



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, January 22, 2025

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/87427140675> Webinar ID: 874 2714 0675 Passcode: 342108 Dial in: 1 669 444 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.

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 December 4, 2024, Special Meeting and the January 8, 2025, Special Meeting
2. Receive the Librarian's Report for November and December 2024
3. Receive the Treasurer's Report for November and December 2024 and approve the check register for November and December 2024
4. Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction
5. Receive a report from the Carmel Public Library Foundation on recent activities
6. Receive the mid-year budget report for FY 2024-2025 and consider the reallocation of funds, provide staff with direction regarding eMaterials, and consider an increase to the Restricted Operating Reserves
7. Consideration of updates to the Library's Collection Development Policy
8. Receive a plan for the review of Library policies

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

SPECIAL MEETING
Wednesday, December 4, 2024
9:00 AM

CALL TO ORDER AND ROLL CALL

PRESENT: Gorham, Krisher, Pardue, Williams
ABSENT: Murphy
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 Gorham announced that the Library and Sunset Center had partnered on an art program and it was a big success.

Trustee Williams announced that she had stopped by the program and found the kids very engaged in what was happening.

Item B: Announcements from the Library Director

Library & Community Activities Director Wright thanked Sunset Center for partnering with the Library on the kid's art program.

ORDERS OF BUSINESS

Item 3: Approval of the Minutes for the October 23, 2024 Regular Meeting

Trustee Williams moved to approve the Minutes for the October 23, 2024 Regular Meeting, seconded by Trustee Gorham and carried by the following roll call vote:

AYES: Gorham, Williams, Krisher
NOES: None

ABSENT: Murphy

ABSTAIN: Pardue

Item 4: Receive the Librarian's Report for October 2024

Library & Community Activities Director Wright presented the report.

Item 5: Receive the Treasurer's Report for September and October 2024 and approve the check register for September and October 2024

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

The Friends of the Library presented the Library Director with a \$30,000 check at their last board meeting.

Trustee Williams moved to approve the check register for September and October 2024, seconded by Trustee Pardue and carried by the following roll call vote:

AYES: Gorham, Pardue, Williams, Krisher

NOES: None

ABSENT: Murphy

ABSTAIN: None

Item 6: 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 7: Receive a report from the Carmel Public Library Foundation on recent activities

Executive Director Alexandra Fallon presented the report.

Item 8: Receive a report on Strategic Planning progress

Library & Community Activities Director Wright presented the report.

Public Appearances

Alexandra Fallon

Item 9: Consideration of updates to the Library's Collection Development Policy

Library & Community Activities Director Wright presented the report.

Trustee Pardue move to approve the changes to the Collection Development Policy

After some discussion, Trustee Pardue withdrew his motion.

The Board requested that the item be brought back to the January meeting and staff work on the policy's repetitiveness.

Item 10: Consideration of the adoption of a meeting calendar for 2025

Library & Community Activities Director Wright presented the report.

Trustee Williams moved to approve the meeting calendar for 2025 with the November/December Special Meeting scheduled for Wednesday, December 3, 2025, seconded by Trustee Krisher and carried by the following roll call vote:

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

FUTURE AGENDA ITEMS

- Collection Development Policy
- Saturday hours
- Mid-year budget
- Draft Strategic Plan
- Policy review schedule

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:37 a.m. The next Regular Meeting is scheduled for Wednesday, January 22, 2025.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

Harrison Memorial Library Board of Trustees Meeting Minutes

SPECIAL MEETING
Wednesday, January 8, 2025

9:00 AM

CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIANCE

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

PUBLIC APPEARANCES

Mayor Bryne

ORDERS OF BUSINESS

Item 1: Master Plan Ad Hoc Committee review and discussion about the Harrison Memorial Library Board of Trustees' authority in general and with regards the renovation project for the Harrison Memorial Library and provide direction

Library & Community Activities Director Wright presented the report.

Public Appearances
Alexandra Fallon
Mayor Dale Bryne

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:35 a.m. The next Regular Meeting is scheduled for Wednesday, January 22, 2025.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

November 30, 2024

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	6.30	1,578	1,767	8,870	8,344
Non-Fiction	-9.84	887	1,001	5,083	5,638
Magazines	46.44	74	69	350	239
Audio/Video	2.53	952	1,137	5,267	5,137
ADULT CIRCULATION TOTAL:	1.10	3,491	3,974	19,570	19,358
Juvenile Circulation:					
Fiction	18.13	2,412	2,415	13,112	11,100
Non-Fiction	28.64	578	728	3,566	2,772
Magazines	20.44	24	23	165	137
Audio/Video	16.76	152	188	857	734
JUVENILE CIRCULATION TOTAL:	20.06	3,166	3,354	17,700	14,743
CIRCULATION TOTAL:	9.29	6,657	7,328	37,270	34,101
ELECTRONIC CHECKOUTS:	77.98	12,730	11,476	53,918	30,294
HOLD REQUESTS:	-9.61	839	781	4,385	4,851
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

November 30, 2024

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	10.34	1,566	1,546	7,494	6,792
Non-Residents:					
Monterey County	9.00	4,750	5,457	26,919	24,697
Other Zip Codes	1.85	341	325	2,857	2,805
NON-RESIDENT CIRCULATION TOTAL	8.27	5,091	5,782	29,776	27,502
PATRON REGISTRATION:	<small>Patron Data Base Purge 04/24</small>				
Carmel by-the-Sea Residents	129.58	32	47	163	71
Monterey County Residents	5.43	75	103	505	479
Other Borrowers	1,186.55	730	1,532	5,262	409
REGISTRATION TOTAL:	518.35	837	1,682	5,930	959
TOTAL # OF CARDHOLDERS:	35.33	16,107	15,320	16,107	11,902

Patron Visit Count					
HML Building	15.85	5,478	6,813	36,628	31,616
Park Branch Building	#DIV/0!				
Local History	-6.15	39	35	183	195
Youth Services Dept.	-6.17	4,340	5,193	24,229	25,821
PATRON VISIT TOTAL:	5.91	9,857	12,041	61,040	57,632

LIBRARIAN'S MONTHLY REPORT

November 30, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	25.97	936	1,283	5,961	4,732
Youth Services Desk	75.32	490	431	2,749	1,568
Local History Desk	59.27	70	75	395	248
TOTAL REFERENCE QUESTIONS:	39.05	1496	1789	9105	6548
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-24.83	620	811	4,169	5,546
VOLUNTEER HOURS					
	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-48.57	3	5	18	35
Park Branch		11	0	42	0
Harrison - Main	38.83	32	30	143	103
TOTALS:	47.10	46	35	203	138
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

