | | \$7,105.35 | \$7,500.00 | -\$394.65 | |
| Total 86000 SUMMER READING PROGRAM | | \$0.00 | \$0.00 | \$0.00 | |
| Total 80000 PROGRAMS | | \$15,212.89 | \$27,666.76 | -\$12,453.87 | |
| Total Expenses | | \$125,692.88 | \$142,816.96 | -\$17,124.08 | |
| Net Operating Income | | -\$4,376.08 | \$16.36 | -\$4,392.44 | |
| Net income | | -\$4,376.08 | \$16.36 | -\$4,392.44 | |
| | | | | | |

Harrison Memorial Library

Check Detail Report

October 1-31, 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | Attachment | CLEARED | AMOUNT |
|----------------------------|----------------------|------|-------------------------------|------------------|------------|------------|-------------|
| 10000 Wells Fargo Checking | | | | | | | |
| 22476 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6821 | ALHAMBRA | | | Reconciled | -\$116.88 |
| 10/03/2024 | Bill Payment (Check) | 6821 | ALHAMBRA | | | | -\$116.88 |
| 22477 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6822 | Amazon Capital Services, Inc. | | | Reconciled | -\$378.31 |
| 10/03/2024 | Bill Payment (Check) | 6822 | Amazon Capital Services, Inc. | | | | -\$378.31 |
| 22478 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6823 | BAKER & TAYLOR | | | Reconciled | -\$883.20 |
| 10/03/2024 | Bill Payment (Check) | 6823 | BAKER & TAYLOR | | | | -\$883.20 |
| 22479 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6824 | HOOPLA | | | Reconciled | -\$2,052.81 |
| 10/03/2024 | Bill Payment (Check) | 6824 | HOOPLA | | | | -\$2,052.81 |
| 22480 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6825 | JESSICA EVE BUNN | | | Reconciled | -\$100.00 |
| 10/03/2024 | Bill Payment (Check) | 6825 | JESSICA EVE BUNN | | | | -\$100.00 |
| 22481 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6826 | KANOPY | | | Reconciled | -\$2,015.00 |
| 10/03/2024 | Bill Payment (Check) | 6826 | KANOPY | | | | -\$2,015.00 |
| 22482 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6827 | MaryLee Sunseri | | | Reconciled | -\$300.00 |
| 10/03/2024 | Bill Payment (Check) | 6827 | MaryLee Sunseri | | | | -\$300.00 |
| 22483 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6828 | Michael Buffo | | | Reconciled | -\$600.00 |
| 10/03/2024 | Bill Payment (Check) | 6828 | Michael Buffo | | | | -\$600.00 |
| 22484 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6829 | Midwest Tape | | | Reconciled | -\$1,259.39 |
| 10/03/2024 | Bill Payment (Check) | 6829 | Midwest Tape | | | | -\$1,259.39 |
| 22485 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6830 | MONICA MONTEFIORE | | | Reconciled | -\$500.00 |
| 10/03/2024 | Bill Payment (Check) | 6830 | MONICA MONTEFIORE | | | | -\$500.00 |
| 22486 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6831 | OVERDRIVE | | | Reconciled | -\$459.16 |
| 10/03/2024 | Bill Payment (Check) | 6831 | OVERDRIVE | | | | -\$459.16 |
| 22487 | | | | | | | |
| 10/03/2024 | Bill Payment (Check) | 6832 | PEAK ENTERPRISES | | | Reconciled | -\$354.60 |
| 10/03/2024 | Bill Payment (Check) | 6832 | PEAK ENTERPRISES | | | | -\$354.60 |
| 22513 | | | | | | | |
| 10/10/2024 | Bill Payment (Check) | 6833 | Amazon Capital Services, Inc. | | | Reconciled | -\$538.43 |
| 10/10/2024 | Bill Payment (Check) | 6833 | Amazon Capital Services, Inc. | | | | -\$538.43 |
| 22514 | | | | | | | |
| 10/10/2024 | Bill Payment (Check) | 6834 | BAKER & TAYLOR | | | Reconciled | -\$4,411.49 |
| 10/10/2024 | Bill Payment (Check) | 6834 | BAKER & TAYLOR | | | | -\$4,411.49 |
| 22515 | | | | | | | |
| 10/10/2024 | Bill Payment (Check) | 6835 | COPIES BY THE SEA | | | Reconciled | -\$725.42 |
| 10/10/2024 | Bill Payment (Check) | 6835 | COPIES BY THE SEA | | | | -\$725.42 |
| 22516 | | | | | | | |
| 10/10/2024 | Bill Payment (Check) | 6836 | GOLDEN GATE BOOKKEEPING | | | Reconciled | -\$375.00 |
| 10/10/2024 | Bill Payment (Check) | 6836 | GOLDEN GATE BOOKKEEPING | | | | -\$375.00 |
| 22517 | | | | | | | |
| 10/10/2024 | Bill Payment (Check) | 6837 | KAL-WEST | | | Reconciled | -\$200.00 |
| 10/10/2024 | Bill Payment (Check) | 6837 | KAL-WEST | | | | -\$200.00 |
| 22518 | | | | | | | |
| 10/10/2024 | Bill Payment (Check) | 6838 | Michael Buffo | | | Reconciled | -\$600.00 |

