



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

Trustees Joe DiNucci, Marie-Clare
Gorham, Donna Jett, 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 28, 2026
9:00 AM

HYBRID MEETING ATTENDANCE OPTIONS

This meeting will be held in person and via teleconference ("hybrid"). 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 also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser.

<https://ci-carmel-ca-us.zoom.us/j/87578001421>
Webinar ID: 875 7800 1421
Passcode: 357989
Dial in: (669) 444-9171

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or use 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 at least 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

ANNOUNCEMENTS

- 1) Announcements from the Trustees
- 2) Announcements from the Library Director

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. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

ORDERS OF BUSINESS

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

- 3) Approval of the Minutes for the December 3, 2025, Special Meeting
- 4) Receive the Librarian's Report for November and December 2025
- 5) Receive the Treasurer's Report for December 2025 and approve the check register for November and December 2025
- 6) Receive a progress report on the Harrison Memorial Library Restoration Project
- 7) Receive a report from the Carmel Public Library Foundation on recent activities
- 8) Authorization of the Carmel Public Library Foundation's use of the Harrison Memorial Library for the Donor Salute event on Sunday, March 8, 2026, and the Sterling Circle event on Sunday, June 7, 2026, and recommend that the City Council co-sponsor and approve the serving of alcohol for both events.
- 9) Consider Request to Borrow City Artwork by Monterey Museum of Art
- 10) Consideration of the appointment of an Ad Hoc Committee to work with the Library Director to review the mid-year budget
- 11) Consideration of the appointment of an Ad Hoc Committee to work with

the Library Director to review the 2025-2027 Strategic Plan

- 12) Consider rescheduling the Wednesday, April 22, 2026, Regular Meeting to a Special Meeting on Wednesday, April 29, 2026

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).



CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Approval of the Minutes for the December 3, 2025, Special Meeting

RECOMMENDATION:

Approval of the Minutes for the December 3, 2025, Special Meeting

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. HML Special Meetnig Minutes - December 3, 2025

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

SPECIAL MEETING MINUTES

Wednesday, December 3, 2025

CALL TO ORDER AND ROLL CALL

PRESENT: Gorham, Jett, Williams
ABSENT: None
STAFF PRESENT: Melinda Cervantes, Interim Library Director
Leslie Fenton, Acting Admin. Analyst

ANNOUNCEMENTS

1) Announcements from the Trustees

Trustee Gorham is attending the Baby Class offered at the Children's Library.

Trustee Jett attended the City Council meeting, and addresses are moving forward, and encouraged everyone to attend the play at the theater.

2) Announcements from the Library Director

Interim Library Director Cervantes announced that the search for the new Library Director is moving forward with the first review this week. The panel interview will take place after the first of the year.

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. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

ORDERS OF BUSINESS

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

3) Approval of the Minutes for the October 22, 2025, Regular Meeting

Trustee Jett moved to approve the Minutes for the October 22, 2025, Regular Meeting, seconded by Trustee Gorham and carried by the following roll call vote:

AYES: Gorham, Jett, Williams

NOES: None
ABSENT: None
ABSTAIN: None

4) Receive the Librarian's Report for October 2025

Interim Director Cervantes presented the report.

5) Receive the Treasurer's Report for October 2025 and approve the check register for August, September, and October 2025

Trustee Jett presented the October Treasurer's Report.

Trustee Gorham moved to approve the August, September, and October 2025 check registers, seconded by Trustee Jett and carried by the following roll call vote:

AYES: Gorham, Jett, Williams
NOES: None
ABSENT: None
ABSTAIN: None

6) Receive a progress report on the Harrison Memorial Library Restoration Project

Interim Director Cervantes and Carmel Public Library Foundation Executive Director Fallon presented the report.

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

Carmel Public Library Foundation Executive Director Fallon presented the report.

8) Approve FY 2025-2026 Budget Adjustment to Increase Pacific Library Partnership Delivery Services for Resource Sharing with Pacific Grove and Monterey Public Libraries.

Interim Director Cervantes presented the report.

Trustee Jett moved to approve a FY 2025-2026 budget adjustment of \$4101.00 to increase the Pacific Library Partnership delivery services, January 1 through June 30, 2026, for resource sharing with Pacific Grove and Monterey Public Libraries. Move \$1562 from 33600 (Alhambra) and \$2539 (Staff Training/Conferences) to 34400 (MOBAC/PLP Membership), seconded by Trustee Williams and carried by the following roll call vote:

AYES: Gorham, Jett, Williams
NOES: None
ABSENT: None
ABSTAIN: None

9) Adopt the 2026 Meeting Dates of the HML Board of Trustees

Acting Admin. Analyst Fenton presented the report.

Trustee Gorham moved to approve the 2026 Meeting Dates calendar with the November/December Special Meeting scheduled for Wednesday, December 2, 2026, seconded by Trustee Jett and carried by the following roll call vote:

AYES: Gorham, Jett, Williams

NOES: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:30 a.m.

The next Regular Meeting is scheduled for Wednesday, January 28, 2026.

APPROVED:

ATTEST:

Maryjo Williams, HML Board of Trustees
Chair

Leslie Fenton, Board Clerk



CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Library and Community Activities Director

SUBJECT: Receive the Librarian's Report for November and December 2025

RECOMMENDATION:

Receive the Librarian's Report for November and December 2025

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. Librarians' Report - November 2025
2. Librarians' Report - December 2025

LIBRARIAN'S MONTHLY REPORT

November 30, 2025

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	-2.84	1,486	1,763	8,618	8,870
Non-Fiction	-6.43	824	907	4,756	5,083
Magazines	-26.86	60	45	256	350
Audio/Video	-20.62	781	837	4,181	5,267
ADULT CIRCULATION TOTAL:	-8.99	3,151	3,552	17,811	19,570
Juvenile Circulation:					
Fiction	22.42	2,533	2,707	13,589	11,100
Non-Fiction	19.34	581	618	3,308	2,772
Magazines	67.15	41	24	229	137
Audio/Video	-100.00	161	173	0	734
JUVENILE CIRCULATION TOTAL:	16.16	3,316	3,522	17,126	14,743
CIRCULATION TOTAL:	1.82	6,467	7,074	34,937	34,313
ELECTRONIC CHECKOUTS:	84.83	10,711	11,643	55,992	30,294
HOLD REQUESTS:	-15.42	765	807	4,103	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, 2025

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	-2.70	1,353	1,557	7292	7,494
Non-Residents:					
Monterey County	-6.45	4,763	4,969	25,182	26,919
Other Zip Codes	10.12	351	548	3,146	2,857
NON-RESIDENT CIRCULATION TOTAL	-4.86	5,114	5,517	28,328	29,776
PATRON REGISTRATION:	Patron Data Base Purge 05/25				
Carmel by-the-Sea Residents	-55.83	12	13	72	163
Monterey County Residents	-29.50	65	48	356	505
Other Borrowers	-94.13	53	50	309	5,262
REGISTRATION TOTAL:	-87.57	130	111	737	5,930
TOTAL # OF CARDHOLDERS:	1.38	16,330	16,197	16,330	16,107

Patron Visit Count					
HML Building	-2.89	4,966	7,022	35,569	36,628
Park Branch Building	#DIV/0!				
Local History	-26.23	10	38	135	183
Youth Services Dept.	-1.47	3,985	4,839	23,874	24,229
PATRON VISIT TOTAL:	-2.40	8,961	11,899	59,578	61,040

LIBRARIAN'S MONTHLY REPORT

November 30, 2025

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	-11.46	849	962	5,278	5,961
Youth Services Desk	39.36	575	960	3,831	2,749
Local History Desk	-100.00	30	95	0	395
TOTAL REFERENCE QUESTIONS:	0.04	1,454	2,017	9,109	9,105
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!				0
Public WiFi Use:	-20.05	939	936	3,333	4,169
VOLUNTEER HOURS					
	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-100.00	3	2	0	18
Park Branch	-100.00	0	0.00	0	42
Harrison - Main	-29.37	13	24	101	143
TOTALS:	-50.25	16	26	101	203

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

LIBRARIAN'S MONTHLY REPORT

November 30, 2025

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	0.00	0	0	5	5
TOTAL ATTENDANCE	98.26	0	0	456	230
PRESCHOOL PROGRAMS (0-5 YRS)	42.11	7	8	27	19
TOTAL ATTENDANCE	30.00	215	264	1,001	770
SCHOOL AGE PROGRAMS (6-11 YRS)	25.00	2	3	10	8
TOTAL ATTENDANCE	124.38	48	237	451	201
TEEN PROGRAMS (12-18 YRS)	-6.25	3	4	15	16
TOTAL ATTENDANCE:	24.42	16	35	107	86
ADULT PROGRAMS	64.71	5	7	28	17
TOTAL ATTENDANCE	-9.97	166	169	1,084	1,204
OFFSITE PROGRAMS	-42.86	1	1	4	7
TOTAL ATTENDANCE	-64.65	75	99	269	761
LOCAL HISTORY PROGRAMS	-100.00	0	2	0	9
TOTAL ATTENDANCE	-100.00	0	28	0	788
GATHERING PLACE RESERVATIONS	#DIV/0!	15	33	78	0

LIBRARIAN'S MONTHLY REPORT

December 31, 2025

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	-3.45	1,546	1,486	10,164	10,527
Non-Fiction	-2.97	970	824	5,726	5,901
Magazines	-25.06	37	60	293	391
Audio/Video	-19.58	858	781	5,039	6,266
ADULT CIRCULATION TOTAL:	-8.07	3,411	3,151	21,222	23,085
Juvenile Circulation:					
Fiction	7.00	2,173	2,533	15,762	14,731
Non-Fiction	-4.92	502	581	3,810	4,007
Magazines	38.92	28	41	257	185
Audio/Video	-1.26	170	161	943	955
JUVENILE CIRCULATION TOTAL:	4.50	2,873	3,316	20,772	19,878
CIRCULATION TOTAL:	-2.26	6,284	6,467	41,994	42,963
ELECTRONIC CHECKOUTS:	-0.43	10750	10,711	66742	67,030
HOLD REQUESTS:	-4.60	724	765	4,827	5,060
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, 2025

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	-0.97	1,443	1,353	8,735	8,821
Non-Residents:					
Monterey County	-4.56	4,463	4,763	29,645	31,060
Other Zip Codes	14.34	378	351	3,524	3,082
NON-RESIDENT CIRCULATION TOTAL	-2.85	4,841	5,114	33,169	34,142
PATRON REGISTRATION:	Patron Data Base Purge 05/25				
Carmel by-the-Sea Residents	-54.44	5	12	77	169
Monterey County Residents	-29.58	32	65	388	551
Other Borrowers	-93.62	28	53	337	5,278
REGISTRATION TOTAL:	-86.63	65	130	802	5,998
TOTAL # OF CARDHOLDERS:	1.34	16,391	16,330	16,391	16,175

Patron Visit Count					
HML Building	0.85	5,823	4,966	41,392	41,042
Park Branch Building					
Local History	-27.86	10	10	145	201
Youth Services Dept.	2.38	3,711	3,985	27,585	26,945
PATRON VISIT TOTAL:	1.37	9,544	8,961	69,122	68,188

LIBRARIAN'S MONTHLY REPORT

December 31, 2025

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	-9.57	918	847	6,196	6,852
Youth Services Desk	47.11	706	575	4,537	3,084
Local History Desk	-17.05	35	30	365	440
TOTAL REFERENCE QUESTIONS:	6.96	1,659	1,452	11,098	10,376
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!				0
Public WiFi Use:	-14.30	837	939	4,170	4,866
VOLUNTEER HOURS					
	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-20.00	2	3	16	20
Park Branch	-100.00	0	0	0	54
Harrison - Main	-26.06	21	13	122	165
TOTALS:	-42.26	23	16	138	239

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

LIBRARIAN'S MONTHLY REPORT

December 31, 2025

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	0.00	0	0	5	5
TOTAL ATTENDANCE	98.26	0	0	456	230
PRESCHOOL PROGRAMS (0-5 YRS)	50.00	6	7	33	22
TOTAL ATTENDANCE	33.64	151	215	1,152	862
SCHOOL AGE PROGRAMS (6-11 YRS)	88.89	7	2	17	9
TOTAL ATTENDANCE	66.58	167	48	618	371
TEEN PROGRAMS (12-18 YRS)	0.00	3	3	18	18
TOTAL ATTENDANCE:	22.77	17	16	124	101
ADULT PROGRAMS	68.42	4	5	32	19
TOTAL ATTENDANCE	-17.24	116	166	1,200	1,450
OFFSITE PROGRAMS	0.00	3	1	7	7
TOTAL ATTENDANCE	-56.77	60	75	329	761
LOCAL HISTORY PROGRAMS	-40.00	3	0	6	10
TOTAL ATTENDANCE	-87.98	60	0	113	940
GATHERING PLACE RESERVATIONS	#DIV/0!	18	15	96	0



CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Library and Community Activities Director

SUBJECT: Receive the Treasurer's Report for December 2025 and approve the check register for November and December 2025

RECOMMENDATION:

Receive the Treasurer's Report for December 2025 and approve the check register for November and December 2025

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. December 2025 Financials Summary
2. Check Register - November 2025
3. Check Register - December 2025