November 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)	0.00	6	8	19	19
TOTAL ATTENDANCE	23.99	223	249	770	621
SCHOOL AGE PROGRAMS (6-11 YRS)	-46.67	5	2	8	15
TOTAL ATTENDANCE	-59.88	92	57	201	501
TEEN PROGRAMS (12-18 YRS)	100.00	3	5	16	8
TOTAL ATTENDANCE:	145.71	24	21	86	35
ADULT PROGRAMS	112.50	3	5	17	8
TOTAL ATTENDANCE	98.03	219	370	1,204	608
OFFSITE PROGRAMS	133.33	5	1	7	3
TOTAL ATTENDANCE	178.75	206	281	761	273
LOCAL HISTORY PROGRAMS	#DIV/0!	5	2	9	0
TOTAL ATTENDANCE	#DIV/0!	206	301	788	0

LIBRARIAN'S MONTHLY REPORT

December 31, 2024

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	9.10	1,657	1,578	10,527	9,649
Non-Fiction	-7.33	818	887	5,901	6,368
Magazines	40.14	41	74	391	279
Audio/Video	4.64	999	952	6,266	5,988
ADULT CIRCULATION TOTAL:	3.59	3,515	3,491	23,085	22,284
Juvenile Circulation:					
Fiction	85.41	1,619	2,412	14,731	7,945
Non-Fiction	57.88	441	578	4,007	2,538
Magazines	2,212.50	20	24	185	8
Audio/Video	73.64	98	152	955	550
JUVENILE CIRCULATION TOTAL:	80.04	2,178	3,166	19,878	11,041
CIRCULATION TOTAL:	28.92	5,693	6,657	42,963	33,325
ELECTRONIC CHECKOUTS:	140.67	13112	12,730	67030	27,851
HOLD REQUESTS:	-18.86	675	839	5,060	6,236
INTERLIBRARY LOAN:					
ILL to Other Libraries	#DIV/0!	0	0	0	0
ILL from Other Libraries	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

December 31, 2024

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	14.36535719	1,327	1,566	8,821	7,713
Non-Residents:					
Monterey County	9.32	4,141	4,750	31,060	28,413
Other Zip Codes	-2.59	225	341	3,082	3,164
NON-RESIDENT CIRCULATION TOTAL	8.12	4,366	5,091	34,142	31,577
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	113.92	6	32	169	79
Monterey County Residents	-1.61	46	75	551	560
Other Borrowers	1,027.78	16	730	5,278	468
REGISTRATION TOTAL:	441.82	68	837	5,998	1,107
TOTAL # OF CARDHOLDERS:	34.70	16,175	16,107	16,175	12,008

Patron Visit Count					
HML Building	14.14	4,414	5,478	41,042	35,959
Park Branch Building					
Local History	-4.29	18	39	201	210
Youth Services Dept.	-2.90	2,716	4,340	26,945	27,750
PATRON VISIT TOTAL:	6.68	7,148	9,857	68,188	63,919

LIBRARIAN'S MONTHLY REPORT

December 31, 2024

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	29.31	891	936	6,852	5,299
Youth Services Desk	61.47	335	490	3,084	1,910
Local History Desk	42.86	45	70	440	308
TOTAL REFERENCE QUESTIONS:	38.03	1271	1,496	10376	7,517
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-24.12	697	620	4,866	6,413
VOLUNTEER HOURS					
	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-52.38	2	3	20	42
Park Branch	#DIV/0!	12.00	11	54	0
Harrison - Main	44.74	22	32	165	114
TOTALS:	53.21	36	46	239	156
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

December 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	3	6	22	22
TOTAL ATTENDANCE	24.57	92	223	862	692
SCHOOL AGE PROGRAMS (6-11 YRS)	-52.63	1	5	9	19
TOTAL ATTENDANCE	-59.45	170	92	371	915
TEEN PROGRAMS (12-18 YRS)	125.00	2	3	18	8
TOTAL ATTENDANCE:	188.57	15	24	101	35
ADULT PROGRAMS	90.00	2	3	19	10
TOTAL ATTENDANCE	100.55	246	219	1,450	723
OFFSITE PROGRAMS	133.33	0	5	7	3
TOTAL ATTENDANCE	178.75	0	206	761	273
LOCAL HISTORY PROGRAMS	#DIV/0!	1	5	10	0
TOTAL ATTENDANCE	#DIV/0!	152	206	940	0

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

Harrison Memorial Library

Balance Sheet

Attachment 1

As of November 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	192,522.79
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	\$1,453,828.38
Total Current Assets	\$1,453,828.38
TOTAL ASSETS	\$1,453,828.38
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	177.44
Total Equity	\$1,453,828.38
TOTAL LIABILITIES AND EQUITY	\$1,453,828.38

Table 1

Budget v Actuals FY 2023-2024					
July 2023 - Nov 2024					
Total					
Actual					
Budget					
Over Budget					
Income					
Total 2100					
CARMEL LIBRARY FOUNDATION		\$91,659.48	\$152,500.00		-\$60,840.52
22000 Donations		\$0.00	\$0.00		\$300.00
28000 Uncategorized Revenue		\$0.00	\$0.00		\$0.00
24000 Friends of HML		\$30,000.00	\$9,166.65		\$20,833.35
23100 Interest Bradney		\$2,886.15	\$1,458.35		\$1,427.80
23200 Interest - Other		\$25,983.32	\$12,500.00		\$13,483.32
Total 23000 INTEREST INCOME		\$28,869.47	\$13,958.35		\$14,911.12
25000 Library Operations		\$789.49	\$2,916.65		-\$2,127.16
TOTAL INCOME		\$151,318.44	\$178,541.65		-\$27,223.21
Expenses					
30000 ADMINISTRATIVE					
Total 31000 Finance		\$1,501.90	\$3,781.25		-\$2,279.35
Total 32000 Library Promotions		\$2,261.42	\$3,770.85		-\$1,509.43
Total 33000 Supplies		\$3,828.55	\$5,691.65		-\$1,863.10
Total 34000 Organizational Development		\$12,496.80	\$10,125.00		\$2,371.00

Table 1

Budget v Actuals FY 2023-2024					
Total 30000 ADMINISTRATIVE		\$20,088.67	\$23,368.75	-\$3,280.08	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$3,427.58	\$13,416.70	-\$9,989.12	
50000 IT					
Total 50000 IT		\$2,175.44	\$1,791.65	\$383.79	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$15,593.85	\$17,750.00	-\$2,156.15	
Total 62000 TEEN COLLECTION		\$2,900.36	\$4,583.35	-\$1,682.99	
Total 63000 KIDS COLLECTION		\$12,855.17	\$12,916.70	-\$61.53	
Total 64000 REFERENCE		\$1,943.54	\$2,125.00	-\$181.46	
Total 65000 ZIP BOOKS		\$7,477.70	\$7,916.65	-\$483.95	
Total 60000 HARD COPY MATERIAL		\$40,770.62	\$45,291.70	-\$4,521.08	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$22,172.28	\$23,941.70	-\$1,769.42	
70000 DATABASES					
Total 70000 DATABASES		\$7,308.48	\$4,689.65	\$2,618.83	
72000 eMaterial					