Harrison Memorial Library

Check Detail Report

October 1-31, 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | Attachment | CLEARED | AMOUNT |
|---------------------|----------------------|------|-------------------------------------|------------------|------------|------------|-------------|
| 10/10/2024 22519 | Bill Payment (Check) | 6838 | Michael Buffo | | | | -\$600.00 |
| 10/10/2024 | Bill Payment (Check) | 6839 | Midwest Tape | | | Reconciled | -\$747.23 |
| 10/10/2024 22520 | Bill Payment (Check) | 6839 | Midwest Tape | | | | -\$747.23 |
| 10/10/2024 | Bill Payment (Check) | 6840 | OVERDRIVE | | | Reconciled | -\$2,184.64 |
| 10/10/2024 22521 | Bill Payment (Check) | 6840 | OVERDRIVE | | | | -\$2,184.64 |
| 10/10/2024 | Bill Payment (Check) | 6841 | STATE TREASURER'S OFFICE | | | Uncleared | -\$370.00 |
| 10/10/2024 22542 | Bill Payment (Check) | 6841 | STATE TREASURER'S OFFICE | | | | -\$370.00 |
| 10/17/2024 | Bill Payment (Check) | 6842 | Amazon Capital Services, Inc. | | | Reconciled | -\$377.79 |
| 10/17/2024 22543 | Bill Payment (Check) | 6842 | Amazon Capital Services, Inc. | | | | -\$377.79 |
| 10/17/2024 | Bill Payment (Check) | 6843 | BAKER & TAYLOR | | | Reconciled | -\$2,850.08 |
| 10/17/2024 22544 | Bill Payment (Check) | 6843 | BAKER & TAYLOR | | | | -\$2,850.08 |
| 10/17/2024 | Bill Payment (Check) | 6844 | IMPERIAL COUNTY OFFICE OF EDUCATION | | | Reconciled | -\$1,479.44 |
| 10/17/2024 22545 | Bill Payment (Check) | 6844 | IMPERIAL COUNTY OFFICE OF EDUCATION | | | | -\$1,479.44 |
| 10/17/2024 | Bill Payment (Check) | 6845 | John Paul Foster II | | | Reconciled | -\$400.00 |
| 10/17/2024 22546 | Bill Payment (Check) | 6845 | John Paul Foster II | | | | -\$400.00 |
| 10/17/2024 | Bill Payment (Check) | 6846 | Megan Cassamas | | | Reconciled | -\$150.00 |
| 10/17/2024 22547 | Bill Payment (Check) | 6846 | Megan Cassamas | | | | -\$150.00 |
| 10/17/2024 | Bill Payment (Check) | 6847 | Michael Buffo | | | Reconciled | -\$1,200.00 |
| 10/17/2024 22548 | Bill Payment (Check) | 6847 | Michael Buffo | | | | -\$1,200.00 |
| 10/17/2024 | Bill Payment (Check) | 6848 | OVERDRIVE | | | Reconciled | -\$563.47 |
| 10/17/2024 22549 | Bill Payment (Check) | 6848 | OVERDRIVE | | | | -\$563.47 |
| 10/17/2024 | Bill Payment (Check) | 6849 | PACIFIC GROVE SELF STORAGE | | | Reconciled | -\$407.00 |
| 10/17/2024 22550 | Bill Payment (Check) | 6849 | PACIFIC GROVE SELF STORAGE | | | | -\$407.00 |
| 10/17/2024 | Bill Payment (Check) | 6850 | WELLS FARGO 2675 | | | Reconciled | -\$1,119.84 |
| 10/17/2024 22563 | Bill Payment (Check) | 6850 | WELLS FARGO 2675 | | | | -\$1,119.84 |
| 10/24/2024 | Bill Payment (Check) | 6851 | Amazon Capital Services, Inc. | | | Reconciled | -\$417.35 |
| 10/24/2024 22564 | Bill Payment (Check) | 6851 | Amazon Capital Services, Inc. | | | | -\$417.35 |
| 10/24/2024 | Bill Payment (Check) | 6852 | BAKER & TAYLOR | | | Reconciled | -\$534.72 |
| 10/24/2024 22565 | Bill Payment (Check) | 6852 | BAKER & TAYLOR | | | | -\$534.72 |
| 10/24/2024 | Bill Payment (Check) | 6853 | Katherine Anderson Nielsen | | | Uncleared | -\$200.00 |
| 10/24/2024 22566 | Bill Payment (Check) | 6853 | Katherine Anderson Nielsen | | | | -\$200.00 |
| 10/24/2024 | Bill Payment (Check) | 6856 | MaryLee Sunseri | | | Reconciled | -\$150.00 |
| 10/24/2024 22567 | Bill Payment (Check) | 6856 | MaryLee Sunseri | | | | -\$150.00 |
| 10/24/2024 | Bill Payment (Check) | 6855 | Megan Cassamas | | | Uncleared | -\$150.00 |