	A	B	C	D
1		Harrison Memorial Library		
2	Budgey vs Actual:	FY 2025-2026 -	FY 26 P&L	
3		July - December 2025		
4			Total	
5	Income	Actual	Budget	over Budget
6				
7	20000 Revenue			
8	Total Revenue	\$ 248,073.27	\$214,999.98	\$ 33,073.29
9				
10	Total Income	248,073.27	214,999.98	\$ 33,073.29
11	Gross Profits	\$ 247,073.27	214,999.98	\$ 33,073.29
12				
13	Expenses			
14	3000 Administration			
15	Total 30000 Administration	\$ 1,288.60	\$ 22,744.08	\$ 21,455.48
16				
17	40000 Equipment			
18	Total 40000 Equipment	\$ 9,080.61	\$ 14,425.02	\$ 5,344.41
19				
20	50000 IT			
21	Total 5000 IT	\$ 2,166.00	\$ 5,725.02	\$ 3,599.02
22				
23	60000 Hard Copy Material			
24	Total 6000 Hard Copy Material	\$ 36,639.52	\$ 53,925.00	\$ 17,285.48
25				
26	66000 Technical Services			

	A	B	C	D
27	Total 66000 Technical Services	\$ 24,371.66	\$ 23,754.96	\$ 616.70
28				
29	70000 Data Bases			
30	Total 70000 Data Bases	\$ 9,308.15	\$ 6,853.52	\$ 2,454.63
31				
32	80000 Programs			
33	Total 80000 Programs	\$ 33,154.05	\$ 43,547.52	\$ (10,393.47)
34				
35	TOTAL EXPENSES	\$ 160,017.49	\$ 215,025.08	\$ (55,007.59)
36	Net Operating Income	\$ 88,055.78	\$ (25.10)	\$ 88,080.88
37	Net Income	\$ 88,055.78	\$ (25.20)	\$ 88,080.88
38				
39				
40				
41				
42				
43				
44				
45				
46	**			

Check Detail Report
Harrison Memorial Library
November 1-30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking						
24362						
11/14/2025	Bill Payment (Check)	7356	JESSICA EVE BUNN		Uncleared	-300.00
11/14/2025	Bill Payment (Check)	7356	JESSICA EVE BUNN			-300.00
24363						
11/14/2025	Bill Payment (Check)	7349	Amazon Capital Services, Inc.		Reconciled	-704.85
11/14/2025	Bill Payment (Check)	7349	Amazon Capital Services, Inc.			-704.85
24364						
11/14/2025	Bill Payment (Check)	7352	CINTAS		Reconciled	-996.37
11/14/2025	Bill Payment (Check)	7352	CINTAS			-996.37
24365						
11/14/2025	Bill Payment (Check)	7353	GOLDEN GATE BOOKKEEPING		Reconciled	-750.00
11/14/2025	Bill Payment (Check)	7353	GOLDEN GATE BOOKKEEPING			-750.00
24366						
11/14/2025	Bill Payment (Check)	7354	INGRAM LIBRARY SERVICES		Reconciled	-600.61
11/14/2025	Bill Payment (Check)	7354	INGRAM LIBRARY SERVICES			-600.61
24367						
11/14/2025	Bill Payment (Check)	7355	Jeffrey M Mack		Reconciled	-
11/14/2025	Bill Payment (Check)	7355	Jeffrey M Mack			1,999.37
11/14/2025	Bill Payment (Check)	7355	Jeffrey M Mack			-
11/14/2025	Bill Payment (Check)	7355	Jeffrey M Mack			1,999.37
24368						
11/14/2025	Bill Payment (Check)	7358	KANOPY		Reconciled	-
11/14/2025	Bill Payment (Check)	7358	KANOPY			2,252.00
11/14/2025	Bill Payment (Check)	7358	KANOPY			-
11/14/2025	Bill Payment (Check)	7358	KANOPY			2,252.00
24369						
11/14/2025	Bill Payment (Check)	7363	PACIFIC GROVE SELF STORAGE		Reconciled	-407.00
11/14/2025	Bill Payment (Check)	7363	PACIFIC GROVE SELF STORAGE			-407.00
24370						
11/14/2025	Bill Payment (Check)	7361	Midwest Tape		Reconciled	-31.28
11/14/2025	Bill Payment (Check)	7361	Midwest Tape			-31.28
24371						
11/14/2025	Bill Payment (Check)	7365	WELLS FARGO 2675		Reconciled	-845.32
11/14/2025	Bill Payment (Check)	7365	WELLS FARGO 2675			-845.32
24372						
11/14/2025	Bill Payment (Check)	7362	OVERDRIVE		Reconciled	-
11/14/2025	Bill Payment (Check)	7362	OVERDRIVE			2,878.26
11/14/2025	Bill Payment (Check)	7362	OVERDRIVE			-
11/14/2025	Bill Payment (Check)	7362	OVERDRIVE			2,878.26
24373						
11/14/2025	Bill Payment (Check)	7359	Megan Cassamas		Reconciled	-75.00
11/14/2025	Bill Payment (Check)	7359	Megan Cassamas			-75.00
24374						
11/14/2025	Bill Payment (Check)	7350	Anastasia Eichorn		Reconciled	-150.00
11/14/2025	Bill Payment (Check)	7350	Anastasia Eichorn			-150.00
24375						
11/14/2025	Bill Payment (Check)	7357	KAL-WEST		Reconciled	-200.00

Check Detail Report
Harrison Memorial Library
November 1-30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
11/14/2025	Bill Payment (Check)	7357	KAL-WEST			-200.00
24376						
11/14/2025	Bill Payment (Check)	7351	Carly Riley		Reconciled	-75.00
11/14/2025	Bill Payment (Check)	7351	Carly Riley			-75.00
24377						
11/14/2025	Bill Payment (Check)	7360	Melinda Nakagawa		Reconciled	-500.00
11/14/2025	Bill Payment (Check)	7360	Melinda Nakagawa			-500.00
24378						
11/14/2025	Bill Payment (Check)	7364	PastPerfect Software Inc.		Reconciled	-696.00
11/14/2025	Bill Payment (Check)	7364	PastPerfect Software Inc.			-696.00
24626						
11/18/2025	Expense				Reconciled	-121.34
11/18/2025	Expense			HARLAND CLARKE CHECK/ACC. 111525 2F4A673403564L8 HARRISON MEMORIAL LIBR		121.34

Check Detail Report
Harrison Memorial Library
 November 1-30, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
24393						
11/20/2025	Bill Payment (Check)	7367	FE Technologies American Corporation		Reconciled	-2,643.00
11/20/2025	Bill Payment (Check)	7367	FE Technologies American Corporation			-2,643.00
24394						
11/20/2025	Bill Payment (Check)	7368	Megan Cassamas		Reconciled	-150.00
11/20/2025	Bill Payment (Check)	7368	Megan Cassamas			-150.00
24395						
11/20/2025	Bill Payment (Check)	7366	Carly Riley		Reconciled	-150.00
11/20/2025	Bill Payment (Check)	7366	Carly Riley			-150.00
24631						
11/30/2025	Expense		STATE OF CALIFORNIA		Reconciled	-0.26
11/30/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.26

Check Detail Report

Harrison Memorial Library

December 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking						
24478						
12/04/2025	Bill Payment (Check)	7370	Amazon Capital Services, Inc.		Reconciled	-1,084.51
12/04/2025	Bill Payment (Check)	7370	Amazon Capital Services, Inc.			-1,084.51
24479						
12/04/2025	Bill Payment (Check)	7372	INGRAM LIBRARY SERVICES		Reconciled	-6,173.26
12/04/2025	Bill Payment (Check)	7372	INGRAM LIBRARY SERVICES			-6,173.26
24480						
12/04/2025	Bill Payment (Check)	7373	Jessica Ansberry		Reconciled	-1,075.00
12/04/2025	Bill Payment (Check)	7373	Jessica Ansberry			-1,075.00
24481						
12/04/2025	Bill Payment (Check)	7371	DAVID HOLODILOFF		Reconciled	-1,000.00
12/04/2025	Bill Payment (Check)	7371	DAVID HOLODILOFF			-1,000.00
24482						
12/04/2025	Bill Payment (Check)	7374	KANOPY		Reconciled	-1,945.00
12/04/2025	Bill Payment (Check)	7374	KANOPY			-1,945.00
24483						
12/04/2025	Bill Payment (Check)	7369	ADAM SAMTUR		Reconciled	-275.00
12/04/2025	Bill Payment (Check)	7369	ADAM SAMTUR			-275.00
24484						
12/04/2025	Bill Payment (Check)	7376	MaryLee Sunseri		Reconciled	-300.00
12/04/2025	Bill Payment (Check)	7376	MaryLee Sunseri			-300.00
24485						
12/04/2025	Bill Payment (Check)	7378	OVERDRIVE		Reconciled	-1,589.39
12/04/2025	Bill Payment (Check)	7378	OVERDRIVE			-1,589.39
24486						
12/04/2025	Bill Payment (Check)	7375	Kevin Menegus		Reconciled	-575.00
12/04/2025	Bill Payment (Check)	7375	Kevin Menegus			-575.00
24487						
12/04/2025	Bill Payment (Check)	7377	Midwest Tape		Reconciled	-208.90
12/04/2025	Bill Payment (Check)	7377	Midwest Tape			-208.90
24488						
12/04/2025	Bill Payment (Check)	7380	Robyn DoCanto		Reconciled	-600.00
12/04/2025	Bill Payment (Check)	7380	Robyn DoCanto			-600.00
24489						
12/04/2025	Bill Payment (Check)	7379	PLAYAWAY PRODUCTS LLC		Reconciled	-76.46
12/04/2025	Bill Payment (Check)	7379	PLAYAWAY PRODUCTS LLC			-76.46
24502						
12/04/2025	Bill Payment (Check)	7381	INGRAM LIBRARY SERVICES		Reconciled	-692.30
12/04/2025	Bill Payment (Check)	7381	INGRAM LIBRARY SERVICES			-692.30
24503						
12/04/2025	Bill Payment (Check)	7382	OVERDRIVE		Reconciled	-2,566.45
12/04/2025	Bill Payment (Check)	7382	OVERDRIVE			-2,566.45
24584						
12/17/2025	Bill Payment (Check)	7383	Amazon Capital Services, Inc.		Reconciled	-561.35
12/17/2025	Bill Payment (Check)	7383	Amazon Capital Services, Inc.			-561.35
24585						
12/17/2025	Bill Payment (Check)	7384	GOLDEN GATE BOOKKEEPING		Reconciled	-375.00
12/17/2025	Bill Payment (Check)	7384	GOLDEN GATE BOOKKEEPING			-375.00
24586						
12/17/2025	Bill Payment (Check)	7385	INGRAM LIBRARY SERVICES		Reconciled	-3,298.07
12/17/2025	Bill Payment (Check)	7385	INGRAM LIBRARY SERVICES			-3,298.07

Check Detail Report

Harrison Memorial Library

December 1-31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
24587						
12/17/2025	Bill Payment (Check)	7388	MaryLee Sunseri		Cleared	-150.00
12/17/2025	Bill Payment (Check)	7388	MaryLee Sunseri			-150.00
24588						
12/17/2025	Bill Payment (Check)	7390	OVERDRIVE		Reconciled	-1,555.33
12/17/2025	Bill Payment (Check)	7390	OVERDRIVE			-1,555.33
24589						
12/17/2025	Bill Payment (Check)	7391	PACIFIC GROVE SELF STORAGE		Reconciled	-407.00
12/17/2025	Bill Payment (Check)	7391	PACIFIC GROVE SELF STORAGE			-407.00
24590						
12/17/2025	Bill Payment (Check)	7386	Joe Shabram		Reconciled	-1,541.00
12/17/2025	Bill Payment (Check)	7386	Joe Shabram			-1,541.00
24591						
12/17/2025	Bill Payment (Check)	7389	Midwest Tape		Reconciled	-30.46
12/17/2025	Bill Payment (Check)	7389	Midwest Tape			-30.46
24592						
12/17/2025	Bill Payment (Check)	7387	KAL-WEST		Reconciled	-200.00
12/17/2025	Bill Payment (Check)	7387	KAL-WEST			-200.00
24593						
12/17/2025	Bill Payment (Check)	7392	PENGUIN RANDOM HOSE LLC		Reconciled	-2,500.00
12/17/2025	Bill Payment (Check)	7392	PENGUIN RANDOM HOSE LLC			-2,500.00
24621						
12/18/2025	Bill Payment (Check)	7393	INGRAM LIBRARY SERVICES		Reconciled	-1,488.76
12/18/2025	Bill Payment (Check)	7393	INGRAM LIBRARY SERVICES			-1,488.76
24624						
12/19/2025	Bill Payment (Check)	7394	EBSCO		Reconciled	-3,869.93
12/19/2025	Bill Payment (Check)	7394	EBSCO			-3,869.93
24625						
12/19/2025	Bill Payment (Check)	7395	WELLS FARGO 2675		Reconciled	-523.07
12/19/2025	Bill Payment (Check)	7395	WELLS FARGO 2675			-523.07
24885						
12/31/2025	Expense		STATE OF CALIFORNIA		Reconciled	-0.33
12/31/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.33



CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

**SUBMITTED
BY:**

SUBJECT: Receive a progress report on the Harrison Memorial Library
Restoration Project

RECOMMENDATION:

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. HML Restoration Project Update - presentation slides