Table 1

Budget v Actuals FY 2023-2024					
Total 72000 eMaterial		\$37,198.37	\$34,770.90	\$2,427.47	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$4,129.41	\$7,500.05	-\$3,370.64	
Total 82000 TEEN PROGRAMS		\$1,201.06	\$3,333.35	-\$2,132.29	
Total 83000 KIDS PROGRAMS		\$5,092.11	\$14,375.05	-\$9,282.94	
Total 85000 LOCAL HISTORY PROGRAMS		\$7,576.98	\$9,375.00	-\$1,798.02	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$17,999.56	\$34,583.45	-\$16,583.89	
Total Expenses		\$151,141.00	\$181,854.50	-\$30,713.50	
Net Operating Income		\$177.44	\$3,312.85	\$3,490.29	
Net income		\$177.44	-\$3,312.85	\$3,490.29	

Harrison Memorial Library

Check Detail Report

November 1-30, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	Attachment	CLEARED	AMOUNT
10000 Wells Fargo Checking							
22661							
11/01/2024	Check	6857				Cleared	-\$662.20
11/01/2024	Check	6857		CHECK 6857			\$662.20
22625							
11/07/2024	Bill Payment (Check)	6867	Amazon Capital Services, Inc.			Reconciled	-\$302.36
11/07/2024	Bill Payment (Check)	6867	Amazon Capital Services, Inc.				-\$302.36
22626							
11/07/2024	Bill Payment (Check)	6868	BAKER & TAYLOR			Reconciled	-\$4,113.24
11/07/2024	Bill Payment (Check)	6868	BAKER & TAYLOR				-\$4,113.24
22627							
11/07/2024	Bill Payment (Check)	6869	GOLDEN GATE BOOKKEEPING			Reconciled	-\$375.00
11/07/2024	Bill Payment (Check)	6869	GOLDEN GATE BOOKKEEPING				-\$375.00
22628							
11/07/2024	Bill Payment (Check)	6870	INGRAM LIBRARY SERVICES			Reconciled	-\$27.43
11/07/2024	Bill Payment (Check)	6870	INGRAM LIBRARY SERVICES				-\$27.43
22629							
11/07/2024	Bill Payment (Check)	6871	KANOPY			Reconciled	-\$1,839.00
11/07/2024	Bill Payment (Check)	6871	KANOPY				-\$1,839.00
22630							
11/07/2024	Bill Payment (Check)	6872	LAUREL THOMSEN			Reconciled	-\$300.00
11/07/2024	Bill Payment (Check)	6872	LAUREL THOMSEN				-\$300.00
22631							
11/07/2024	Bill Payment (Check)	6873	Megan Cassamas			Reconciled	-\$150.00
11/07/2024	Bill Payment (Check)	6873	Megan Cassamas				-\$150.00
22632							
11/07/2024	Bill Payment (Check)	6874	Midwest Tape			Reconciled	-\$319.53
11/07/2024	Bill Payment (Check)	6874	Midwest Tape				-\$319.53
22633							
11/07/2024	Bill Payment (Check)	6875	OVERDRIVE			Reconciled	-\$245.97
11/07/2024	Bill Payment (Check)	6875	OVERDRIVE				-\$245.97
22648							
11/14/2024	Bill Payment (Check)	6876	Amazon Capital Services, Inc.			Reconciled	-\$1,380.43
11/14/2024	Bill Payment (Check)	6876	Amazon Capital Services, Inc.				-\$1,380.43
22649							
11/14/2024	Bill Payment (Check)	6877	BAKER & TAYLOR			Reconciled	-\$934.76
11/14/2024	Bill Payment (Check)	6877	BAKER & TAYLOR				-\$934.76
22650							
11/14/2024	Bill Payment (Check)	6878	Midwest Tape			Reconciled	-\$135.36
11/14/2024	Bill Payment (Check)	6878	Midwest Tape				-\$135.36
22651							
11/14/2024	Bill Payment (Check)	6879	OVERDRIVE			Reconciled	-\$2,890.47
11/14/2024	Bill Payment (Check)	6879	OVERDRIVE				-\$2,890.47
22652							
11/14/2024	Bill Payment (Check)	6880	PACIFIC GROVE SELF STORAGE			Reconciled	-\$407.00
11/14/2024	Bill Payment (Check)	6880	PACIFIC GROVE SELF STORAGE				-\$407.00
22655							
11/14/2024	Bill Payment (Check)	6881	INVENGO AMERICAN CORP.			Reconciled	-\$2,586.00
11/14/2024	Bill Payment (Check)	6881	INVENGO AMERICAN CORP.				-\$2,586.00
22656							
11/14/2024	Bill Payment (Check)	6882	PastPerfect Software Inc.			Reconciled	-\$696.00
11/14/2024	Bill Payment (Check)	6882	PastPerfect Software Inc.				-\$696.00