Harrison Memorial Library

Check Detail Report

October 1-31, 2024

| DATE | TRANSACTION TYPE | NUM | NAME | MEMO/DESCRIPTION | Attachment 4 | CLEARED | AMOUNT |
|---------------------|----------------------|------|-------------------------------|----------------------|--------------|------------|-------------|
| 10/24/2024 22568 | Bill Payment (Check) | 6855 | Megan Cassamas | | | | -\$150.00 |
| 10/24/2024 | Bill Payment (Check) | 6854 | OVERDRIVE | | | Uncleared | -\$662.20 |
| 10/24/2024 22657 | Bill Payment (Check) | 6854 | OVERDRIVE | | | | -\$662.20 |
| 10/30/2024 | Check | | | | | Cleared | -\$534.72 |
| 10/30/2024 22589 | Check | | | CHECK 6853 | | | \$534.72 |
| 10/31/2024 | Bill Payment (Check) | 6858 | ALHAMBRA | | | Uncleared | -\$116.88 |
| 10/31/2024 22590 | Bill Payment (Check) | 6858 | ALHAMBRA | | | | -\$116.88 |
| 10/31/2024 | Bill Payment (Check) | 6859 | Amazon Capital Services, Inc. | | | Cleared | -\$1,062.99 |
| 10/31/2024 22591 | Bill Payment (Check) | 6859 | Amazon Capital Services, Inc. | | | | -\$1,062.99 |
| 10/31/2024 | Bill Payment (Check) | 6860 | AUBREY YOUNG | | | Uncleared | -\$120.96 |
| 10/31/2024 22592 | Bill Payment (Check) | 6860 | AUBREY YOUNG | | | | -\$120.96 |
| 10/31/2024 | Bill Payment (Check) | 6861 | BAKER & TAYLOR | | | Cleared | -\$1,258.93 |
| 10/31/2024 22593 | Bill Payment (Check) | 6861 | BAKER & TAYLOR | | | | -\$1,258.93 |
| 10/31/2024 | Bill Payment (Check) | 6862 | JESSICA EVE BUNN | | | Uncleared | -\$100.00 |
| 10/31/2024 22594 | Bill Payment (Check) | 6862 | JESSICA EVE BUNN | | | | -\$100.00 |
| 10/31/2024 | Bill Payment (Check) | 6863 | Lisa Staalenburg | | | Cleared | -\$500.00 |
| 10/31/2024 22595 | Bill Payment (Check) | 6863 | Lisa Staalenburg | | | | -\$500.00 |
| 10/31/2024 | Bill Payment (Check) | 6864 | Megan Cassamas | | | Uncleared | -\$150.00 |
| 10/31/2024 22596 | Bill Payment (Check) | 6864 | Megan Cassamas | | | | -\$150.00 |
| 10/31/2024 | Bill Payment (Check) | 6865 | OVERDRIVE | | | Uncleared | -\$130.97 |
| 10/31/2024 22598 | Bill Payment (Check) | 6865 | OVERDRIVE | | | | -\$130.97 |
| 10/31/2024 | Bill Payment (Check) | 6866 | BAKER & TAYLOR | | | Uncleared | -\$68.84 |
| 10/31/2024 22659 | Bill Payment (Check) | 6866 | BAKER & TAYLOR | | | | -\$68.84 |
| 10/31/2024 | Expense | | STATE OF CALIFORNIA | | | Reconciled | -\$0.42 |
| 10/31/2024 22660 | Expense | | STATE OF CALIFORNIA | FEDERAL TAX WITHHELD | | | \$0.42 |
| 10/31/2024 | Check | | | | | Cleared | -\$725.42 |
| 10/31/2024 | Check | | | CHECK 6835 | | | \$725.42 |



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

December 4, 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.