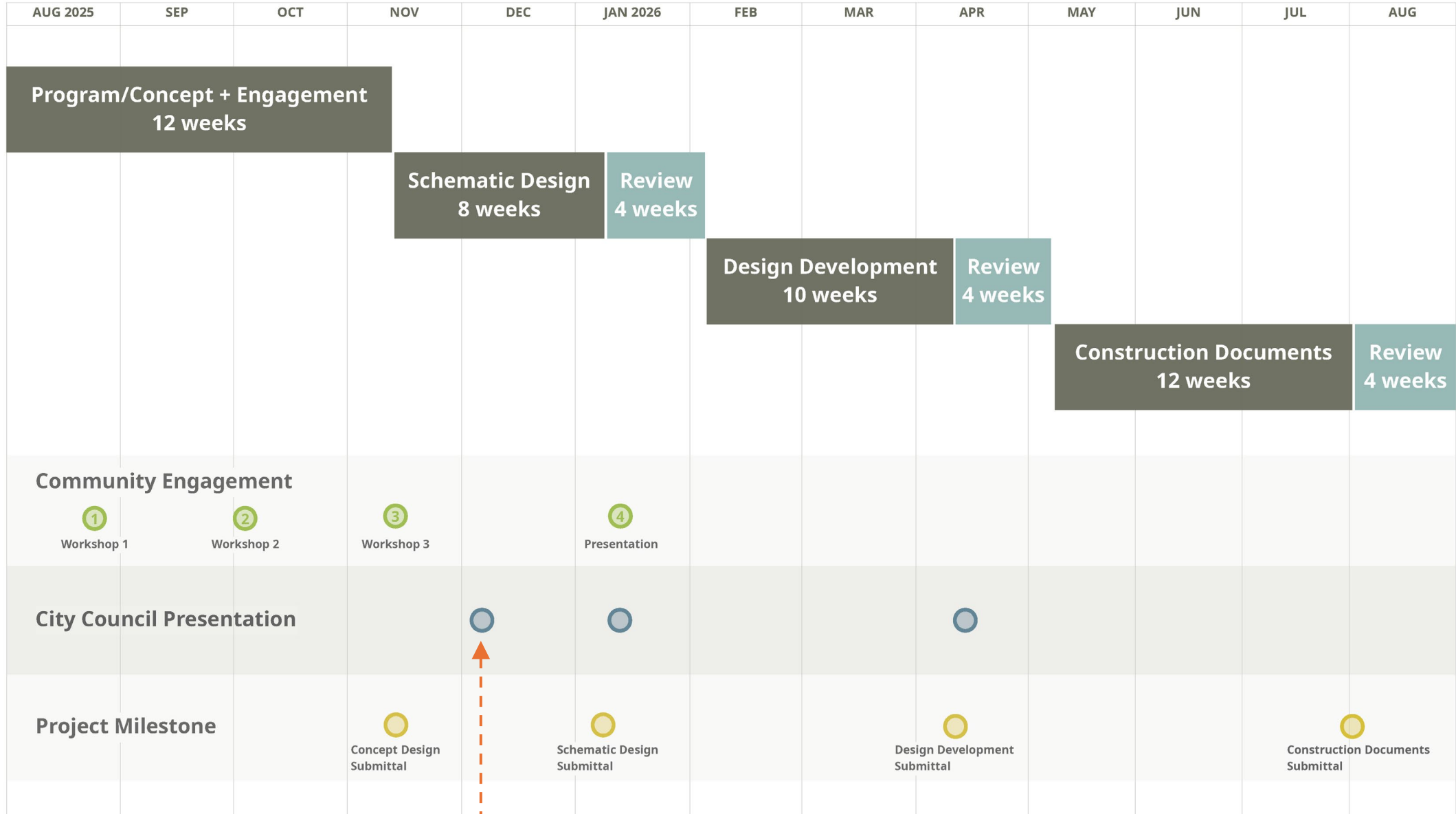
moore ruble yudell
architects & planners

Harrison Memorial Library Centennial Restoration Community Engagement and Concept Update December 2, 2025 City Council Meeting

Project Goals & Principles

- Preserve the library's historic integrity and presence
- Plan the future of the library for Carmel
- Be a welcoming center for learning, community gathering, and social connection
- Enhance operational excellence and service to community
- Support equitable and inclusive access to library services, programs, and resources
- Prioritize implementation within budget
- Incorporate sustainable and resilient design
- Elevate the poetry of experience

Project Timeline



We are here

Community Engagement



Community & Technical Input



What We Heard: Community Workshops

Optimize Space Welcoming
 Flexibility Vibrant Digital Literacy
 Historic Charm
 Art Work Inclusive
 Safety Books Timeline
 Technology Research & Literacy
 Meeting Space Modernization Budget
 Integrity Unforeseen Infrastructure
 Accessibility
 Learning Service Disruption

What We Heard: Community Workshops

- Restore the Original Character
- Celebrate Books while Increasing Types of Seating and Gathering
- Preserve the Feel of the Library with In-wall Shelving
- Flexible and Reconfigurable Spaces
- Integrate Emerging Technology
- Optimize Outdoor Space for Library Functions

Celebrate Books while Increasing Types of Seating and Gathering



Preserve the Feel of the Library with In-wall Shelving



Preserve the Feel of the Library with In-wall Shelving



Flexible and Reconfigurable Spaces



Integrate Emerging Technology



Optimize Outdoor Space for Library Functions



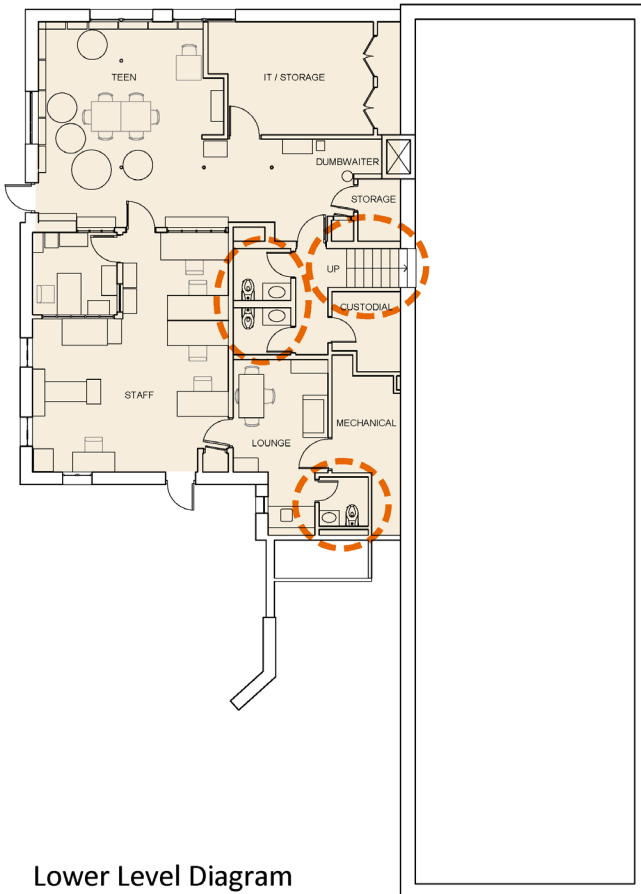
Technical Analysis

Accessibility Evaluation



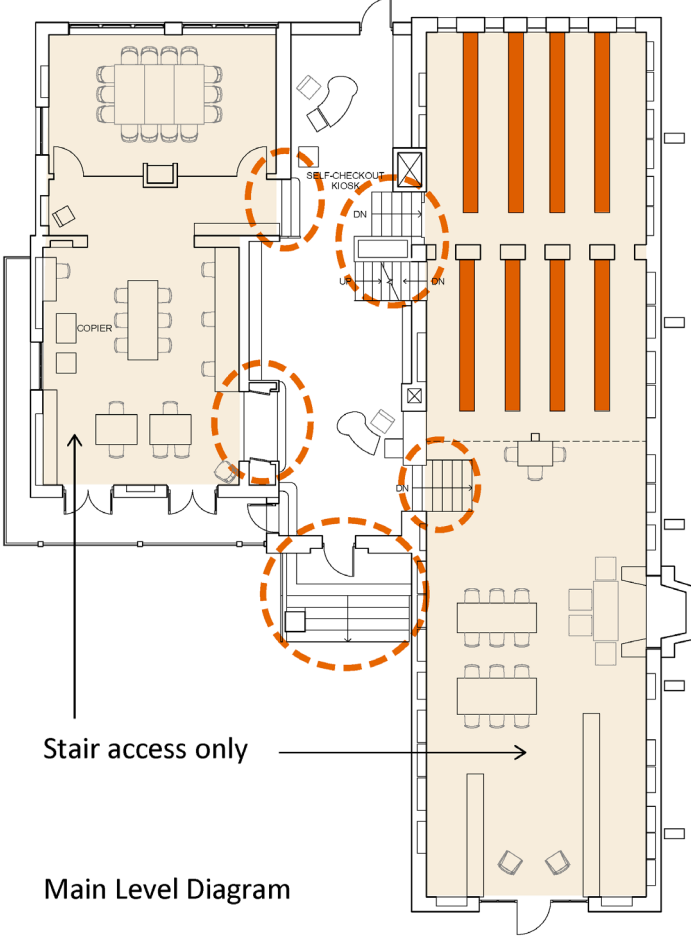
Accessibility Evaluation

Stair access only



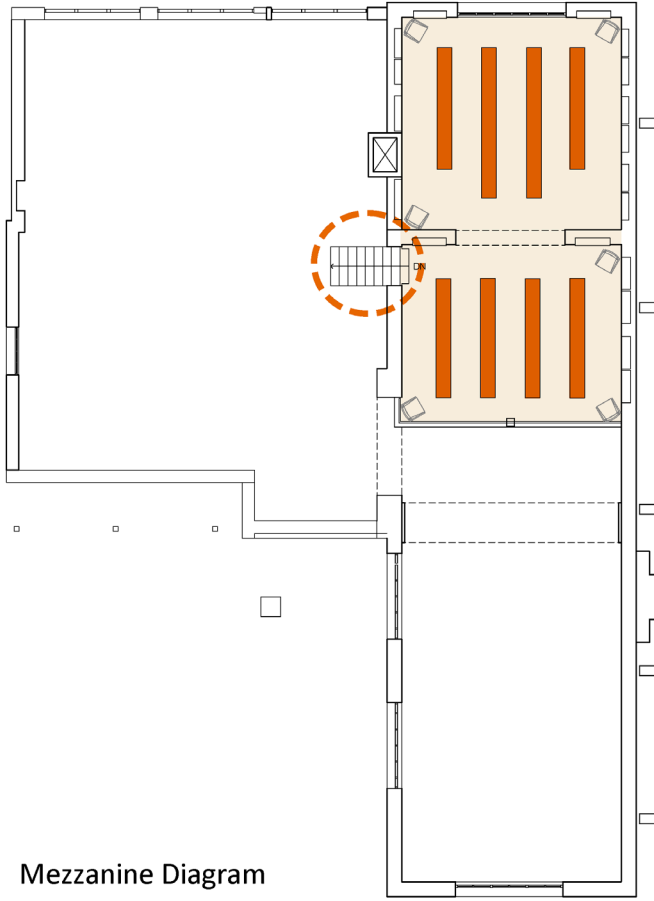
Lower Level Diagram

Stacks do not meet ADA



Main Level Diagram

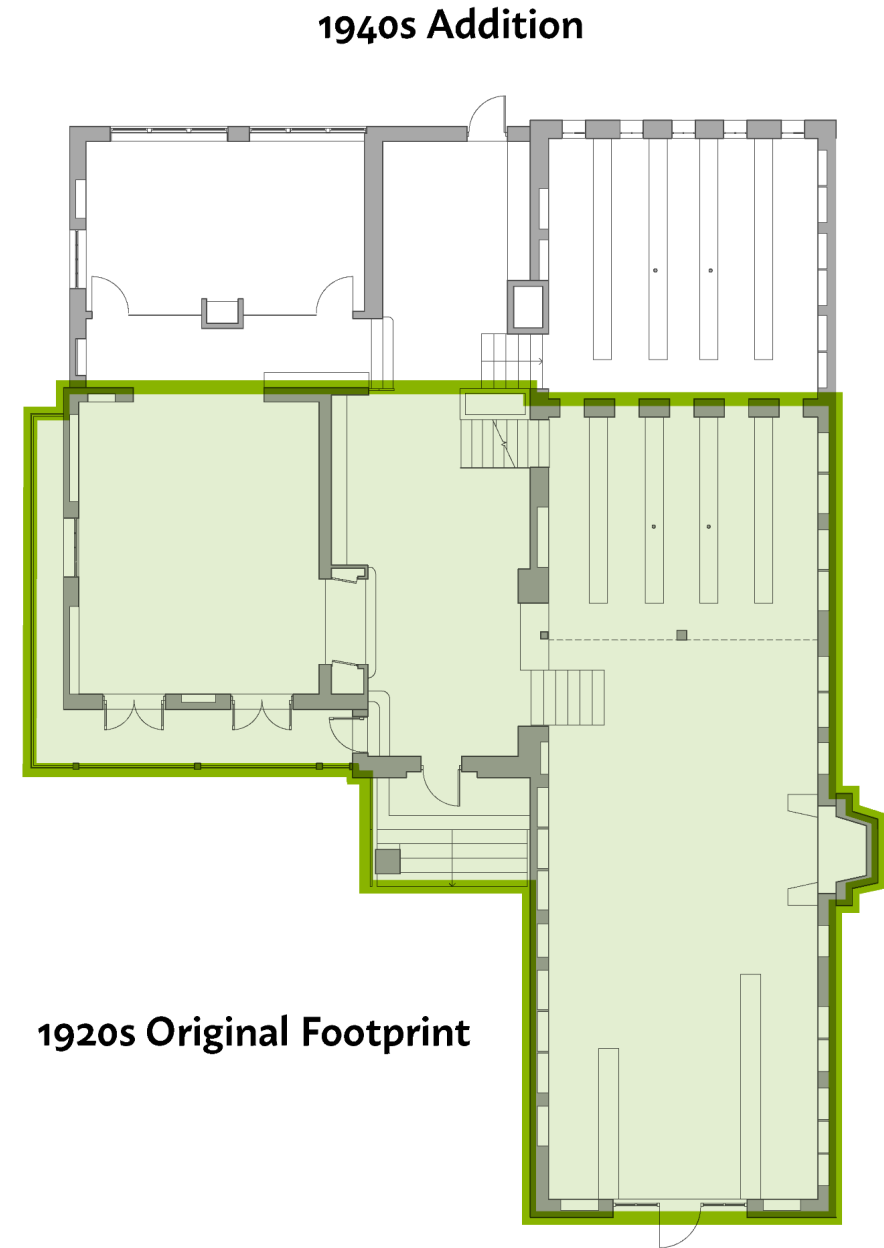
Stair access only
Stacks do not meet ADA