Harrison Memorial Library

Check Detail Report

November 1-30, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	Attachment	CLEARED	AMOUNT
22665							
11/18/2024	Bill Payment (Check)	6883	WELLS FARGO 2675			Reconciled	-\$1,945.62
11/18/2024	Bill Payment (Check)	6883	WELLS FARGO 2675				-\$1,945.62
22685							
11/21/2024	Bill Payment (Check)	6884	Amazon Capital Services, Inc.			Reconciled	-\$323.71
11/21/2024	Bill Payment (Check)	6884	Amazon Capital Services, Inc.				-\$323.71
22686							
11/21/2024	Bill Payment (Check)	6885	BAKER & TAYLOR			Reconciled	-\$1,732.70
11/21/2024	Bill Payment (Check)	6885	BAKER & TAYLOR				-\$1,732.70
22687							
11/21/2024	Bill Payment (Check)	6886	JESSICA EVE BUNN			Reconciled	-\$100.00
11/21/2024	Bill Payment (Check)	6886	JESSICA EVE BUNN				-\$100.00
22688							
11/21/2024	Bill Payment (Check)	6887	KAL-WEST			Reconciled	-\$200.00
11/21/2024	Bill Payment (Check)	6887	KAL-WEST				-\$200.00
22689							
11/21/2024	Bill Payment (Check)	6888	MaryLee Sunseri			Reconciled	-\$150.00
11/21/2024	Bill Payment (Check)	6888	MaryLee Sunseri				-\$150.00
22690							
11/21/2024	Bill Payment (Check)	6889	Midwest Tape			Reconciled	-\$551.73
11/21/2024	Bill Payment (Check)	6889	Midwest Tape				-\$551.73
22691							
11/21/2024	Bill Payment (Check)	6890	OVERDRIVE			Reconciled	-\$447.65
11/21/2024	Bill Payment (Check)	6890	OVERDRIVE				-\$447.65
22708							
11/26/2024	Bill Payment (Check)	6891	ALHAMBRA			Reconciled	-\$116.88
11/26/2024	Bill Payment (Check)	6891	ALHAMBRA				-\$116.88
22709							
11/26/2024	Bill Payment (Check)	6892	Amazon Capital Services, Inc.			Reconciled	-\$478.27
11/26/2024	Bill Payment (Check)	6892	Amazon Capital Services, Inc.				-\$478.27
22710							
11/26/2024	Bill Payment (Check)	6893	BAKER & TAYLOR			Reconciled	-\$718.77
11/26/2024	Bill Payment (Check)	6893	BAKER & TAYLOR				-\$718.77
22711							
11/26/2024	Bill Payment (Check)	6894	DEMCO			Reconciled	-\$64.02
11/26/2024	Bill Payment (Check)	6894	DEMCO				-\$64.02
22712							
11/26/2024	Bill Payment (Check)	6895	MANTRA LINGUA LTD.			Uncleared	-\$575.50
11/26/2024	Bill Payment (Check)	6895	MANTRA LINGUA LTD.				-\$575.50
22713							
11/26/2024	Bill Payment (Check)	6896	Midwest Tape			Reconciled	-\$113.19
11/26/2024	Bill Payment (Check)	6896	Midwest Tape				-\$113.19
22714							
11/26/2024	Bill Payment (Check)	6897	OVERDRIVE			Reconciled	-\$564.94
11/26/2024	Bill Payment (Check)	6897	OVERDRIVE				-\$564.94
22839							
11/30/2024	Expense		STATE OF CALIFORNIA			Reconciled	-\$0.39
11/30/2024	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD			\$0.39

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

Harrison Memorial Library

Balance Sheet

Attachment 3

As of December 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	268,111.39
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	\$1,529,416.98
Total Current Assets	\$1,529,416.98
TOTAL ASSETS	\$1,529,416.98
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	75,766.04
Total Equity	\$1,529,416.98
TOTAL LIABILITIES AND EQUITY	\$1,529,416.98

Table 1

Budget v Actuals FY 2023-2024					
July 2023 - Dec 2024					
Total					
Actual					
Budget					
Over Budget					
Income					
Total 2100					
CARMEL LIBRARY FOUNDATION		\$183,159.48	\$183,000.00	\$159.48	
22000 Donations		\$0.00	\$0.00	\$300.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$30,000.00	\$10,999.98	\$19,000.02	
23100 Interest Bradney		\$2,886.15	\$1,750.02	\$1,136.13	
23200 Interest - Other		\$25,985.14	\$15,000.00	\$10,985.14	
Total 23000 INTEREST INCOME		\$28,871.29	\$16,750.02	\$12,121.27	
25000 Library Operations		\$5,966.49	\$3,499.98	\$2,466.51	
TOTAL INCOME		\$247,997.26	\$214,249.98	\$33,747.28	
Expenses					
30000 ADMINISTRATIVE					
Total 31000 Finance		\$1,877.33	\$4,537.50	-\$2,660.17	
Total 32000 Library Promotions		\$2,418.42	\$4,525.02	-\$2,106.60	
Total 33000 Supplies		\$4,037.80	\$6,829.98	-\$2,792.18	
Total 34000 Organizational Development		\$12,546.80	\$12,150.00	\$396.80	

Table 1

Budget v Actuals FY 2023-2024					
Total 30000 ADMINISTRATIVE		\$20,880.35	\$28,042.50	-\$7,162.15	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$4,307.43	\$16,100.04	-\$11,792.61	
50000 IT					
Total 50000 IT		\$2,175.44	\$2,149.98	\$25.46	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$16,694.81	\$21,300.00	-\$4,605.19	
Total 62000 TEEN COLLECTION		\$2,995.78	\$5,500.02	-\$2,504.24	
Total 63000 KIDS COLLECTION		\$14,705.90	\$15,500.04	-\$794.14	
Total 64000 REFERENCE		\$2,396.77	\$2,550.00	-\$153.23	
Total 65000 ZIP BOOKS		\$8,206.76	\$9,499.98	-\$1,293.22	
Total 60000 HARD COPY MATERIAL		\$45,000.02	\$54,350.04	-\$9,350.02	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$27,336.34	\$28,730.04	-\$1,393.70	
70000 DATABASES					
Total 70000 DATABASES		\$7,308.48	\$5,677.58	\$1,630.90	
72000 eMaterial					

Table 1

Budget v Actuals FY 2023-2024					
Total 72000 eMaterial		\$42,930.95	\$41,725.08	\$1,205.87	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$5,188.60	\$9,000.06	-\$3,811.46	
Total 82000 TEEN PROGRAMS		\$1,778.36	\$4,000.02	-\$2,221.66	
Total 83000 KIDS PROGRAMS		\$6,701.27	\$17,250.06	-\$10,548.79	
Total 85000 LOCAL HISTORY PROGRAMS		\$8,623.98	\$11,250.00	-\$2,626.02	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$22,292.21	\$41,500.14	-\$19,207.93	
Total Expenses		\$172,231.22	\$218,275.40	-\$46,044.18	
Net Operating Income		\$75,766.04	-\$4,025.42	\$79,791.46	
Net income		\$75,766.04	-\$4,025.42	\$79,791.46	