Six(6) proposals were received and all six(6) proposals were responsive. The sub-committee of the Architect Review Committee interviewed all six (6) firms and have identified two finalists. The full Architect Review Committee will interview two finalists.

Contract negotiations between the City and the Carmel Public Library Foundation remain ongoing. This will need to be completed and approved by the Library Board of Trustees and City Council, prior to the approval of a contract with an architect for the Project.

FISCAL IMPACT:

N/A

ATTACHMENTS:



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

December 4, 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 Strategic Planning progress

RECOMMENDATION:

Receive a report on Strategic Planning progress

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. Anais Bans, River School
7. Missy Jensen, Community Member
8. Kim Stemler, Carmel Foundation

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

- ~~Wednesday, October 23~~
- ~~Wednesday, October 30~~
- ~~Wednesday, November 6~~
- ~~Wednesday, November 20~~
- Wednesday, December 4
- Wednesday, December 18

To date the Committee has completed the first four (4) meetings above and has reviewed the library's history, most recent budgets, policies, Strategic Plans, etc. The group also drafted a new Mission Statement which has been reviewed and contributed to by the staff and has begun updating and revising the Strategic Plan goals and objectives.

Previous Mission Statement:

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

Revised Mission Statement:

The heart of our community: We are cherished by our village and a welcoming place for learning, enjoyment, and connection for everyone.

Community Input

In addition, there are interactive displays up at each library to solicit program and service ideas from the community to incorporate into the Strategic Plan as the Committee and staff continue to work on refining it.

During January and February staff will:

- Attend meetings or reach out to groups like Carmel Residents Association, the Friends of the Library, Garden Club etc. for their members' input on the draft Strategic Plan.
- Short bookmark surveys
- Place Ads 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.

Independently, but also in conjunction with the Strategic Plan, staff are also considering holding a series of Community Conversations in the New Year.

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:



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

December 4, 2024
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of updates to the Library's Collection Development Policy

RECOMMENDATION:

Approve the amendments to the Library's Collection Development Policy

BACKGROUND/SUMMARY:

From time to time it is necessary to review and amend policies. The Library's Collection Development policy was last updated by the Trustees in 2018.

Collection development policies provide libraries with a framework for the growth and development of the collections and ensure that the collection meets the broad and diverse interests of the community; further they strike a balance between and respect both the library's autonomy and specific community needs.

Staff are proposing updates to the Library's Collection that address two things:

1. Explicitly calling out Digital Resources in the policy in a more clarifying manner
2. Updating language in the policy to be in compliance with recently adopted Assembly Bill 1825, also known as the California Freedom to Read Act

Digital Resources

Digital resources 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, Digital resources allow patrons an additional layer of privacy in that they don't need to come into the library and interact with a human if the topic or subject is a sensitive matter for them.

Digital resources, in particular OverDrive/Libby, The Palaces App, Kanopy and up until recently, Hoopla, are increasingly popular and last fiscal year made up 47% of overall circulation.

- OverDrive/Libby: The Library participates in the Northern California Digital Library (NCDL) consortium for the purpose of sharing licenses purchased through the OverDrive marketplace and available for check-out through the Libby app. The Library also purchases licenses that are available first to Carmel

Public Library cardholders before being made available to the rest of the consortium.

- The Palace App: Similarly, the Library also participates in The Palaces app, a bookshelf of more than 15,000 open titles that are ready for access to all citizens now, at no cost to their library that also pulls together digital content from libraries all over the State (including OverDrive) and allows libraries to purchase/license digital content.
- Kanopy: Kanopy is a movie and television streaming service for public libraries and universities. There are 30,266 titles available through Kanopy that supplement the 5,905 DVDs available in-house. Kanopy is available to public libraries on a pay per use basis.

AB 1825 California Freedom to Read Act

Assembly Bill 1825, also known as the California Freedom to Read Act, introduced by Assemblymember Al Muratsuchi prohibits public libraries from banning books based on their content, views, or the identities of their authors, ensuring protections against discrimination based on race, gender identity, sexual orientation, and more.