Mezzanine Diagram

Historic Evaluation: The Secretary of the Interior's Standards

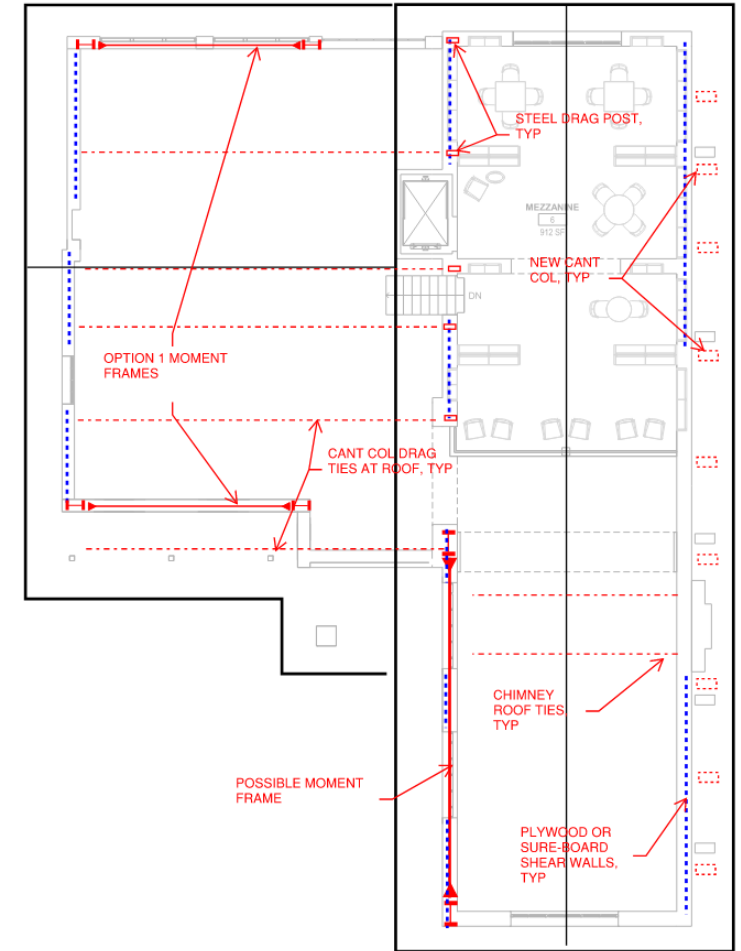
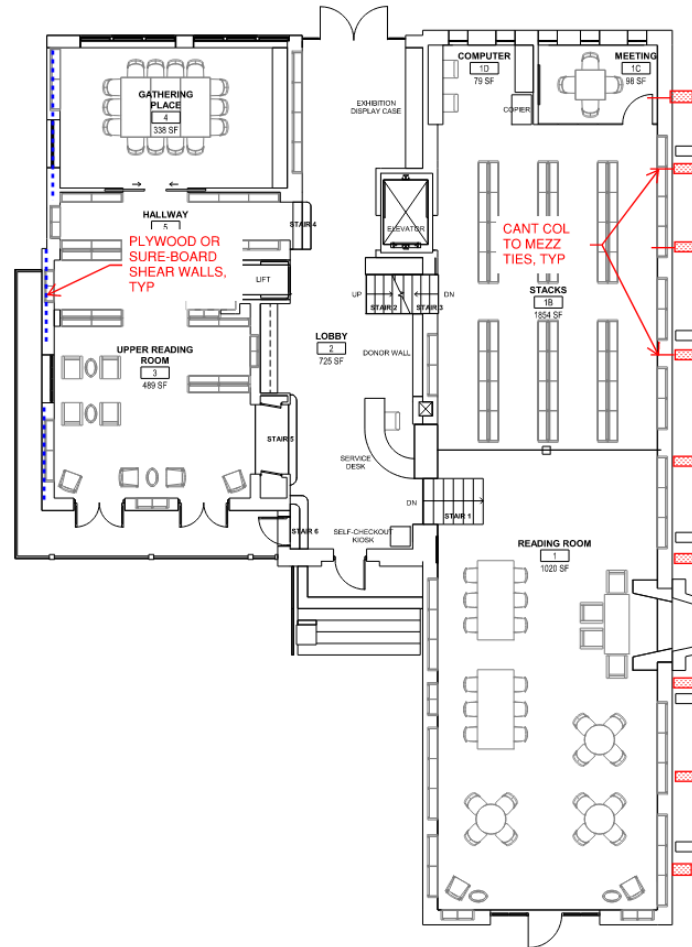
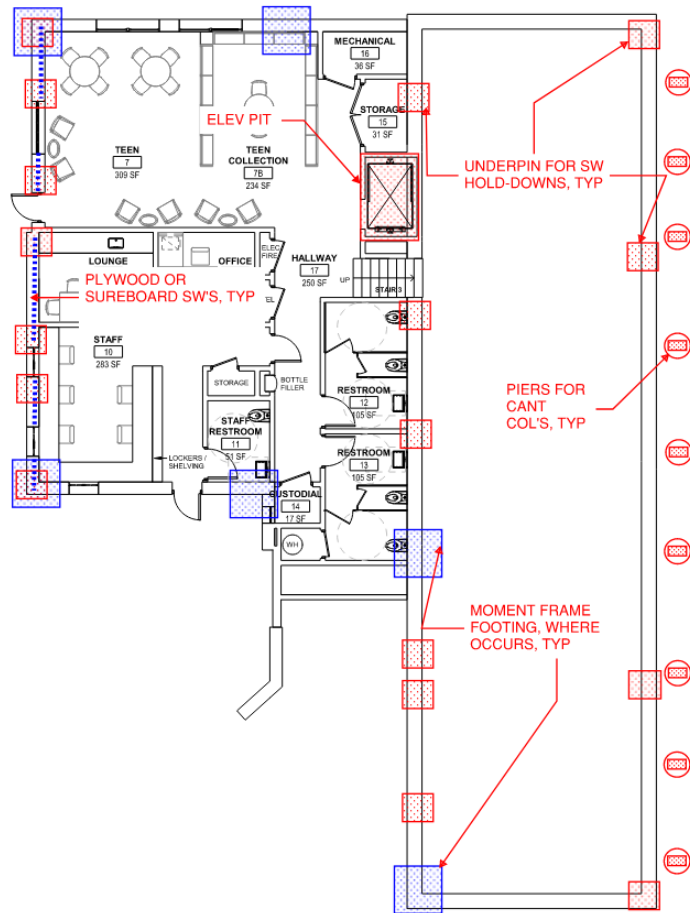
- Original 1928 Building
- Wood Ceiling and Beams
- Plaster Walls and Arches
- Arched Windows
- Decorative Metal Work
- In-Wall Bookshelves
- Fireplace





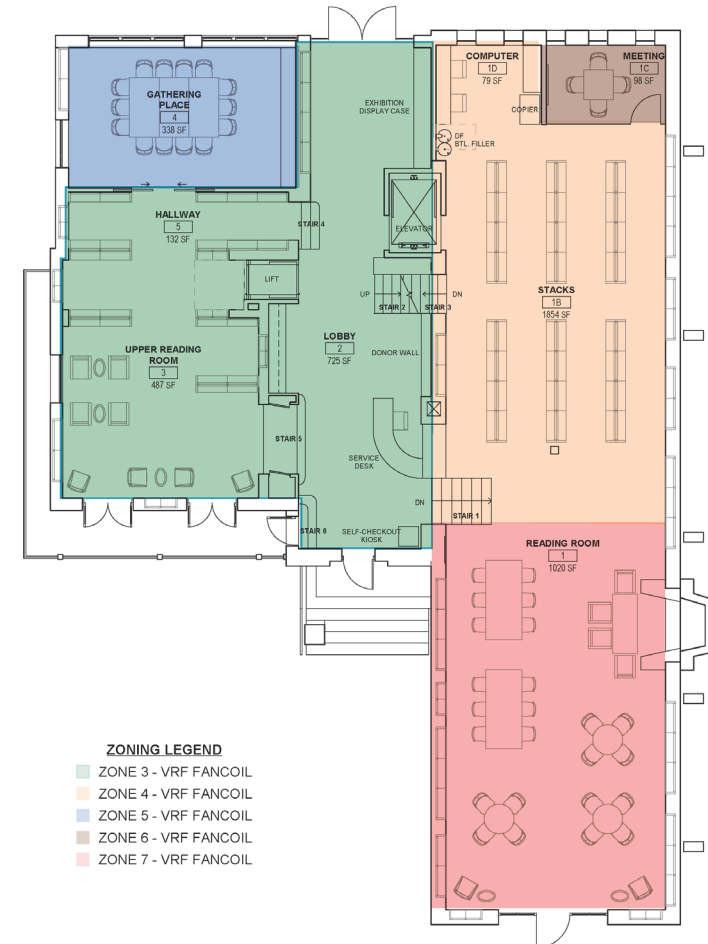
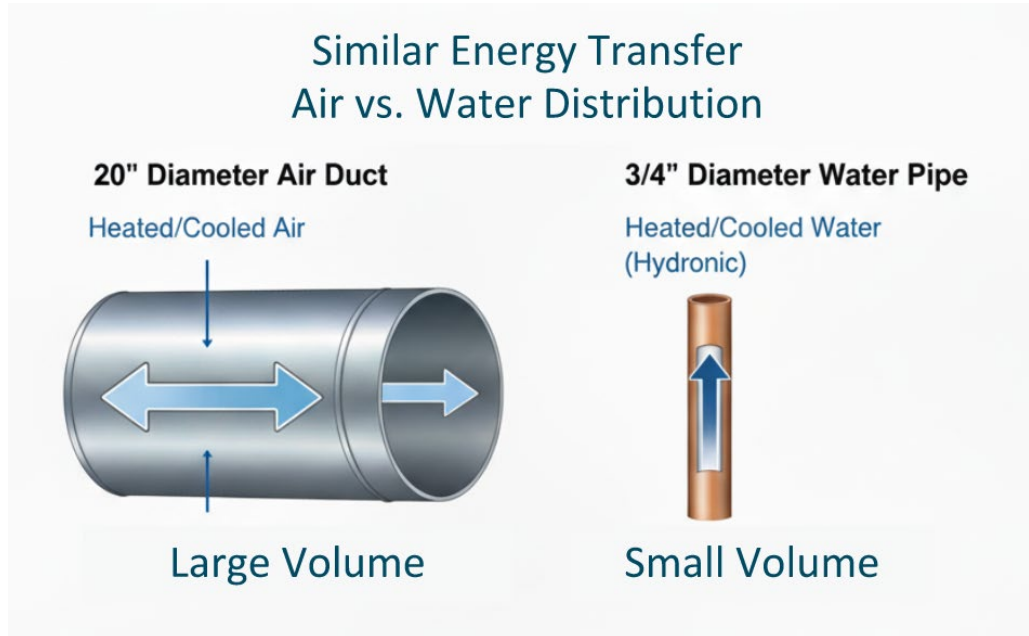
Structural Improvements

- Reinforce foundations
- Increase shear resistance
- Strengthen openings & roof structure



A Healthy & Sustainable Building

- Modern code requirements
- Limited space (ceilings, historic)
- Heat Pump or Radiant system