Harrison Memorial Library

Check Detail Report

December 1-31, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	Attachment	CLEARED	AMOUNT
10000 Wells Fargo Checking							
22729							
12/05/2024	Bill Payment (Check)	6898	Amazon Capital Services, Inc.			Reconciled	-\$385.20
12/05/2024	Bill Payment (Check)	6898	Amazon Capital Services, Inc.				-\$385.20
22730							
12/05/2024	Bill Payment (Check)	6899	BAKER & TAYLOR			Reconciled	-\$1,545.61
12/05/2024	Bill Payment (Check)	6899	BAKER & TAYLOR				-\$1,545.61
22731							
12/05/2024	Bill Payment (Check)	6900	DAVID HOLODILOFF			Reconciled	-\$900.00
12/05/2024	Bill Payment (Check)	6900	DAVID HOLODILOFF				-\$900.00
22732							
12/05/2024	Bill Payment (Check)	6901	GOLDEN GATE BOOKKEEPING			Reconciled	-\$375.00
12/05/2024	Bill Payment (Check)	6901	GOLDEN GATE BOOKKEEPING				-\$375.00
22733							
12/05/2024	Bill Payment (Check)	6902	JENNIFER C WATERS			Reconciled	-\$600.00
12/05/2024	Bill Payment (Check)	6902	JENNIFER C WATERS				-\$600.00
22734							
12/05/2024	Bill Payment (Check)	6903	KAL-WEST			Reconciled	-\$200.00
12/05/2024	Bill Payment (Check)	6903	KAL-WEST				-\$200.00
22735							
12/05/2024	Bill Payment (Check)	6904	KANOPY			Reconciled	-\$2,298.00
12/05/2024	Bill Payment (Check)	6904	KANOPY				-\$2,298.00
22736							
12/05/2024	Bill Payment (Check)	6905	KONA ICE OF MONTEREY & SALINAS			Uncleared	-\$475.00
12/05/2024	Bill Payment (Check)	6905	KONA ICE OF MONTEREY & SALINAS				-\$475.00
22737							
12/05/2024	Bill Payment (Check)	6906	OVERDRIVE			Reconciled	-\$215.91
12/05/2024	Bill Payment (Check)	6906	OVERDRIVE				-\$215.91
22760							
12/12/2024	Bill Payment (Check)	6907	Amazon Capital Services, Inc.			Reconciled	-\$360.83
12/12/2024	Bill Payment (Check)	6907	Amazon Capital Services, Inc.				-\$360.83
22761							
12/12/2024	Bill Payment (Check)	6908	AV TRANSFER			Reconciled	-\$40.00
12/12/2024	Bill Payment (Check)	6908	AV TRANSFER				-\$40.00
22762							
12/12/2024	Bill Payment (Check)	6909	BAKER & TAYLOR			Reconciled	-\$1,053.95
12/12/2024	Bill Payment (Check)	6909	BAKER & TAYLOR				-\$1,053.95
22763							
12/12/2024	Bill Payment (Check)	6910	EBSCO			Reconciled	-\$3,653.28
12/12/2024	Bill Payment (Check)	6910	EBSCO				-\$3,653.28
22764							
12/12/2024	Bill Payment (Check)	6911	LAYER 1 NETWORKS, INC			Reconciled	-\$879.85
12/12/2024	Bill Payment (Check)	6911	LAYER 1 NETWORKS, INC				-\$879.85
22765							
12/12/2024	Bill Payment (Check)	6912	Midwest Tape			Reconciled	-\$91.36
12/12/2024	Bill Payment (Check)	6912	Midwest Tape				-\$91.36
22766							
12/12/2024	Bill Payment (Check)	6913	OVERDRIVE			Reconciled	-\$3,055.06
12/12/2024	Bill Payment (Check)	6913	OVERDRIVE				-\$3,055.06
22768							
12/17/2024	Bill Payment (Check)	6914	WELLS FARGO 2675			Reconciled	-\$437.85
12/17/2024	Bill Payment (Check)	6914	WELLS FARGO 2675				-\$437.85

Harrison Memorial Library

Check Detail Report

December 1-31, 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	Attachment	CLEARED	AMOUNT
22782							
12/19/2024	Bill Payment (Check)	6915	Amazon Capital Services, Inc.			Reconciled	-\$723.66
12/19/2024	Bill Payment (Check)	6915	Amazon Capital Services, Inc.				-\$723.66
22783							
12/19/2024	Bill Payment (Check)	6916	BAKER & TAYLOR			Reconciled	-\$2,415.11
12/19/2024	Bill Payment (Check)	6916	BAKER & TAYLOR				-\$2,415.11
22784							
12/19/2024	Bill Payment (Check)	6917	Michael Buffo			Reconciled	-\$600.00
12/19/2024	Bill Payment (Check)	6917	Michael Buffo				-\$600.00
22785							
12/19/2024	Bill Payment (Check)	6918	Midwest Tape			Cleared	-\$63.51
12/19/2024	Bill Payment (Check)	6918	Midwest Tape				-\$63.51
22786							
12/19/2024	Bill Payment (Check)	6919	OVERDRIVE			Reconciled	-\$163.61
12/19/2024	Bill Payment (Check)	6919	OVERDRIVE				-\$163.61
22787							
12/19/2024	Bill Payment (Check)	6920	PACIFIC GROVE SELF STORAGE			Reconciled	-\$407.00
12/19/2024	Bill Payment (Check)	6920	PACIFIC GROVE SELF STORAGE				-\$407.00
22789							
12/19/2024	Bill Payment (Check)	6921	John Paul Foster II			Reconciled	-\$150.00
12/19/2024	Bill Payment (Check)	6921	John Paul Foster II				-\$150.00
22846							
12/31/2024	Expense		STATE OF CALIFORNIA			Reconciled	-\$0.43
12/31/2024	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD			\$0.43



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

January 22, 2025
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.

In Fall 2024 the City issued a Request for Proposals for Architectural Services for the renovation of the Harrison Memorial Library and the City Council agreed to the Carmel Public Library Foundation's (CPLF) proposal for an Architect Selection Committee to review applications and to make a recommendation regarding a project architect to the Trustees and Council for their final approval.

As a new year begins, negotiations between the City and CPLF regarding funding remain ongoing, the Architect Review Committee has narrowed down a recommendation for a project architect, and the CPLF continues their fundraising efforts.

Contract negotiations between the City and the CPLF remain ongoing. This will need to be completed and reviewed by the Library Board of Trustees and approved by the 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

January 22, 2025
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Receive the mid-year budget report for FY 2024-2025 and consider the reallocation of funds, provide staff with direction regarding eMaterials, and consider an increase to the Restricted Operating Reserves

RECOMMENDATION:

1. Receive the mid-year budget report for FY 2024-2025
2. Approve reallocating funds:
 - \$1,000 from 32300 Print Advertising to 31200 Audit
 - \$479.44 from 54000 Software to 55000 Internet/Telephone
 - \$1,000 from 62100 Fiction (Teen) to 62300 Graphic Novels (Teen)
 - \$4,000 from 66200 Materials Processing and \$2,000 from 66300 Replacements for a total of \$6,000 to 66100 OCLC Cataloging
 - \$1,500 from 62200 Non-Fiction (Teen) to 82100 Performers (Teen) for spring programs.
3. Provide staff with direction with regards re-allocating eMaterials funds.
4. Approve increasing the Operating Reserves to be in alignment with the Library's Financial Policy

BACKGROUND/SUMMARY:

During the course of the fiscal year, information regarding revenue and expenditure patterns becomes available, and the budget may need to be adjusted accordingly. This staff report includes an overview of the current revenues and expenditures as of January 15, 2025.

Overall departmental expenditures total 42% of budgeted funds. Departmental expenditures vary in terms of expended funds - usually due to either annual billing as opposed to monthly or one time purchases such as furniture that have not yet been made. Revenues are slightly higher than projected at 58% due to additional unanticipated funds from the Friends of the Library and interest rates remaining high.