This bill requires every public library jurisdiction, as defined, that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026, as specified, and that the adopted policy be sent to the State Librarian. While the library does not receive direct funds from the State at this time, it has in the past, and it receives funds indirectly from the State through the Pacific Library Partnership, and it may receive funds directly in the future.

Additionally, the bill mandates that public libraries establish policies for developing their collections and allow public challenges to materials. Further, Bill 1825 requires the policy to include the following language:

- The “collection meets the broad and diverse interests of the community and respects both the library’s autonomy and their specific community needs.”
- The “public library serves as a center for voluntary inquiry and the dissemination of information and ideas.”
- “Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.”
- The “right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences” is acknowledged.

This language has been incorporated into the policy as required.

The rise in book challenges nationwide underscores the importance of AB 1825. The American Library Association reported a 65% increase in book challenges between 2022 and 2023, with public libraries experiencing a 92% surge. Titles featuring LGBTQ+ themes and authors from communities of color accounted for nearly half of the targeted books. In California, there were 52 challenges to 98 book titles in 2023 alone, highlighting a concerning trend of censorship.

FISCAL IMPACT:

There is no fiscal impact associated with updating this policy.

ATTACHMENTS:

Attachment 1 - Redline Collection Development Policy

Attachment 2 - Assembly Bill No. 1825

Library Collection Development Policy

1.0 Introduction

The Harrison Memorial Library Collection Development Policy provides a framework for the growth and development of the collections to ensure that the collection meets the broad and diverse interests of the community and respects both the library's autonomy and our specific community needs. ~~in support of the Library's mission to provide "collections, resources and programs that support the public's educational, informational and recreational pursuits and technology needs."~~

The Library serves as a center for voluntary inquiry and the dissemination of information and ideas. It is the Library's goal to provide the community with library materials that reflect a wide range of views, expressions, opinions and interests. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole. Specific acquisitions may include items that may be unorthodox or unpopular with the majority or controversial in nature. The Library's acquisition of these items does not constitute endorsement of their content, but rather makes available its expression.

The Library provides free access to materials in a number of formats (print, media and electronic) to all patrons. Library users make their own choices as to what they will use based on individual interests and concerns and it is the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences. The Library supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian. Harrison Memorial Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to Read and Freedom to View documents.

This policy applies to all library materials with the exception of Local History Department Collections for which there is a separate Collection Development Policy.

2.0 Collection

Harrison Memorial Library's collection of books and other media provides a wide range of literary, cultural, educational, informational, and recreational materials for people of all ages. Collections include popular and in-demand materials as well as special formats, such as large print books, foreign language materials, test and study guides, financial, tax and business information, company and telephone directories, school and career information, consumer, health and medical information.

The variety of formats includes:

- Print: books, documents, magazines, and newspapers
- Audiovisual Media: videos on DVD and books on CD and digital audio player
- Digital Resources~~Electronic Media~~: databases, software, electronic books, downloadable audio books, videos and music.

3.0 Criteria For Selection

The Harrison Memorial Library purchases, within budget limitations, the best material available to fulfill the stated objectives of the library. An item need not meet all of the criteria in order to be acceptable. Criteria for selection may include:

- public demand, interest or need
- contemporary significance or popular interest

- attention of critics and reviewers
- prominence, authority and/or competence of author, creator or publisher
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- accessibility for multiple users of electronic formats
- authenticity for multiple users of electronic formats

In most cases, the library will not purchase self-published materials that are not reviewed in established review journals. Exceptions may be made for self-published materials of local interest that meet the selection guidelines.

3.1 Digital Resources

A digital resource is considered part of the Library collection if it is acquired using budgeted funds and/or it is included in the Library catalog. The collection may include Web-based databases and other reference sources, ebooks, digital audiobooks, serials, and other text, audio, visual, or multimedia digital resources. Collections of electronic documents, such as full-text or image magazine and newspaper databases or groups of ebooks provided by a single vendor, may be included without selection of individual titles.

Except for unique local collections, resources which must be maintained on local servers or storage media are not acquired unless similar information is not available through the Internet at an acceptable cost, and community needs or customer demand justifies the necessary expenditures for hardware, software, and support.

Library Web pages include links to free Internet resources and services selected to meet community information needs and to supplement the Library collection. Some library catalog records for books and other materials include links to supplementary descriptive or related information. The Library Director may establish policies and procedures for selection of these linked Web resources. These Web resources are not part of the Library collection and their selection is not governed by this policy.