Restoring & Renewing Harrison Memorial Library for the Next Century

Findings: Challenges & Opportunities



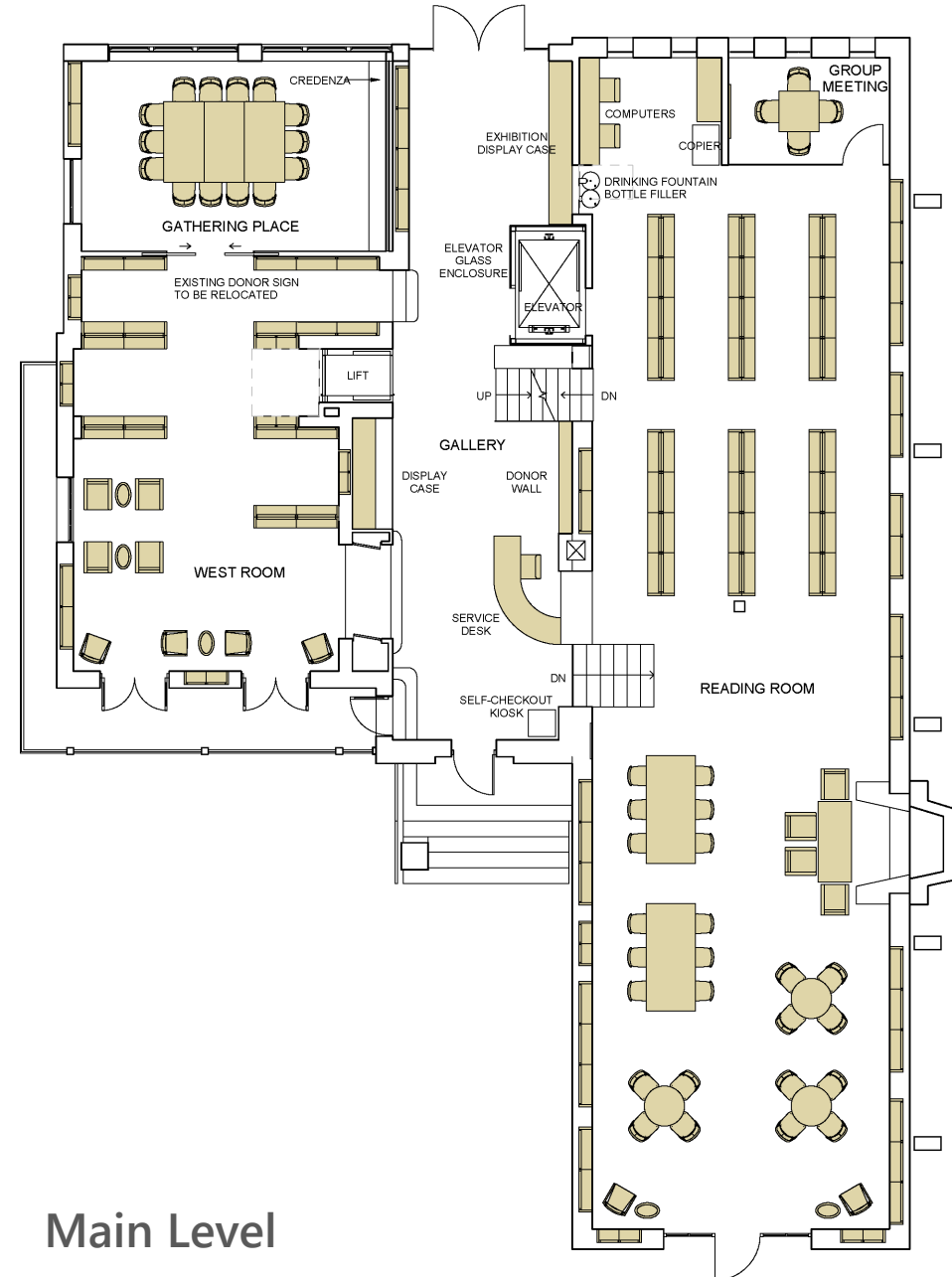
Key Challenges

- Accessibility & Wayfinding
- Tight, Dark, & Cluttered Spaces
- Lack of Flexibility: Seating, Meeting, & Events
- Comfort: HVAC, Lighting, Ergonomics



Key Opportunities

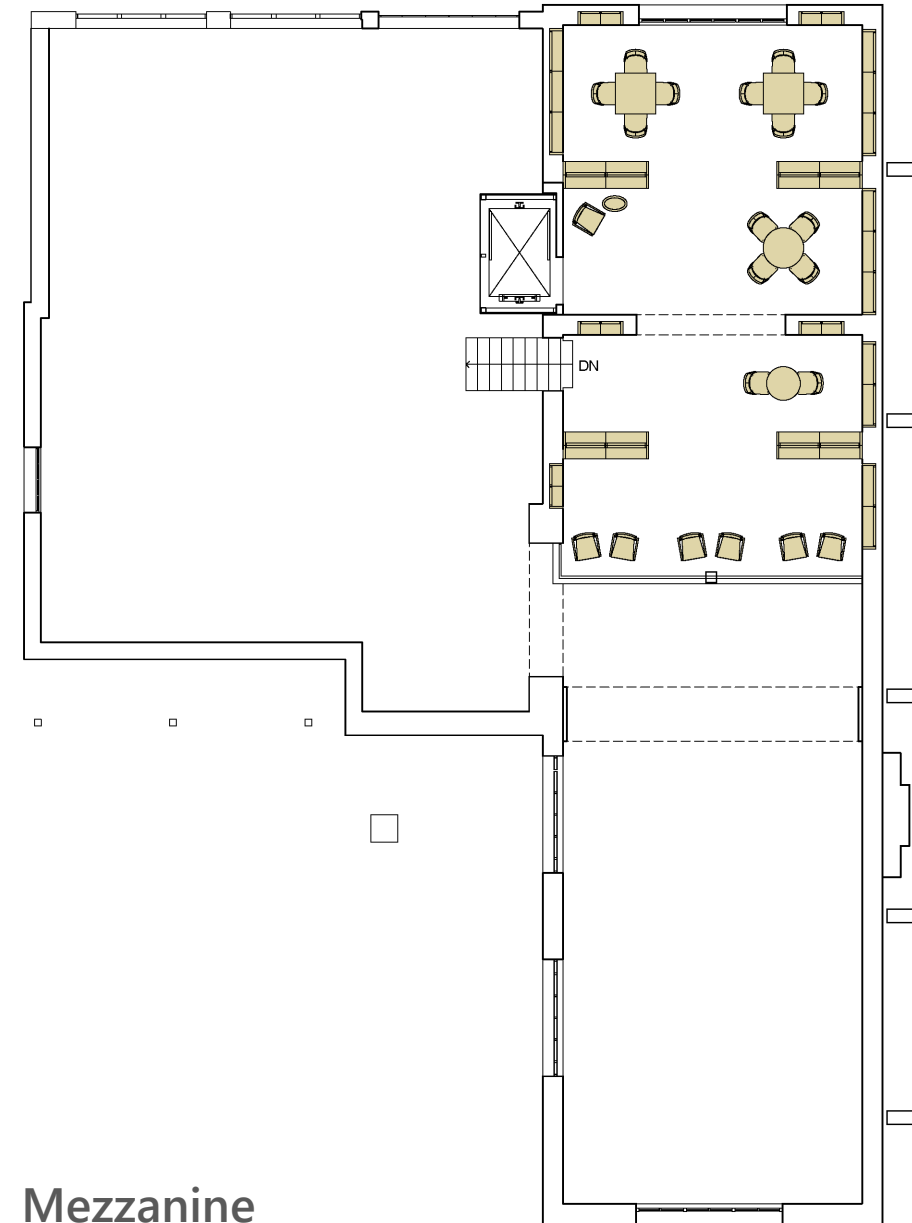
- Restore historic character
- Welcoming entries & gallery
- Optimized & accessible shelving
- Seating for reading, working, or studying
- Reconfigurable furniture for flexibility
- Small to medium size meeting rooms with enhanced technology



Main Level

Key Opportunities

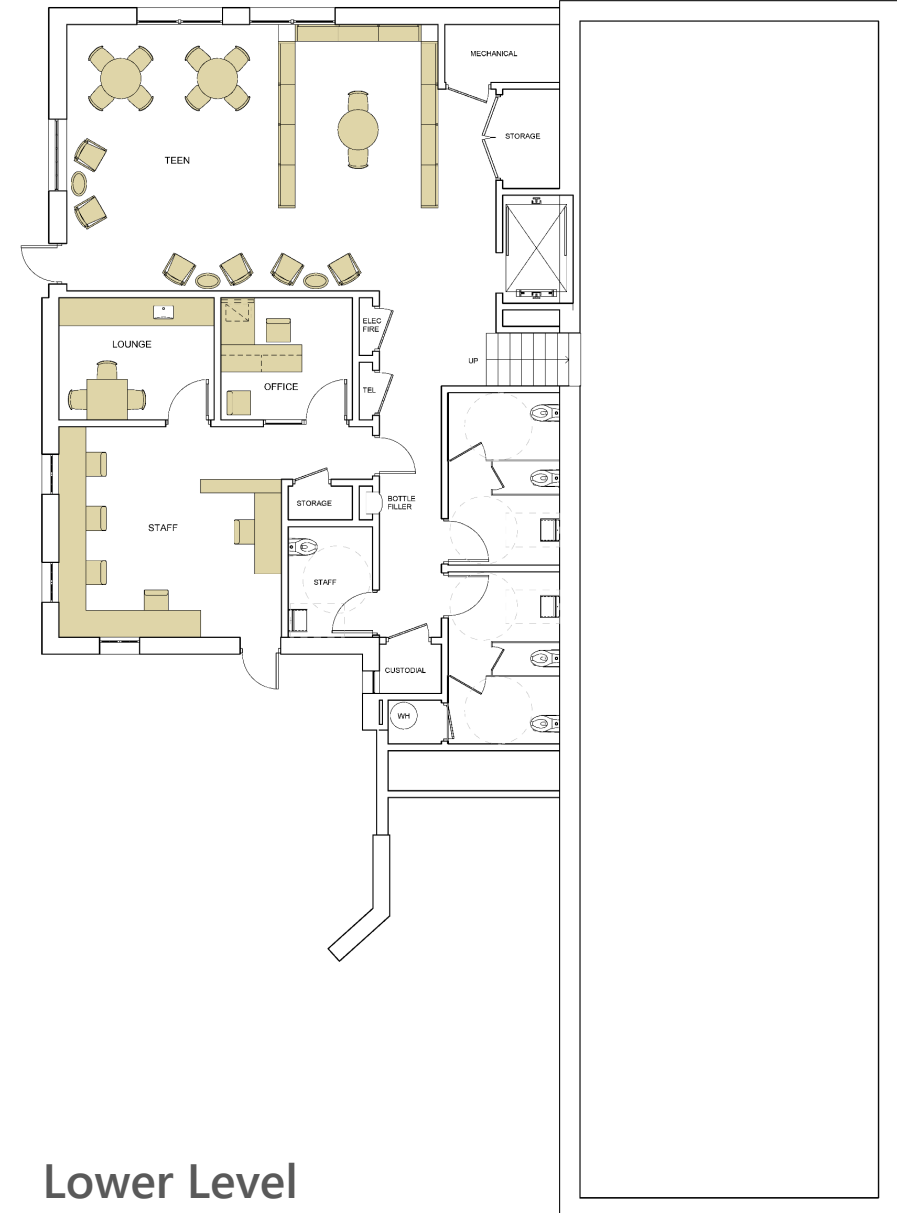
- Restore historic character
- Restore north daylighting
- Optimized & accessible shelving
- Seating for reading, working, or studying
- Special north facing reading area
- Flexible event seating at balcony