FISCAL IMPACT:

Revenue

There have been no changes to the quarterly disbursements from the Carmel Public Library Foundation, so

that remains on track. The Friends of the Library presented the Library with their annual contribution in the amount of \$30,000 - \$8,000 more than anticipated. Since their pivot away from the large annual book sale to ongoing book sales in the book room, Park Branch Lobby, and Farmers Market, the Friends have far exceeded the amount taken in from the annual sale alone.

Local Agency Investment Fund (LAIF) interest rates have remained high, though did start to dip down in December. Based on last fiscal year and the anticipated decrease in interest rates staff estimated that interest income would be \$33,500 for the entire fiscal year. However, at only halfway through the fiscal year interest income is already 86% of that at \$28,871. With interest rates remaining only very slowly starting to come down, it is likely that the Library will see an additional \$10-15,000 in revenue from interest income before the end of the fiscal year.

Income from Library Operations is at 85% of what was anticipated for this fiscal year. This was due to an unanticipated donation in the amount of \$5,000.

Overall, income is at 57% of what was anticipated for FY 2024-2025.

Expenditures

Administration

Overall Administration spending is only at 38%. Partly, this is due to the additional \$8,000 that the Trustees authorized transferring from reserves for Strategic Planning that went largely unexpended, due to the strategic planning consultant not being able to complete the project due to unforeseen circumstances. Accounting for this, the Administration budget is closer to 44% of funds expended. Staff recommends transferring the remaining funds earmarked for strategic planning back to reserves.

The Library just received the audit bill from the City in the amount of \$5,000 which is \$1,000 more than budgeted and is the first increase from the auditor in 5 years. Staff recommends transferring funds from 32300 Print Advertising to 31200 Audit in the amount of \$1,000 to offset this shortfall. Remaining Print Advertising funds will be adequate for Summer Reading ads.

Equipment

The Equipment budget is only at 15% of spending thus far, which will be remedied this spring with one time purchases for new shelves throughout the Local History vault, a new fire-safe door, and some additional equipment to ensure the safety of collections. In addition, there will be a one time purchase of new shelves for the Teen Lounge. Of note - most of the Library's annual maintenance contracts come due in the spring.

IT

The IT budget is at 50% of spending for this year. Security and the majority of Software are both billed in the spring. Account 55000 Internet/Telephone has been overspent by \$479. Internet for the Library is provided through the CENIC network - now administered by the Imperial County Office of Education (ICOE). In the past we have typically seen an ERATE credit to offset these costs, however, Federal and State Governments are taking more time to disburse these funds, in addition to the time that CENIC takes to reconcile. According to ICOE the Library will see a reimbursement check, it is just unclear when at this point. Staff recommends offsetting this overage with funds from the Software budget.

Hard Copy Materials

Spending for hard copy materials is at 45%, with underspending in both the Adult areas, in particular for the Teen collections. Circulation for Teen collection has always been very different and unpredictable as compared with the Adult and Kids collections - even with increased use of the Teen Lounge and program attendance. Fiction for Teens simply does not circulate, with the exception of classics like the Harry Potter or Hunger Games series. Non-fiction gets most of its use in-house and the highest circulating group of books are the graphic novels and manga. There are also space issues in the department and without books circulating there is nowhere to put the incoming books. The Teen Librarian will be working on weeding the fiction collection with a heavy hand to make additional room for manga and will be purchasing more shelves. Staff recommends moving \$1,000 from 62100 Fiction (Teen) to 62300 Graphic Novels (Teen). Further staff recommend moving \$1,500 from 62200 Non-Fiction (Teen) to 82100 Performers (Teen) for spring programs.

Technical Services

Technical Services is at 50% of spending for the fiscal year. 66100 OCLC Cataloging is at 61% of spending and staff recommends allocating \$4,000 from 66200 Materials Processing and \$2,000 from 66300 Replacements for a total of \$6,000 to avoid going over budget for OCLC Cataloging.

Databases

Databases are all billed on an annual basis either at the beginning of the fiscal year or towards the end of the fiscal year. With the exception of two of the spring bills, all database subscriptions have been received and paid.

eMaterials

eMaterial spending is at 57% of the budgeted funds for the fiscal year, however is not projected to go over budget. At the end of September Hoopla sunsetted with only 74% of budget funds expended. Kanopy spending is at 51%, so right on track though staff is monitoring this closely to avoid a situation similar to Hoopla and they are structured similarly. EBook spending is slightly over budget with 53% of funds expended which is easy to course correct in either of two ways: 1. slow spending or 2. transfer some of the remaining funds from Hoopla to offset the current overage. A third potential option for consideration would be to transfer all of the remaining Hoopla funds to EBooks and expend the funds knowing that EBook circulation remains robust. Staff will look to the Trustees for their preference. At this point EBook circulation is still exceeding overall hardcopy circulation, while hardcopy spending is outpacing EBook spending.

Programs

Programs are at 28% of spending for the year. This is in part because 20% of the budget is allocated to Summer Reading, for which planning doesn't happen until later in the spring. In addition there is the Kids Author program scheduled for March and some invoices that have not come in yet for the Oral History program. No changes are recommended to the programs budget with the exception of re-allocating \$1,500 from 62200 Non-Fiction (Teen) to 82100 Performers (Teen) for spring programs.

Adjustments

Staff recommends reallocating funds as follows:

- \$1,000 from 32300 Print Advertising to 31200 Audit

- \$479.44 from 54000 Software to 55000 Internet/Telephone
- \$1,000 from 62100 Fiction (Teen) to 62300 Graphic Novels (Teen)
- \$4,000 from 66200 Materials Processing and \$2,000 from 66300 Replacements for a total of \$6,000 to 66100 OCLC Cataloging
- \$1,500 from 62200 Non-Fiction (Teen) to 82100 Performers (Teen) for spring programs.

Staff looks to the Trustees for direction with regards to eMaterials.

Reserves

With the increase in the overall budget over the past two fiscal years the Restricted Operating Reserves need to be increased.

Per the Library's Financial Policy:

Restricted Operating Reserves

1. The Board shall maintain a permanent "Restricted Operating Reserve" equal to six months of expenditures from the current fiscal year's Restricted Fund Operating Budget. This reserve will be maintained for Restricted Fund Operating Budget expenditures in the following fiscal year.

The Restricted Operating Reserves currently stand at \$175,127.25 and should be adjusted to \$214,250, an increase of \$39,122.75. Staff recommends transferring the \$8,000 surplus from the Friends of the Library and \$7,000 earmarked for strategic planning (34100 Staff Training/Conferences) - total of \$15,000 to the Restricted Operating Reserves.