The following criteria are considered in evaluating digital resources:

- Community needs and customer requests.
- Standards in this policy for selection of similar or equivalent materials in other formats.
- User-friendly interface.
- Appropriateness of the format and design for the content.
- Links to related resources.
- Compatibility with Library and/or customer hardware and software.
- Compatibility with Library network, security, and remote authentication requirements.
- Consistent accessibility using a stable Internet address provided by a reliable organization.
- Availability to customers outside the library.
- Vendor reputation and past performance.
- Training and documentation.
- Customization options.
- Staff time required for installation, upgrades, maintenance, and customer assistance.
- Pricing options.
- Legal or technical access and usage restrictions.
- Availability of usage statistics.

3.2 Digital Reference Sources

Subscription databases and other digital reference sources may provide more complete or current information than print alternatives, enhanced search, linking, and user customization options, remote access, and more efficient use of Library space or funds. These resources should meet the selection criteria set-forth in this policy, and should include flexible, intuitive search capabilities and frequent updates when timeliness is important. Digital resources for youth should offer topics of special interest to children and/or teens, information useful in answering homework questions, and an attractive, easy-to-read display.

3.3 Ebooks and Digital Audiobooks

The popularity of ebooks and digital audiobooks has grown rapidly. However, publisher and distributor requirements currently limit the availability of ebooks for library circulation and the usability of the ebooks that are available. The Library will look for opportunities to partner with libraries, vendors, and other organizations to provide ebook collections that meet a wide variety of community needs and interests based on customer demand and the selection criteria and priorities in other sections of this policy, in formats and on devices that customers prefer, and that offer user-friendly discovery, check-out, and reading

Ebooks selected for the collection are included in the Library catalog when catalog records or staff time for original cataloging are available. In order to make ebooks as easy as possible for Library customers to locate and use, access may be provided through the Library catalog, Library web pages, vendor or partner web pages and/or public domain collections on the web.

Due to rapid developments in this area, Library staff are constantly monitoring changes in demand, technology, licensing, and acquisition options to provide the best possible ebook collections and services. Therefore, the Library Director may approve changes in these collections and services based on customer requests and/or anticipated community interest without revision of this policy.

4.0 Responsibility for Selection

Responsibility for the initial selection of library resources rests with the Library's professional staff, based on the criteria cited above, as well as on the basis of book reviews, bibliographies, subject lists, catalogs, etc. Designated staff are responsible for specific areas of the collection, under the overall direction of the Library Director.

5.0 Suggestions for Additions to the Collection

To assure the acquisitions of resources desired by Library users, customer suggestions are always considered for their addition to the collection. Patrons can request that specific items be purchased by filling out a Recommendation for Purchase form through their Library Account or at either the Harrison Memorial Library or Park Branch Library.

6.0 Gifts

The Harrison Memorial Library encourages donations of money be made to the Carmel Public Library Foundation and donations of materials be made to the Friends of the Harrison Memorial Library (see Donation of Books and Other Materials Policy). Gifts of archival materials are accepted according to the Local History Department's Collection Development Policy. The library cannot appraise the value of gift materials for income tax purposes.

The library welcomes donations of money to purchase books in memory of an individual. Donors of the funds may suggest subjects or titles to be acquired with their donation, but the library reserves the right of final decision. Bookplates may be placed in these books designating their memorial status.

7.0 Collection Maintenance, Replacement, and Weeding

Professional library staff regularly review items in the collection to ensure that they continue to meet patrons' needs. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget.

8.0 Request for Reconsideration of Materials

The Library welcomes citizen's expressions of opinion concerning materials purchased. Requests to remove materials will be considered within the context of the policies set forth in this document and the Local History Department Collection Development Policy. Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials is asked to complete and sign the Request for Reconsideration form available at either the Harrison Memorial Library or Park Branch Library. The questioned

Adopted by the Harrison Memorial Library Board of Trustees March 2010. Revised March 2018

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material will be reviewed in its entirety by the Library Director and one professional staff member, and once a decision has been made regarding the retention or removal of the material, a letter or email will be sent to the person, explaining the decision. If the person indicates dissatisfaction with the resolution, he/she may appeal to the Library Board. The Board will reconsider the decision based on whether or not the particular title conforms to the Board-approved Collection Development Policy, as outlined in the "Criteria for Selection" above.