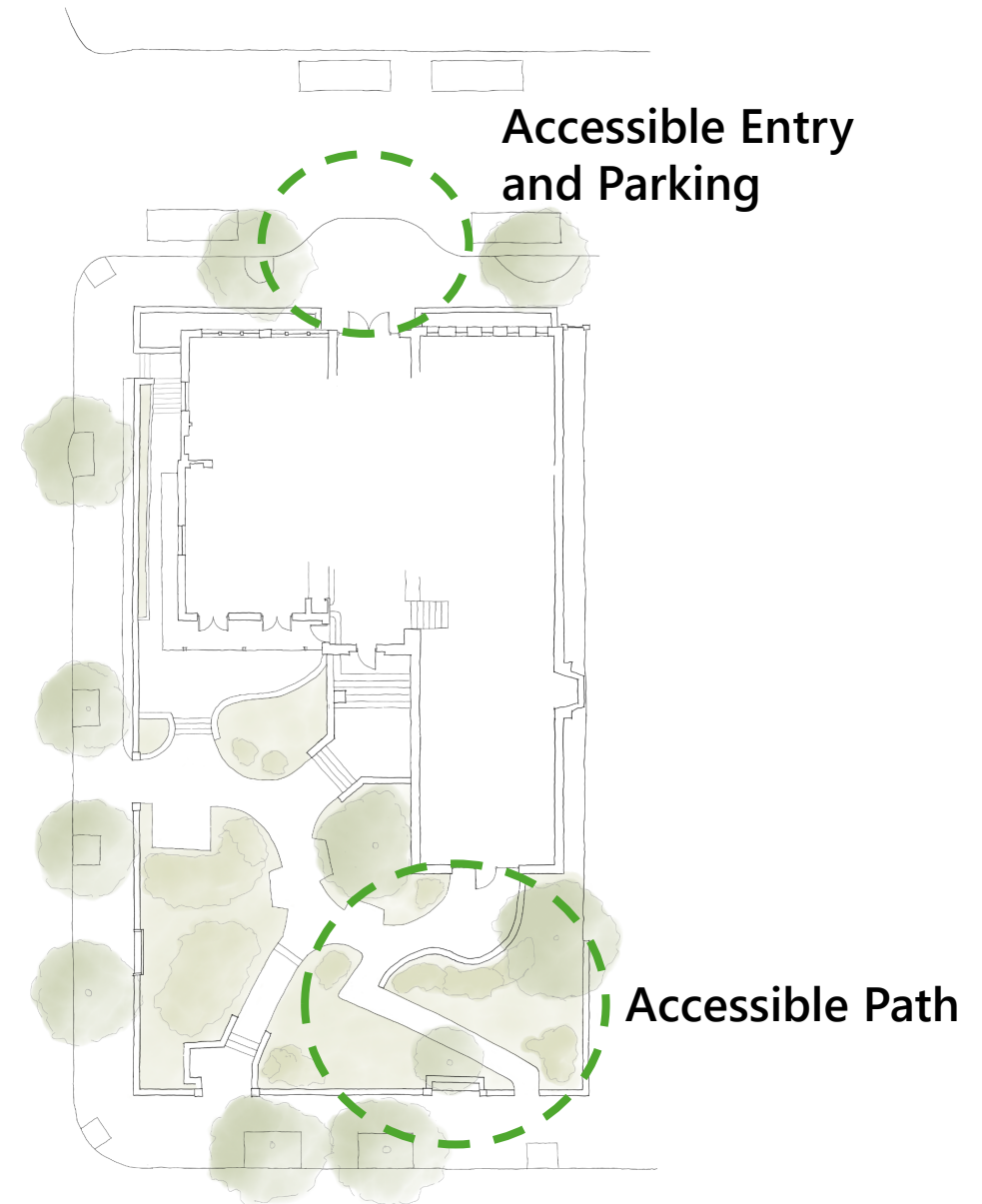
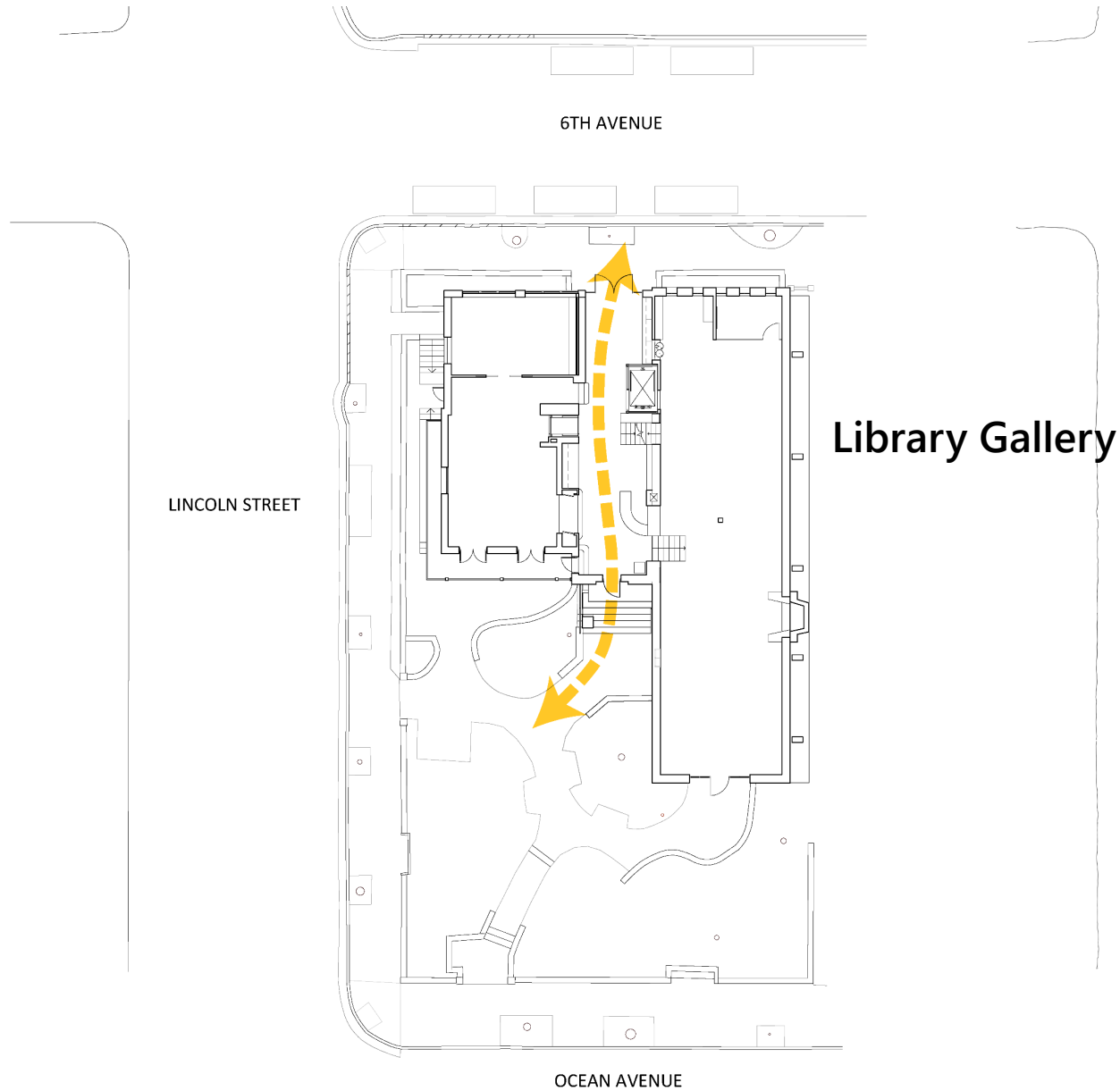
Mezzanine

Key Opportunities

- Enhanced teen space: separate program and stack areas
- Code compliant restrooms
- Flexible staff workspace
- Acoustic separation of staff area
- Optimized building systems



Potential Site Opportunities







CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

**SUBMITTED
BY:**

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

RECOMMENDATION:

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

None



CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Library and Community Activities Director

SUBJECT: Authorization of the Carmel Public Library Foundation's use of the Harrison Memorial Library for the Donor Salute event on Sunday, March 8, 2026, and the Sterling Circle event on Sunday, June 7, 2026, and recommend that the City Council co-sponsor and approve the serving of alcohol for both events.

RECOMMENDATION:

Authorize the Carmel Public Library Foundation's use of the Harrison Memorial Library for the Donor Salute event on Sunday, March 8, 2026, and the Sterling Circle event on Sunday, June 7, 2026, and recommend that the City Council co-sponsor and approve the serving of alcohol for both events.

BACKGROUND / SUMMARY:

Per City Policy C89-47 "Support Groups Policy", (Attachment 1) the use of library facilities shall be determined by the Harrison Memorial Library Board of Trustees as follows:

Requests for the use of Library facilities shall be forwarded to the Harrison Memorial Library Board of Trustees for its review at least thirty days (30) prior to the scheduled event. However, any event approved by the Library Board of Trustees at which alcoholic beverages are to be offered must also have prior approval of the City Council.

The Carmel Public Library Foundation (CPLF) is requesting the use of the Harrison Memorial Library to hold its annual Donor Salute event on Sunday, March 8, 2026, from 3:00 p.m. - 5:00 p.m. The Donor Salute is held each year to thank those who donate \$100 or more in a calendar year to the CPLF (Attachment 2).

The CPLF is also requesting the use of the Harrison Memorial Library to hold its annual Sterling

Circle event on Sunday, June 7, 2026, from 3:00 p.m. - 5:00 p.m. at the Main Library. The Sterling Circle event is held annually to thank the CPLF Planned Giving Program donors.

Wine will be served at each event. Per Carmel Municipal Code section 9.20.020, it is unlawful for any person to drink any alcoholic beverage in or upon any public place within the City. The City Council may, however, authorize exceptions to the code for specific events of limited duration by adopting a resolution.

Pending Trustees' approval for the use of the Harrison Memorial Library for Donor Salute and Sterling Circle staff will take this request to the City Council for approval of the serving of alcohol at both events at the March 2, 2026, Special Council Meeting.

FISCAL IMPACT:

Donors to the Carmel Public Library Foundation provide almost 100% of the funds for the Library's operating budget.

ATTACHMENTS:

1. CPLF Donor Salute & Sterling Circle request letter



Carmel Public Library Foundation

Melinda Cervantes, Interim Library Director
& Library Board Trustees
Sixth and Mission St.
Carmel, CA 93921

Dear Ms. Cervantes & Library Board Trustees:

The Carmel Public Library Foundation respectfully requests consideration to hold our donor cultivation event; The Donor Salute on Sunday, March 8, 2026 from 3:00-5:00pm and the Sterling Circle on Sunday, June 7, 2026 from 3:00-5:00pm at the Harrison Memorial Library.

We plan to serve wine and hors d'oeuvres at each of the events. We are eager to obtain whatever approvals are necessary. Please let us know if you require any further information or documentation.

Thank you for your consideration of our request.

Sincerely,

Alexandra Fallon, CEO
Carmel Public Library Foundation



CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Katie O'Connell

SUBJECT: Consider Request to Borrow City Artwork by Monterey Museum of Art

RECOMMENDATION:

Staff recommends that the Board provisionally approve the loan request from the Monterey Museum of Art pending an updated appraisal.

BACKGROUND / SUMMARY:

The Monterey Museum of Art (MMA) requests the loan of the following painting from the City art collection from April 1 through September 25, 2026, for their upcoming exhibit, "Mary DeNeale Morgan: Doyenne of the Carmel Art Colony":

- Mary DeNeale Morgan, Cypress on Monterey Coast (Cypress Point), 1930-1931, oil on linen, 40.25 x 50.25 inches (CBTS-0870)

The painting is currently on display at the Harrison Memorial Library. Its last appraisal and condition assessment was conducted in 2015 by Bonhams & Butterfields Auctioneers Corp. (Attachment 2). The painting was given an insurance valuation of \$50,000 and was noted to be in good condition overall, with no problems to note.

In 2010, this painting was successfully loaned to Saint Mary's College of California for their exhibition "Delicate Strength: Early California Paintings by Annie Harmon, Mary DeNeale Morgan and Marion Kavanagh Wachtel." It was returned with no damage.

There are no indications of any issues that would make the painting too delicate to

transport and exhibit at the MMA.

The MMA has been a successful partner in sharing the City’s art collection with a wider audience several times in the past. Since 2000, the City has loaned the MMA pieces from the art collection for three separate exhibitions. All of the pieces have been carefully handled and transported, professionally exhibited, kept secure, and returned to the City without issue.

Staff has reviewed the MMA’s loan application, which includes full details of proposed display methods, environmental conditions, and security measures for the loan. Staff finds that the proposed measures meet all professional standards for the care and handling of the artwork, and meet or exceed the current display conditions of the painting. The full application is on file at the Henry Meade Williams Local History Department of the Harrison Memorial Library.

In addition, the MMA is an American Alliance of Museums Accredited Museum, meaning the MMA has been found by a national standards-setting body to meet the standards and best practices of the museum field, including standards for care of its collections, loans, and facilities.

Given this accreditation, the measures outlined in the MMA’s application, and the MMA’s history of successful stewardship of City artwork, staff have no concerns about the safety and security of this item while on display.

Staff will arrange for an updated appraisal and will work with the MMA to submit a Certificate of Insurance to the Board of Trustees at the Board’s next meeting, per Section 6 of the Loan Policy for Library Art & Items of Historic Interest (Attachment 1). Staff recommends that the Board provisionally approve the loan request, pending the new appraisal. Following approval by the Board, the loan request will be taken to the City Council for final approval.

FISCAL IMPACT:

None

ATTACHMENTS:

- 1. Loan Policy for Library Art & Items of Historic Interest
- 2. Insurance Valuation 2015

Loan Policy for Library Art & Items of Historic Interest

In keeping with the Harrison Memorial Library’s goals of collecting, preserving, and providing public access to art or items of historical interest, the Library will consider short-term loans of its art and items of historical interest. Any request to borrow Library-held art or items of historical interest will be reviewed by Library staff following the procedures and criteria listed below. The loan request will then be submitted to the Harrison Memorial Library Board of Trustees for consideration at a Library Board of Trustees Meeting. If the request to borrow is for Library-held art it will need to then go to City Council for final approval.

Loan Procedure

Any group or agency wishing to borrow Library-held art or items of historical interest must submit to the Library Director/Local History Librarian, prior to the proposed exhibit, the Library’s “Request to Borrow City of Carmel-by-the-Sea Art or Items of Historic Interest” form.

Loan Criteria

Each loan request will be evaluated based on the following criteria:

1. Condition of requested object: Objects requested for loan must be physically capable of withstanding packing, travel, extra handling, and climate change. Any objects not up to this standard will not be approved for loan.
2. Type of group requesting the loan: The Library does not loan materials to private individuals or private exhibits.
3. Loan period: The Library will consider short-term loans, not to exceed 120 days.
4. Exhibit site: Evaluation of the exhibit site will include the following:
 - Environmental factors:
 - The environmental conditions at the proposed exhibit site must equal the environmental conditions under which the art or artifact is currently held at the library.
 - Any art or artifact currently held in the Local History Department’s vault, which is climate controlled, must be exhibited in a similar environment. If the proposed exhibit period is less than 30 days, the Library Board may consider a loan of vault items to a non-climate controlled site.
 - Display methods:
 - Techniques used for art and artifact display and hanging must meet current museum and library standards.
 - No object may be altered, cleaned, repaired or fumigated without written permission of the Local History Librarian, nor may framing, matting, mounting, or glazing be changed without written permission; nor may objects be examined by scientific methods without written permission.

5. Security

Historical Artifacts form be reviewed by the Carmel-by-the-Sea Police Department for security recommendations prior to consideration by the Harrison Memorial Library Board of Trustees.

6. Appraised Value

- To be considered for loan, Library art or historical artifacts should have a recorded, appraised value. The appraisal on record should be current (completed within the last five years).
- If a current appraisal is not available for the requested items, Library staff will schedule an appraisal using the City's list of approved individuals. The group or agency requesting the loan will be charged the appraisal fee. This fee must be paid before the loan is complete.
- The borrower will carry an all risk "Wall to Wall" insurance policy covering the item at its current appraised value for the duration of the loan period. Proof of insurance in the form of a Certificate of Insurance must be received by the Harrison Memorial Library Board of Trustees before the loan can be finalized.

7. Moving Loaned Items

- Items to be loaned must be moved from the Library and returned to the Library, by a professional, licensed, bonded and insured moving company, or others as approved by the City's Risk Manager.
- All packing and transportation arrangements will be made by the borrower and must be approved by the Local History Librarian.
- Each work of art or historical artifact must have protective packaging prior to transport. The item must be returned to the Library in the same quality of protective packaging in which it was borrowed. The following costs will be borne by the borrower:
 - If packed commercially, the vendor's charges for material and labor.
 - If packed in-house, the cost of material and additional personnel as needed.