At the start of the next FY 2025-2026 staff recommends that the \$24,122.75 be made-up from anticipated additional interest income from FY 2024-2025, to be offset, if needed with funds from Unrestricted Reserves.

ATTACHMENTS:

FY 2024-2025 YTD

Harrison Memorial Library

Attachment 1

Budget vs. Actuals: FY2024-2025 - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
20000 Revenue				
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)				
21100 CPLF - Operating Expenses	183,159.48	366,000.00	-182,840.52	50.04 %
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	183,159.48	366,000.00	-182,840.52	50.04 %
23000 INTEREST INCOME				
23100 Interest - Bradney	2,886.15	3,500.00	-613.85	82.46 %
23200 Interest - Other	25,985.14	30,000.00	-4,014.86	86.62 %
Total 23000 INTEREST INCOME	28,871.29	33,500.00	-4,628.71	86.18 %
24000 Friends of HML	30,000.00	22,000.00	8,000.00	136.36 %
25000 Library Operations	5,966.49	7,000.00	-1,033.51	85.24 %
28000 Uncategorized Revenue		0.00	0.00	
Total 20000 Revenue	247,997.26	428,500.00	-180,502.74	57.88 %
Total Income	\$247,997.26	\$428,500.00	\$ -180,502.74	57.88 %
GROSS PROFIT	\$247,997.26	\$428,500.00	\$ -180,502.74	57.88 %
Expenses				
30000 ADMINISTRATION				
31000 Finance				
31100 Bookkeeping	1,875.00	4,875.00	-3,000.00	38.46 %
31200 Audit Services	5,000.00	4,000.00	1,000.00	125.00 %
31600 Bank Charges/Returned Checks	2.33	200.00	-197.67	1.17 %
Total 31000 Finance	6,877.33	9,075.00	-2,197.67	75.78 %
32000 Library Promotions				
32200 Canva, Constant Contact	1,413.00	2,000.00	-587.00	70.65 %
32300 Print Advertising		4,050.00	-4,050.00	
32400 Printing / Copy Services	1,162.42	3,000.00	-1,837.58	38.75 %
Total 32000 Library Promotions	2,575.42	9,050.00	-6,474.58	28.46 %
33000 Supplies				
33100 Library Cards	601.13	1,500.00	-898.87	40.08 %
33200 Postage	126.92	350.00	-223.08	36.26 %
33300 Office Supplies - General	2,187.24	6,060.00	-3,872.76	36.09 %
33400 Misc Supplies	583.09	2,500.00	-1,916.91	23.32 %
33500 Emergency Supplies	460.57	1,500.00	-1,039.43	30.70 %
33600 Alhambra	726.77	1,750.00	-1,023.23	41.53 %
Total 33000 Supplies	4,685.72	13,660.00	-8,974.28	34.30 %
34000 Organizational Development				
34100 Staff Training/Conferences	3,705.80	13,000.00	-9,294.20	28.51 %
34200 Mileage		300.00	-300.00	
34300 Memberships	200.00	1,600.00	-1,400.00	12.50 %
34400 MOBAC/PLP Membership	8,641.00	8,700.00	-59.00	99.32 %
34500 Volunteer / Donor Acknowledgement	142.72	200.00	-57.28	71.36 %
34600 Meeting Hosting		500.00	-500.00	

Harrison Memorial Library

Attachment 1

Budget vs. Actuals: FY2024-2025 - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 34000 Organizational Development	12,689.52	24,300.00	-11,610.48	52.22 %
Total 30000 ADMINISTRATION	26,827.99	56,085.00	-29,257.01	47.83 %
40000 EQUIPMENT				
41000 Furniture	879.85	15,000.00	-14,120.15	5.87 %
42000 Signage		500.00	-500.00	
45000 Staff Computers		2,000.00	-2,000.00	
46000 Equipment	841.58	2,000.00	-1,158.42	42.08 %
47000 Maintenance Contracts (self-check machines, copier)	3,356.00	12,700.00	-9,344.00	26.43 %
Total 40000 EQUIPMENT	5,077.43	32,200.00	-27,122.57	15.77 %
50000 IT				
53000 Security (Lastpass)		1,000.00	-1,000.00	
54000 Software (Adobe, Office, etc.)	1,095.00	2,300.00	-1,205.00	47.61 %
55000 Internet/Telephone	1,752.59	1,000.00	752.59	175.26 %
Total 50000 IT	2,847.59	4,300.00	-1,452.41	66.22 %
60000 HARD COPY MATERIAL				
61000 ADULT COLLECTION				
61100 Audio	2,140.29	4,500.00	-2,359.71	47.56 %
61200 DVD	1,562.12	3,500.00	-1,937.88	44.63 %
61300 Fiction	5,605.66	14,000.00	-8,394.34	40.04 %
61400 Non-fiction	2,800.80	11,000.00	-8,199.20	25.46 %
61500 Large Print	2,057.81	4,000.00	-1,942.19	51.45 %
61600 Graphic Novels		1,000.00	-1,000.00	
61700 Newspapers	3,533.05	3,600.00	-66.95	98.14 %
61800 Book Club	203.12	1,000.00	-796.88	20.31 %
Total 61000 ADULT COLLECTION	17,902.85	42,600.00	-24,697.15	42.03 %
62000 TEEN COLLECTION				
62100 Fiction	1,025.98	3,000.00	-1,974.02	34.20 %
62200 Non-fiction	323.36	3,000.00	-2,676.64	10.78 %
62300 Graphic Novels	2,150.55	5,000.00	-2,849.45	43.01 %
Total 62000 TEEN COLLECTION	3,499.89	11,000.00	-7,500.11	31.82 %
63000 KID'S COLLECTION				
63100 Audio		0.00	0.00	
63200 DVD	370.31	2,000.00	-1,629.69	18.52 %
63300 Fiction	8,591.14	14,000.00	-5,408.86	61.37 %
63400 Non-fiction	6,282.57	11,000.00	-4,717.43	57.11 %
63500 Graphic Novels	1,720.02	4,000.00	-2,279.98	43.00 %
63600 Magazines		0.00	0.00	
Total 63000 KID'S COLLECTION	16,964.04	31,000.00	-14,035.96	54.72 %
64000 REFERENCE				
64100 Reference		0.00	0.00	
64200 Continuations - General	1,012.10	2,000.00	-987.90	50.61 %
64300 Continuations - Travel	1,735.72	3,000.00	-1,264.28	57.86 %