Assembly Bill No. 1825**CHAPTER 941**

An act to add Chapter 10 (commencing with Section 19800) to Part 11 of Division 1 of Title 1 of the Education Code, relating to libraries.

[Approved by Governor September 29, 2024. Filed with
Secretary of State September 29, 2024.]

LEGISLATIVE COUNSEL'S DIGEST

AB 1825, Muratsuchi. California Freedom to Read Act.

Existing law establishes a public library system, including school libraries, unified school district and union high school district public libraries, municipal libraries, county free libraries, the California State Library, and library districts. Under existing law, the Legislature declares that the public library is, among other things, a source of information and inspiration to persons of all ages, cultural backgrounds, and economic statuses.

This bill would require every public library jurisdiction, as defined, that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy for its libraries by January 1, 2026, as specified. The bill would require the collection development policy to, among other things, (1) guide the selection and deselection of library materials, as defined, and (2) establish a process for community members to share their concerns regarding library materials and request materials be reconsidered for inclusion in the library's collection.

The bill would require the adopted policy to be sent to the State Librarian, and would authorize the State Librarian or their designee to provide technical assistance to public libraries in developing their collection development policy.

The bill would prohibit the governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, from (1) proscribing the circulation or procurement of, or access to, library materials in a public library because of the topic addressed by the library materials or because of the views, ideas, or opinions contained in materials or (2) creating policies or procedures that limit or restrict access to library materials offered by the public library, except as provided. The bill would also prohibit library materials in a public library from being excluded, and access to library materials from being limited, solely on the bases of (1) specified protected characteristics of a subject of the library materials, an author of the materials, the sources of the library materials, or the perceived or intended audience for the library materials, (2) that the materials contain inclusive and diverse perspectives, or (3) that the materials may include sexual content, except as provided. The bill would provide that a person's right to use a public

library and its resources shall not be denied or abridged solely because of personal characteristics, age, background, or views.

The bill would prohibit a librarian, library media specialist, other employee, or contractor at a public library from being subject to termination, demotion, discipline, or retaliation for (1) refusing to remove a library material before it has been reviewed in accordance with the public library's process for reconsideration of library materials or (2) making displays, acquisitions, or programming decisions that the employee believes, in good faith, are in accordance with the bill's provisions.

The bill would provide that these provisions apply to a public library, as defined, including any public library operated on a contractual basis, or operated by a city, including a general law or charter city, county, special district, or joint powers authority, except that these provisions do not apply to any school library, as defined, or any library operated by the governing board of a school district, a county board of education, or the governing body of a charter school. To the extent these provisions impose additional duties on public libraries, the bill would create a state-mandated local program.

The bill would include findings that changes proposed by this bill address a matter of statewide concern rather than a municipal affair and, therefore, apply to all cities, including charter cities.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

The people of the State of California do enact as follows:

SECTION 1. Chapter 10 (commencing with Section 19800) is added to Part 11 of Division 1 of Title 1 of the Education Code, to read:

CHAPTER 10. CALIFORNIA FREEDOM TO READ ACT

19800. This chapter shall be known, and may be cited, as the California Freedom to Read Act.

19801. The Legislature finds and declares all of the following:

(a) Libraries are essential for information, education, and enlightenment of all people of the community the library serves.

(b) Libraries provide access to books that offer teachable moments for readers of all ages and expand our understanding of people with different backgrounds, ideas, and beliefs.

(c) A person's right to use a library should not be denied or abridged solely because of personal characteristics, age, background, or views.

(d) Removing and banning books from public libraries are dangerous acts of government censorship and erode our country's commitment to freedom of expression and the right to receive information.

(e) Librarians are professionals trained to not impose their own thoughts and opinions on which ideas are right, but to make knowledge and ideas available so that people have the freedom to choose what to read.

(f) Librarians and library staff receive extensive professional training to develop and curate collections to meet the broad and diverse interests of their communities, which include, but are not limited to, literary value and developmental appropriateness of material.

19802. (a) (1) Every public library jurisdiction that directly receives any state funding, including, but not limited to, state funding pursuant to this part, shall establish, adopt, and maintain a written and publicly accessible collection development policy for its public libraries by January 1, 2026, and shall submit that collection development policy to the State Librarian. The State Librarian or their designee may provide technical assistance to public libraries in developing their collection development policy. The collection development policy, at a minimum, shall do all of the following:

(A) Establish a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.

(B) Guide the selection and deselection of library materials.

(C) Acknowledge that the public library's collection meets the broad and diverse interests of the community and respect both the library's autonomy and their specific community needs.

(D) Establish that the public library serves as a center for voluntary inquiry and the dissemination of information and ideas.

(E) Acknowledge that library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.

(F) Acknowledge the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

(2) A librarian, library media specialist, other employee, or contractor at a public library shall not be subject to termination, demotion, discipline, or retaliation for either of the following:

(A) Refusing to remove a library material before it has been reviewed in accordance with the public library's process for the reconsideration of library materials established pursuant to subparagraph (A) of paragraph (1).

(B) Making displays, acquisitions, or programming decisions that the employee or contractor believes, in good faith, are in accordance with the requirements of this section.

(b) (1) The governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, shall not proscribe or prohibit the circulation or procurement of, or access to, any library materials in a public library because of the topic addressed by the materials or because of the views, ideas, or opinions contained in those materials.

(2) (A) Library materials in public libraries shall not be excluded, and access to library materials shall not be limited, solely on the bases of any of the following:

(i) The race, nationality, gender identity, sexual orientation, religion, disability, political affiliation, or any other characteristic listed in subdivision (a) of Section 12940 of the Government Code, or the socioeconomic status of a subject of the library materials, an author of the library materials, the source of the library materials, or the perceived or intended audience for the library materials.

(ii) The library materials contain inclusive and diverse perspectives.

(iii) The library materials may include sexual content, unless that content qualifies as obscene under United States Supreme Court precedent.

(B) This paragraph does not apply to library materials excluded, or for which access is limited, pursuant to a library maintenance and deaccession policy.

(3) The governing board or body of a public library, or any body or commission designated to review the procurement, retention, or circulation of, or access to, library materials, shall not create policies or procedures that limit or restrict access to library materials offered by the public library unless the policies or procedures are adopted to preserve the safety or security of the library materials, are time, place, and manner restrictions not based on the content of materials, or are programs that provide for the effective management of the library and its resources to preserve access for all library users.

(c) A person's right to use a public library and its resources shall not be denied or abridged solely because of personal characteristics, age, background, or views.

(d) All people, regardless of personal characteristics, age, background, or views, possess a right to privacy and confidentiality in the materials they borrow from libraries.

(e) This section applies to a public library, as defined in Section 18015, including any public library operated on a contractual basis, or by a city, including a general law or charter city, county, special district, or joint powers authority, except that it does not apply to any school library, as defined in Section 18710, or any library operated by the governing board of a school district, a county board of education, or the governing body of a charter school.

(f) For purposes of this section, the following definitions apply:

(1) "Library materials" includes, but is not limited to, books, periodicals and serials, audio materials, audiovisual materials, instructional materials, maps, databases, government documents, records, photographs, and all other similar materials, whether in tangible or electronic form. "Library materials" does not include hardware, tools, instruments, computers, appliances, or other items that are not for the primary purpose of conveying ideas or information.

(2) “Public library jurisdiction” means a county, city and county, city, or any district that is authorized by law to provide public library services and that operates a public library described in subdivision (e).

SEC. 2. The Legislature finds and declares that ensuring public libraries are free of censorship is a matter of statewide concern and is not a municipal affair as that term is used in Section 5 of Article XI of the California Constitution. Therefore, Section 1 of this act adding Chapter 10 (commencing with Section 19800) to Part 11 of Division 1 of Title 1 of the Education Code applies to all cities, including charter cities.

SEC. 3. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.



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

December 4, 2024
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 2025

RECOMMENDATION:

Adopt a meeting calendar for 2025.

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 2025 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 2025 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 2025.

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 2025.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

ATTACHMENTS:

2025 Proposed Meeting Dates

2025 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 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 23 | 24 | 25 | 26 | 27 | 28 | 1 | 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 | 23 | 24 | 25 | 26 | 27 | 28 | 1 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| | | | | | | | | | | | | | | 30 | 31 | 1 | 2 | 3 | 4 | 5 | | | | | | | |
| 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 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 | 29 | 30 | 1 | 2 | 3 | 4 | 5 | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| | | | | | | | | | | | | | | | | | | | | | 31 | 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 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 | 28 | 29 | 30 | 1 | 2 | 3 | 4 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 30 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 | 26 | 27 | 28 | 29 | 30 | 31 | 1 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| | | | | | | | | | | | | | | 30 | 1 | 2 | 3 | 4 | 5 | 6 | | | | | | | |

27 - City Holiday

24 - City Holiday