Reproduction, Documentation & Credit

Each object shall be labeled and credited to the Harrison Memorial Library, Carmel, CA. Unless advised by the Library in writing, no reproduction of loaned items is permitted except the creation of photographic copies for catalog and publicity uses related to the stated purpose of the loan. The Library will be furnished with copies of any publication, catalog, or other documentation generated through use of loaned materials.

(Adopted by Harrison Memorial Library Board of Trustees, 23 August 2000. Reconfirmed by Board September 2004. Revised January 2014; January 2018.)

Bonhams

EB 1793

VALUATION AFFIDAVIT

INSURANCE VALUATION

Report number: 261421

Client number: 20773777

Report date: 1 Dec 2015

Bonhams & Butterfields Auctioneers Corp., whose principal place of business is located at 220 San Bruno Avenue, San Francisco, California, is actively engaged in the management of public sales and valuations of art, literary, and collectible property of every description, including that of the kind and character set forth in the annexed schedule. As used herein, "Bonhams", refers to Bonhams & Butterfields Auctioneers Corp.

This is to affirm that **Aaron Bastian, Judith Eurich, Gloria Garaventa, Yelena Harbick, Adam Stackhouse and Kathy Wong** are employed by Bonhams and are qualified to render valuation of those items in the annexed schedule, believing to:

City of Carmel-by-the-Sea

and located at the time of valuation at:

Various City Locations, Carmel-by-the-Sea, CA

The valuation value shown opposite each item in the attached inventory is, in our opinion, the replacement value of such an item. This valuation is made by Bonhams for insurance purposes only. The amounts listed are, in our opinion, the replacement values as of the **Commencement of valuation: 27 Jan 2015**.

No representation or warranty as to authenticity of any item is made by this valuation. Bonhams is rendering a professional service in connection with this valuation, and no obligation to provide further information, or other liability, is assumed hereby. In no event shall the liability of Bonhams, or any of its agents or employees, with respect to this valuation, exceed the amount of the valuation fee paid. Any further service will be charged on an hourly basis.

BONHAMS & BUTTERFIELDS AUCTIONEERS CORP.

For Bonhams: _____

Printed name: _____

Date: _____

Report number: 261421

Report date: 1 Dec 2015

**825 MARY DENEALE MORGAN (1868-1948)**

Cypress, Monterey Coast

signed (lower left)

oil on canvas

40 x 50in

Condition: Good overall with no problems to note.

Location: Main Branch Lobby.

US\$50,000

Bonhams reference: 412253/114

Your reference: 0870

**826 EUNICE CASHION MACLENNAN (1886-1966)**

Flocking Gulls

signed (lower left)

oil on canvas

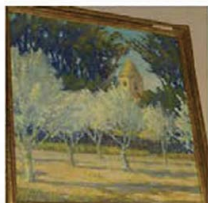
40 x 36in

Condition: Good overall with no problems to note.

Location: Main Branch Reading Room

Bonhams reference: 412253/115

Your reference: 0871

**827 WILLIAM POSEY SILVA (1859-1948)**

Mission Orchard

signed (lower right)

oil on canvas

32 x 32in

Condition: Good overall with no issues to note.

Location: Main Branch Reference Room

Bonhams reference: 412253/116

Your reference: 0872



CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Library and Community Activities Director

SUBJECT: Consideration of the appointment of an Ad Hoc Committee to work with the Library Director to review the mid-year budget

RECOMMENDATION:

Appoint an ad hoc Committee to work with the Library Director to review the mid-year budget

BACKGROUND / SUMMARY:

Each year at the midpoint of the fiscal budget cycle, staff conduct a review of revenues received and expenses incurred. This review evaluates remaining budgeted funds and projected expenditures for the remainder of the fiscal year. Staff also recommend budget amendments, if necessary, to the Board.

FISCAL IMPACT:

There is no fiscal impact in appointing an ad hoc committee.

ATTACHMENTS:

None



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SUBJECT: Consideration of the appointment of an Ad Hoc Committee to work with the Library Director to review the 2025-2027 Strategic Plan

RECOMMENDATION:

Appoint an ad hoc Committee to work with the Library Director to review the 2025-2027 Strategic Plan

BACKGROUND / SUMMARY:

At the May 28, 2025, Regular Meeting, the Board approved the 2025-2027 Strategic Plan. The Board President would like to appoint an ad hoc committee to review the plan and give an update to the full Board on how the Board and library staff are achieving the four goals and strategies.

FISCAL IMPACT:

There is no fiscal impact in appointing an ad hoc committee.

ATTACHMENTS:

1. Strategic Plan 2025-2027



STRATEGIC PLAN 2025-2027

HARRISON MEMORIAL LIBRARY ♥ PARK BRANCH CHILDREN'S LIBRARY
HENRY MEADE WILLIAMS LOCAL HISTORY DEPARTMENT

MISSION

To remain the heart of our community: Cherished by our village and a welcoming place for learning, enjoyment, and connection for everyone.



INTRODUCTION

Since the adoption of our last Strategic Plan, the Library and the community have weathered an extraordinary chapter in history. The COVID-19 pandemic brought unprecedented challenges, including the closure of Harrison Memorial Library and Park Branch Library for over a year and a sharp reduction in services and staffing.

Yet even in the face of adversity, innovation thrived. This difficult period sparked out-of-the-box thinking that led to meaningful improvements—from expanded Teen Services and streamlined library processes to enhanced technology and an exciting increase in adult programming. These achievements reflect the resilience and creativity of our team and the unwavering support of our community.

Looking ahead, the 2025–2027 Strategic Plan builds on this momentum. It embraces continued innovation while recognizing the practical realities of implementation. The plan is thoughtfully designed to ensure progress and continuity throughout the much-anticipated Harrison Memorial Library Renovation—an ambitious and vital project made possible by the generous support of the City of Carmel and the Carmel Public Library Foundation.

CARMEL PUBLIC LIBRARIES AT A GLANCE

SUPPORT & FUNDING

The Library is fortunate to have multiple sources of support and funding that work together to meet the community's needs.



BOARD OF TRUSTEES

Oversight of buildings, budget, & policies

FRIENDS OF THE LIBRARY

Raises funds to support operations

CITY OF CARMEL

Funds staff salaries and building maintenance

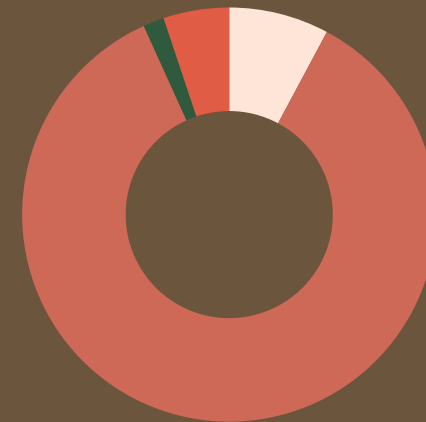
CARMEL PUBLIC LIBRARY FOUNDATION

Raises funds to support operations

BUDGET

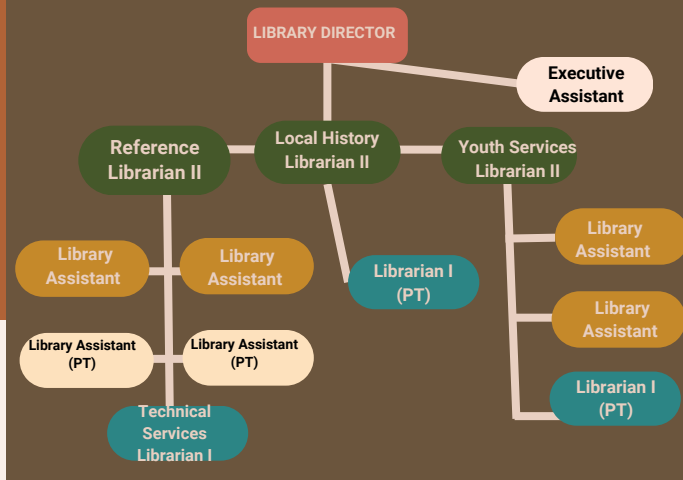
FY 2024/25 Total Income \$428,500

- Interest (LAIF)
- Carmel Public Library Foundation
- Operations (printing, lost books, etc.)
- Friends of the Library

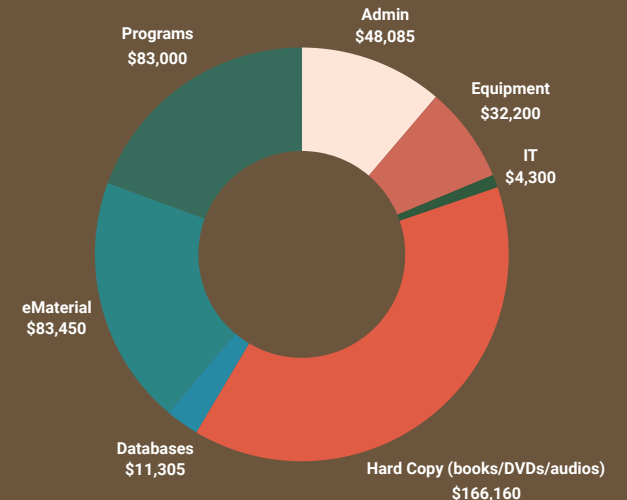


In addition to the generous contributions from library supporters, the City of Carmel funds library staff salaries. For FY 2024/25 the City approved 13.75 FTEs in the amount of \$1,545,431

LIBRARY ORGANIZATION CHART



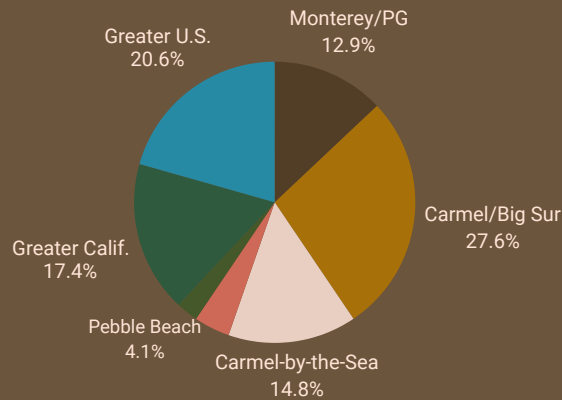
FY 2024/25 Total Expenditures \$428,500



CARMEL PUBLIC LIBRARIES AT A GLANCE

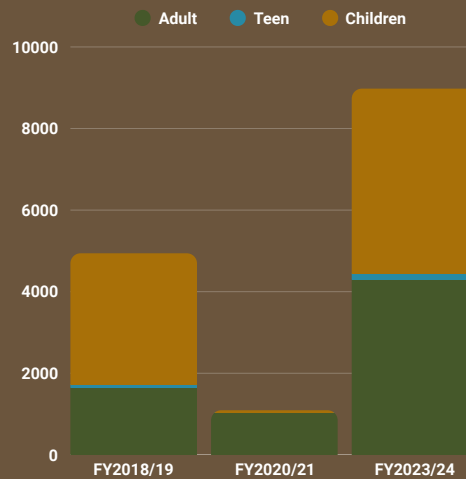
PATRONS

14,191 Total Cardholders (2024)



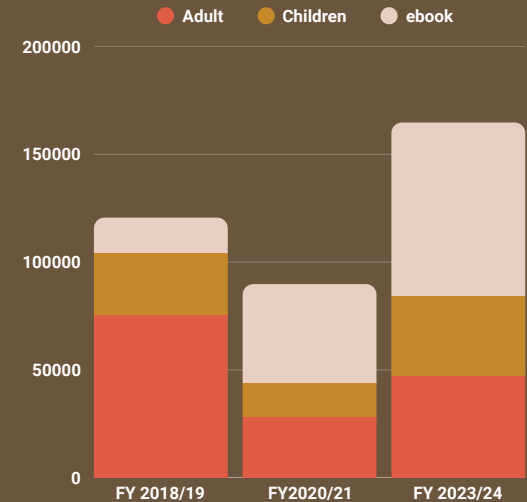
Carmel has an interesting make-up of users - the majority of whom are local. Many second homeowners from all over the world use our library while they are staying at their second home in town. The pandemic also saw an increase in online cards.

PROGRAM ATTENDANCE



Programs at both libraries include a wide-range from music, to storytime, to art, history, and informational workshops. The number of programs since the pandemic has increased and thusly program attendance.

CHECK-OUTS



The pandemic caused a large jump in ebook usage among our patrons - in particular e-audios for adults. Kids checkouts exceed pre-pandemic levels due to an influx of new families and a revamped collection.

LIBRARY VISITS

FY 2018/19	114,059
FY 2020/21	0
FY 2023/24	134,067

People visit and use the library for many reason: books, DVDs, audios, programs, work, bathrooms, explore the building, look at the art, ask many questions, hang out, do a puzzle, attend a meeting, and much more!

VOLUNTEERS

Volunteers help with shelving and special projects in Local History or the Children's department.

FY 2018/19	964 hours
FY 2020/21	0 hours
FY 2023/24	352 hours



HARRISON MEMORIAL LIBRARY

HISTORY ♥

Carmel Public Free Library was founded in 1906 at the corner of Lincoln Street and Sixth Avenue, where the Gathering Place is today, with a collection of under 500 books. The growing community of avid readers soon outgrew the building, and it was moved and expanded in 1922.

Ella Reid Harrison was a philanthropist, world traveler, great reader, and the widow of California Supreme Court Justice Ralph Chandler Harrison. In 1922, Mrs. Harrison bequeathed property, building funds, and her private book and art collections to the City to establish a public library in memory of her husband.

In 1928, the new Harrison Memorial Library, built by M. J. Murphy with input from architect Bernard Maybeck, was completed. The new library was soon pressed for space, and in 1949 the building was expanded all the way back to Sixth Avenue. In the decades following the expansion, the building saw minor renovations and updates, including changes to the staff offices and the garden.

In 2020, construction was completed on the Gathering Place, a free community meeting room that had been on the Library's wish list since the 1950s.

SERVICES & ACTIVITIES ♥

The Harrison Memorial Library holds books and materials for adults and teens, hosts myriad programs, houses the technical services department (where all the books are processed) - and is home to the Gathering Place, a free meeting space for all of the community.

The Harrison also is an art gallery where much of the City's best art works are on display.

The Carmel-by-the-Sea Garden Club designed and maintains the beautiful, well loved garden at the front of the building.

PARK BRANCH LIBRARY

CHILDREN'S LIBRARY & HENRY MEADE WILLIAMS LOCAL HISTORY DEPARTMENT

HISTORY ♥

In 1988 Mayor Clint Eastwood facilitated the purchase of the Crocker Bank on behalf of the City, for the creation of the the Park Branch Library. This served as a solution to space issues at Harrison, when all other solutions had failed, including the expansion of Harrison and talk of moving the library to Sunset Center.

After major renovations, the new library opened in spring of 1989, with a large Children's Department, new staff offices and a dedicated Local History Department for the library's collection of historical documents, which had previously been stored in a variety of basements and closets.

In 1992 the Local History Department was dedicated in honor of Henry Meade Williams, a local bookshop owner, philanthropist and father of Lacy Buck Williams, a lifelong resident who has been dedicated to preserving the history of Carmel and instrumental to improving library services through her continued support.

SERVICES & ACTIVITIES ♥

The Park Branch Library houses the Local History Department, archive for the village's history which includes photos, letters, manuscripts and more.

In addition, it houses the Children's Department holds all of the children's books and materials, and hosts many fun programs and story times throughout the year.

In 2014 the Park Branch became home to the Administrative offices and the City's Community Activities Department.

STRATEGIC DIRECTION AND GOALS

To work to fulfill the Library's mission while addressing key challenges, we will pursue four broad goals and associated strategies over the next few years:

Goal 1. Be a center for learning, enjoyment, community connection and support.

- Strategy 1.1 Provide interesting and informative programs for all ages
- Strategy 1.2 Broaden community impact by identifying community members' unique needs to shape Library services and exploring unmet needs in the community
- Strategy 1.3 Develop outreach programs to underserved communities
- Strategy 1.4 Share the library's story through outreach in the community

Goal 2. Innovate to support equitable and inclusive access

- Strategy 2.1 Improve and enhance the Library buildings to ensure they are best designed for use, and are welcoming and vibrant
- Strategy 2.2 Improve cohesion between the library buildings and their surrounding gardens/green spaces - that are by their nature extensions of the library
- Strategy 2.3 Align the days of hours and service with community needs
- Strategy 2.4 Invest in adaptive technologies based on patron needs

STRATEGIC DIRECTION AND GOALS

Goal 3. Maintain operational excellence

- Strategy 3.1 Optimize public resources
- Strategy 3.2 Staff feel empowered to provide exceptional services

Goal 4. Improve the Library's environmental sustainability and resilience to climate change

- Strategy 4.1 Improve environmental sustainability of Library operations
- Strategy 4.2 Increase Library's preparedness for emergencies
- Strategy 4.3 Provide the community with resources and programs on environmental sustainability and resilience
- Strategy 4.4 Support the community in increasing resilience during emergencies

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION	ACTIONABLE OBJECTIVES	
<p>GOAL 1 ♥</p> <p>Be a center for learning, enjoyment, community connection and support.</p>	<p><u>Strategy 1.1</u> Provide interesting and informative programs for all ages</p>	<p>Objective 1.1.1 Establish regular weekly hours for tech help (2025)</p> <p>Objective 1.1.2 Collaborate with Carmel, Carmel Valley, Big Sur and Pebble Beach schools on programs on a regular basis and seek to better understand how we can help to support their respective strategic plans (2026, Ongoing)</p> <p>Objective 1.1.3 Continue to learn from and build on established programs and explore new program ideas as they arise (Ongoing)</p>
	<p><u>Strategy 1.2</u> Broaden community impact by identifying community members' unique needs to shape Library services and exploring unmet needs in the community</p>	<p>Objective 1.2.2 Provide a variety of ways for community members to provide feedback - bulletin board, suggestion boxes, notebooks, and surveys (2025, Ongoing)</p> <p>Objective 1.2.1 Conduct Community Conversations and produce an updated Public Knowledge Report (2027)</p>

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION	ACTIONABLE OBJECTIVES
<p>GOAL 1 ♥</p> <p>Be a center for learning, enjoyment, community connection and support.</p>	<p>Strategy 1.3 Develop outreach programs to underserved communities</p> <p>Objective 1.3.1 Better serve patrons with dementia and Alzheimer's and their caregivers through staff training, surveys, and collaborating on programs (2025)</p> <p>Objective 1.3.2 Start a conversation with the community workforce to understand their needs and wants (2026)</p> <p>Objective 1.3.3 Explore option for books delivery to homebound patrons, including a partnership with Carmel Foundation (2025)</p> <p>Objective 1.3.4 Develop an accommodation policy (2026)</p>

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION	ACTIONABLE OBJECTIVES
<p>GOAL 1 ♥</p> <p>Be a center for learning, enjoyment, community connection and support.</p>	<p>Objective 1.4.1 Re-brand the library so that it is clear who we are, where we are, and what we do (2025)</p> <p>Objective 1.4.2 Develop a plan and strategy for marketing and communication of library services including, but not limited to social media, website, utilizing ads/columns in the Carmel Pine Cone, etc. (2026)</p> <p>Objective 1.4.3 Conduct outreach to community leaders to ensure understanding of the value of the Library and the importance of continued investment and support of Library services (Ongoing)</p> <p>Objective 1.4.4 Work with local realtors to distribute a welcome packet/brochure/bookmark for new community members (2027)</p> <p>Objective 1.4.5 Encourage community advocacy for the library (Ongoing)</p>

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION	ACTIONABLE OBJECTIVES	
GOAL 2 ♥ Innovate to support equitable and inclusive access	Strategy 2.1 Improve and enhance the Library buildings to ensure they are best designed for use, and are welcoming and vibrant	Objective 2.1.1 Look for opportunities to renovate both library buildings and ensure that the community has the opportunity to participate in and provide input at every phase of any design process for both the Harrison Memorial Library and Park Branch libraries (2025) Objective 2.1.2 Ensure continuity of operations during any renovation projects by relocating and prioritizing services and collections based on community needs and desires (2026-2027)
	Strategy 2.2 Improve cohesion between the library buildings and their surrounding gardens/green spaces - that are by their nature extensions of the library	Objective 2.2.1 Introduce patrons and visitors to the library in the Harrison Library garden with improved signage and explore the possibility of a garden information booth (2026) Objective 2.2.2 Conduct nature-centric programs utilizing the Harrison Memorial Library garden and other greenspaces in Carmel-by-the-Sea (2027)

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION	ACTIONABLE OBJECTIVES	
GOAL 2 ♥ Innovate to support equitable and inclusive access	<u>Strategy 2.3</u> Align the days of hours and service with community needs	Objective 2.3.1 Restore Saturday hours (2025)
	<u>Strategy 2.4</u> Invest in adaptive technologies based on patron needs (2026)	Objective 2.4.1 Continue to invest in Wonderbook, large print and audio collections, and explore options for a braille collection.

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION	ACTIONABLE OBJECTIVES	
GOAL 3  Maintain operational excellence	<p><u>Strategy 3.1</u> Optimize public resources</p>	<p>Objective 3.1.1 Review, reaffirm, and amend library policies and procedures to ensure maximum transparency and efficiency (2025)</p> <p>Objective 3.1.2 Work with Pacific Grove and Monterey libraries to implement book/DVD sharing (2025)</p> <p>Objective 3.1.3 Work with the Carmel Public Library Foundation, Friends of the Library, and other community organizations to identify projects that could provide opportunities for special grant or donor funding (Ongoing)</p> <p>Objective 3.1.4 Better promote purchase suggestions on the library website, bookmarks, and any other promotional materials to further engage the community in collection development (2025)</p>
	<p><u>Strategy 3.2</u> Continue for the staff to feel empowered to provide exceptional service</p>	<p>Objective 3.2.1 Develop staff training plan (1 all-staff training per month) including emergency preparedness (2025- Ongoing)</p> <p>Objective 3.2.2 Map the library’s volunteer needs and map the needs of volunteers (2026)</p>

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION	ACTIONABLE OBJECTIVES	
GOAL 4 ♥ Improve the Library's environmental sustainability and resilience	<u>Strategy 4.1</u> Improve environmental sustainability of Library operations	Objective 4.1.1 Investigate ways to reduce waste in library operations (paper, single-use plastics, Bring Your Water Bottle to the Library, Craft Supply Exchange, etc.) (2025-2026) Objective 4.1.2 Look for opportunities to switch to local/sustainable/Certified B/etc. companies and vendors when possible (2025-2026) Objective 4.1.2 Work with Public Works to identify opportunities to reduce energy consumption in library buildings by strategizing lighting upgrades, window replacements as needed (Ongoing)
	<u>Strategy 4.2</u> Increase Library's preparedness for emergencies	Objective 4.2.1 Develop Continuity of Operations Plan for the Library (2025-2026) Objective 4.2.2 Create a special collections evacuation plan to improve the safety of our local history collections in case of an emergency (2025-2026) Objective 4.2.3 Prioritize staff training on disaster recovery topics, such as salvaging water-damaged materials (Ongoing)

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION	ACTIONABLE OBJECTIVES	
GOAL 4 ♥ Improve the Library's environmental sustainability and resilience	<u>Strategy 4.3</u> Provide the community with resources and programs on environmental sustainability and resilience	Objective 4.3.1 Regularly host sustainability and resilience related programs that are relevant to Carmel and responsive to our community's concerns and interests Objective 4.3.2 Provide opportunities for local and regional organizations, such as CERT, CalFire, Carmel Prepares; sharing info/offering platform for other orgs (CERT, County depts, C3E, Fire) and departments
	<u>Strategy 4.4</u> Increase the Library's resilience during emergencies	Objective 4.4.1 Continue to act as a charging/warming center during storms and power outages Objective 4.4.2 Explore additional ways we can support our community during emergencies and extreme weather events

PROGRAM IDEAS

We asked and you answered! Here are some ideas that were shared with us for specific programs that we are excited to try out in the upcoming years and some helpful feedback on library services:

Park Branch - Kids' Department

- STEM and coding classes/meet-ups
- Candy
- Bubble blowing
- Candy
- Rojigo to sing at the library (?)
- Make something cool like a robot
- Shell mosaic
- Chess club
- Making a roller coaster for gnomes
- Making an amusement park for kids
- Making tiny wooden gnomes
- You should have a Thanksgiving party
- Art classes
- Write books
- Have a book fair with lots of books
- Money
- Having a ball
- Have a rainbow party
- Events a bit later, not right after school

Harrison Memorial Library

- Gardening Program - Plant a tree
- Saturday hours
- Storm preparedness talk (evacuation centers, emergency shelters, hotel discounts for storm evacuees)
- Microsoft Word on computers
- Q&A with City Council
- Technology and eBook help
- Have the "Isle of the Lost" series
- Check out board games and games
- Mindfulness yoga
- Emergency preparation tips
- Game night
- Scam us if you can: Stopping mail, check and marketplace fraud program
- Have a book club here! Salsa dancing lessons
- Calligraphy class
- No cops allowed
- Get to know the Police
- Open mic nights
- "What's New at the Library" section in the Carmel Pine Cone
- Chinese knot making program - please continue your wonderful music program (P.S. the Bazar Magazine)
- Writers discussing their books
- Writing notes of appreciation to military
- Have a knitting program and do D&D more often!
- Continued smiles from the library staff
- More live music
- Local author visits
- Presentations from local non-profits
- Fingernail art
- More arts and crafts programs
- Weaving books
- Outreach
- Tai Chi and Qi Gong Classes
- Sunday and Saturday hours
- Kindness Camp

ACKNOWLEDGMENTS

Staff appreciates the dedicated and dynamic efforts of the Library Strategic Plan Committee, Library Board Trustees MaryJo Williams and Marie-Clare Gorham, Library staff Jeanette Campbell, Renee Martine, and Katie O'Connell, and community members Analis Bahn (CUSD), Kim Stemler (Carmel Foundation), Missy Jensen, and Sherry Williams, as well as the Trustees, City Council, and community for their continued care, feedback, and support.



CITY OF CARMEL-BY-THE-SEA
Harrison Memorial Library Board of Trustees
Staff Report

January 28, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Leslie Fenton, Executive Assistant

SUBJECT: Consider rescheduling the Wednesday, April 22, 2026, Regular Meeting to a Special Meeting on Wednesday, April 29, 2026

RECOMMENDATION:

Approve the rescheduling of the Wednesday, April 22, 2026, Regular Meeting to a Special Meeting on Wednesday, April 29, 2026.

BACKGROUND / SUMMARY:

Due to a schedule conflict, the Board President has requested that the Wednesday, April 22, 2026, Regular Meeting be rescheduled to Wednesday, April 29, 2026.

FISCAL IMPACT:

N/A

ATTACHMENTS:

None