Harrison Memorial Library

Attachment 1

Budget vs. Actuals: FY2024-2025 - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
64400 Professional Collection	60.50	100.00	-39.50	60.50 %
Total 64000 REFERENCE	2,808.32	5,100.00	-2,291.68	55.07 %
65000 PURCHASE SUGGESTIONS/ZIP BOOKS				
65100 Purchase Suggestions/Zip Books	9,212.63	19,000.00	-9,787.37	48.49 %
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	9,212.63	19,000.00	-9,787.37	48.49 %
Total 60000 HARD COPY MATERIAL	50,387.73	108,700.00	-58,312.27	46.35 %
66000 TECHNICAL SERVICES				
66100 OCLC Cataloging	9,199.49	15,000.00	-5,800.51	61.33 %
66200 Materials Processing	10,880.60	26,000.00	-15,119.40	41.85 %
66300 Replacements	4,022.36	9,500.00	-5,477.64	42.34 %
66400 Amazon Prime Membership		160.00	-160.00	
66500 Book Delivery	1,200.00	3,000.00	-1,800.00	40.00 %
66600 Magazines (EBSCO)	3,653.28	3,800.00	-146.72	96.14 %
Total 66000 TECHNICAL SERVICES	28,955.73	57,460.00	-28,504.27	50.39 %
70000 DATABASES				
71200 Ancestry		1,550.00	-1,550.00	
71300 AtoZ	489.00	1,350.00	-861.00	36.22 %
71400 Book Browse	241.50	230.00	11.50	105.00 %
71500 EBSCO Databases (Califa)	4,805.98	4,670.00	135.98	102.91 %
71800 Gale Virtual Red Hosting Fees	50.00	50.00	0.00	100.00 %
71900 Mango Languages		0.00	0.00	
71910 Newsbank	1,377.00	1,400.00	-23.00	98.36 %
71920 FIMo (Sanborn replacement)	345.00	335.00	10.00	102.99 %
71930 Beanstack		0.00	0.00	
71940 Value Line		1,720.00	-1,720.00	
Total 70000 DATABASES	7,308.48	11,305.00	-3,996.52	64.65 %
72000 eMaterial				
72100 Overdrive (subscription)	4,571.76	4,550.00	21.76	100.48 %
72200 EBooks	24,951.96	46,400.00	-21,448.04	53.78 %
72300 Kanopy	11,796.00	23,000.00	-11,204.00	51.29 %
72400 Hoopla	6,710.67	9,000.00	-2,289.33	74.56 %
72500 Flipster (EBSCO-emagazines)		500.00	-500.00	
72600 ComicsPlus		0.00	0.00	
Total 72000 eMaterial	48,030.39	83,450.00	-35,419.61	57.56 %
80000 PROGRAMS				
81000 ADULT PROGRAMS		0.00	0.00	
81100 Programs (performers)	4,950.00	11,000.00	-6,050.00	45.00 %
81200 Supplies	1,090.94	3,500.00	-2,409.06	31.17 %
81300 Summer Reading	51.95	3,500.00	-3,448.05	1.48 %
Total 81000 ADULT PROGRAMS	6,092.89	18,000.00	-11,907.11	33.85 %
82000 TEEN PROGRAMS				
82100 Programs (performers)	372.04	2,000.00	-1,627.96	18.60 %

Harrison Memorial Library

Attachment 1

Budget vs. Actuals: FY2024-2025 - FY25 P&L

July 2024 - June 2025

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
82200 Supplies	1,812.57	4,000.00	-2,187.43	45.31 %
82300 Summer Reading	85.72	2,000.00	-1,914.28	4.29 %
Total 82000 TEEN PROGRAMS	2,270.33	8,000.00	-5,729.67	28.38 %
83000 KIDS PROGRAMS				
83100 Programs (performers)	4,893.31	9,500.00	-4,606.69	51.51 %
83200 Supplies	2,369.50	5,000.00	-2,630.50	47.39 %
83300 Author Visit	411.58	10,500.00	-10,088.42	3.92 %
83400 Summer Reading	460.23	9,500.00	-9,039.77	4.84 %
Total 83000 KIDS PROGRAMS	8,134.62	34,500.00	-26,365.38	23.58 %
85000 LOCAL HISTORY PROGRAMS				
85100 Local History Supplies	1,933.59	2,000.00	-66.41	96.68 %
85200 Oral History Program	4,800.00	8,500.00	-3,700.00	56.47 %
85400 Archival Storage Off-site	2,849.00	4,500.00	-1,651.00	63.31 %
85500 Other	734.70	7,500.00	-6,765.30	9.80 %
Total 85000 LOCAL HISTORY PROGRAMS	10,317.29	22,500.00	-12,182.71	45.85 %
86000 SUMMER READING PROGRAM				
86200 Other		0.00	0.00	
Total 86000 SUMMER READING PROGRAM		0.00	0.00	
Total 80000 PROGRAMS	26,815.13	83,000.00	-56,184.87	32.31 %
Total Expenses	\$196,250.47	\$436,500.00	\$ -240,249.53	44.96 %
NET OPERATING INCOME	\$51,746.79	\$ -8,000.00	\$59,746.79	-646.83 %
NET INCOME	\$51,746.79	\$ -8,000.00	\$59,746.79	-646.83 %



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

January 22, 2025
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:

**At its last meeting the Trustees considered proposed amendments to the Collection Development Policy. Trustee Williams provided further amendments and those have been included in the attached policy for consideration.*

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 2025-01-22

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 collection 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.

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 digital) 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 their 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, world 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: 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 digital formats
- authenticity for multiple users of digital 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.

In addition to the following criteria listed above, these additional factors are considered in evaluating digital resources:

- User-friendly interface.
- 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.
- 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 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.

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.

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, patron 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 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, they 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

January 22, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright

SUBJECT: Receive a plan for the review of Library policies

RECOMMENDATION:

Receive a plan for the review of Library policies

BACKGROUND/SUMMARY:

The Library Board of Trustees administers the policies for library operations. These policies were last reviewed, and in some cases amended in 2018-2019 and it is time for a new review.

Beginning in February, and going forward over the next 4-5 months staff will be bringing the following policies (in bundles of interrelated groups of 3 or 4) forward with updates as needed for review and consideration by the Trustees:

1. Bulletin Board Policy (5/2010)
2. Library Collection Development Policy (01/2025)
3. Confidentiality of Library Patron Records Policy
4. Library Policy for the Donation of Books and Other Materials (03/2018)
5. Fine Free Policy (05/2019)
6. Homebound Service Policy (4/2015)
7. Library Finance Policy (6/2023)
8. Library Rules of Conduct (12/2022)
9. Loan Policy for Library Art or Items of Historic Interest (01/2014)
10. Henry Meade Williams Local History Department Access and Use Policy (06/2019)
11. Henry Meade Williams Local History Department Collection Development Policy (01/2018)
12. Library Photograph and Video Recording Policy
13. Public Computer Access in the Library (07/2016)
14. Library Guidelines for Service and Support Animals (09/2018)

Staff will also potentially be proposing a few new policies, once the review process is completed.

FISCAL IMPACT:

N/A

ATTACHMENTS: