



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, March 25, 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/84579392905>
Webinar ID: 845 7939 2905
Passcode: 046442
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. While stating your name is optional, it helps to identify speakers in the meeting minutes. 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. Remote or in-person participants who do not comply with the requirements of the Brown Act 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 February 25, 2026, Regular Meeting and the March 3, 2026, Special Meeting.
- 4) Receive the Librarian's Report for February 2026
- 5) Receive the Treasurer's Report for February 2026 and approve the check register for February 2026
- 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) Direct the Board President or designee to send a letter requesting additional funding for FY 2025-26 from the Carmel Public Library Foundation for the purchase of shelving for the Temporary Library.
- 9) Direct the Board President or designee to send a letter requesting additional funding for FY 2025-26 from the Carmel Public Library Foundation for the purchase of shelving for the Park Branch Library lobby and one laptop charging kiosk for the Harrison Memorial Library.

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

March 25, 2026
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Approval of the Minutes for the February 25, 2026, Regular Meeting and the March 3, 2026, Special Meeting.

RECOMMENDATION:

Approval of the Minutes for the February 25, 2026, Regular Meeting and the March 3, 2026, Special Meeting.

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. HMLB Regular Meeting Minutes - February 25, 2026
2. HMLB Special Meeting Minutes - March 3, 2026

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

REGULAR MEETING MINUTES

Wednesday, February 25, 2026

CALL TO ORDER AND ROLL CALL

PRESENT: DiNucci, Gorham, Williams
ABSENT: Jett
STAFF PRESENT: Melinda Cervantes, Interim Library Director
Leslie Fenton, Admin. Analyst

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

1) Announcements from the Trustees

President Williams announced that this is Interim Director Cervantes's last week. She was well-suited for the interim position, and we are grateful for all the work she did on the temp location project. The new Library Director, Heather Cousin, begins on Monday. There will be a Special Meeting on Tuesday, March 3, at 1:30 p.m.

2) Announcements from the Library Director

Interim Director Cervantes thanked everyone.

PUBLIC APPEARANCES

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None

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 January 28, 2026, Regular Meeting

Trustee DiNucci moved to approve the Minutes for the January 28, 2026, Regular Meeting, seconded by Trustee Gorham, and carried by the following roll call vote:

AYES: DiNucci, Gorham, Williams

NOES: None
ABSENT: Jett
ABSTAIN: None

4) Receive the Librarian's Report for January 2026

Interim Director Cervantes presented the January 2026 Librarian's Report.

5) Receive the Treasurer's Report for January 2026 and approve the check register for January 2026

Interim Director Cervantes presented the Treasurer's Report.

Trustee Gorham moved to approve the check register for January 2026, seconded by Trustee DiNucci, and carried by the following roll call vote:

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

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

Interim Director Cervantes presented the report and announced that the architects from Moore Ruble Yudell would be giving an updated presentation in the library's Reading Room on Wednesday, March 4, 2026.

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

Carmel Public Library Foundation Executive Director Fallon presented the report.

8) Receive a report from the Ad Hoc Committee on Mid-Year Budget Review

President Williams presented the report for the Ad Hoc Committee on the mid-year budget review.

9) Receive a report from Ad Hoc Committee on the Library Strategic Plan 2025-2027

Trustee Gorham presented the report for the Ad Hoc Committee on the Library Strategic Plan 2025-2027.

10) Approve Request to Borrow City Artwork by Monterey Museum of Art and forward the request to the City Council for final approval

Local History Librarian O'Connell presented the report.

Trustee Gorham moved to approve the request to borrow City artwork from the Monterey Museum of Art and forward the request to the City Council for final approval, pending receipt of the insurance certificate, seconded by Trustee DiNucci, and carried

by the following roll call vote:

AYES: DiNucci, Gorham, Williams

NOES: None

ABSENT: Jett

ABSTAIN: None

FUTURE AGENDA ITEMS

- Budget adjustments

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:25 a.m.

The next Regular Meeting is scheduled for Wednesday, March 25, 2026.

APPROVED:

ATTEST:

Maryjo Williams
President, Library Board of Trustees

Leslie Fenton, Board Clerk

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

SPECIAL MEETING MINUTES

Tuesday, March 3, 2026

CALL TO ORDER AND ROLL CALL

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

ANNOUNCEMENTS

None

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. While stating your name is optional, it helps to identify speakers in the meeting minutes. 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. Remote or in-person participants who do not comply with the requirements of the Brown Act will be muted.

None

ORDERS OF BUSINESS

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

- 1) Receive a presentation from Moore Ruble Yudell Architects on the library renovation project

The Board received a presentation from Moore Ruble Yudell Architects on the library renovation project.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 2:08 p.m.

The next Regular Meeting is scheduled for Wednesday, March 25, 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

March 25, 2026
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Acting Library Director

SUBJECT: Receive the Librarian's Report for February 2026

RECOMMENDATION:

Receive the Librarian's Report for February 2026

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. Librarians' Report - February 2026

LIBRARIAN'S MONTHLY REPORT

February 28, 2026

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	-3.63	1,660	2,100	13,924	14,448
Non-Fiction	-0.59	1,054	1,280	8,060	8,108
Magazines	-4.58	99	108	500	524
Audio/Video	-15.19	812	1,053	6,904	8,141
ADULT CIRCULATION TOTAL:	-5.87	3,625	4,541	29,388	31,221
Juvenile Circulation:					
Fiction	10.70	2,104	2,863	20,729	18,726
Non-Fiction	-6.29	459	603	4,872	5,199
Magazines	39.92	40	43	340	243
Audio/Video	6.29	159	233	1,335	1,256
JUVENILE CIRCULATION TOTAL:	7.28	2,762	3,742	27,276	25,424
CIRCULATION TOTAL:	0.03	6,387	8,283	56,664	56,645
ELECTRONIC CHECKOUTS:	-1.78	10,175	11,586	88,503	90,108
HOLD REQUESTS:	-6.37	757	814	6,398	6,833
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

February 28, 2026

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	-0.95	1,343	1,861	11,939	12,053
Non-Residents:					
Monterey County	-2.12	4,576	5,921	40,142	41,013
Other Zip Codes	19.21	468	501	4,493	3,769
NON-RESIDENT CIRCULATION TOTAL	-0.33	5,044	6,422	44,635	44,782
PATRON REGISTRATION:	Patron Data Base Purge 05/25				
Carmel by-the-Sea Residents	-54.87	5	6	88	195
Monterey County Residents	-25.40	62	58	508	681
Other Borrowers	-92.15	46	39	422	5,377
REGISTRATION TOTAL:	-83.72	113	103	1,018	6,253
TOTAL # OF CARDHOLDERS:	0.94	16,580	16,468	16,580	16,426

Patron Visit Count					
HML Building	-2.16	5,922	5,882	53,196	54,373
Park Branch Building					
Local History	-24.71	15	35	195	259
Youth Services Dept.	-2.39	4,020	3,921	35,526	36,396
PATRON VISIT TOTAL:	-2.32	9,957	9,838	88,917	91,028

LIBRARIAN'S MONTHLY REPORT

February 28, 2026

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	-2.37	1,027	1,056	8,279	8,480
Youth Services Desk	42.96	648	645	5,830	4,078
Local History Desk	-22.40	45	75	485	625
TOTAL REFERENCE QUESTIONS:	10.70	1,720	1,776	14,594	13,183
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-8.62	860	893	5,923	6,482
VOLUNTEER HOURS					
	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-33.33	1	3	20	30
Park Branch	-100.00	0	0	0	84
Harrison - Main	-15.45	32	32	186	220
TOTALS:	-38.32	33	35	206	334

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

LIBRARIAN'S MONTHLY REPORT

February 28, 2026

	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)	39.39	7	6	46	33
TOTAL ATTENDANCE	22.75	241	188	1,581	1,288
SCHOOL AGE PROGRAMS (6-11 YRS)	9.52	3	3	23	21
TOTAL ATTENDANCE	23.71	100	23	741	599
TEEN PROGRAMS (12-18 YRS)	-14.29	2	4	24	28
TOTAL ATTENDANCE:	-10.73	10	24	158	177
ADULT PROGRAMS	55.17	6	7	45	29
TOTAL ATTENDANCE	-14.91	342	387	1,929	2,267
OFFSITE PROGRAMS	11.11	1	2	10	9
TOTAL ATTENDANCE	-35.27	184	256	769	1,188
LOCAL HISTORY PROGRAMS	-41.67	0	1	7	12
TOTAL ATTENDANCE	-90.24	0	15	128	1,311
GATHERING PLACE RESERVATIONS	#DIV/0!	21	16		



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

March 25, 2026
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Heather Cousin, Library Director

SUBJECT: Receive the Treasurer's Report for February 2026 and approve the check register for February 2026

RECOMMENDATION:

Receive the Treasurer's Report for February 2026 and approve the check register for February 2026

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. February 2026 Financials
2. Check Register - February 2026

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
February 28, 2026

Statement of Financial Position

Harrison Memorial Library

As of February 28, 2026

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	164,101.27
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	\$873,784.78
14100 LAIF - Operating Reserve	265,594.33
14200 LAIF - Equipment Replacement	100,000.00
14300 LAIF - Bradney	46,747.05
14400 LAIF - Evans Restricted Fund	123,000.00
Total for 14000 LAIF	\$1,409,126.16
Total for Bank Accounts	\$1,573,687.43
Total for Current Assets	\$1,573,687.43
Total for Assets	\$1,573,687.43
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	7,535.45
Total for Accounts Payable	\$7,535.45
Total for Current Liabilities	\$7,535.45
Total for Liabilities	\$7,535.45
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	\$0.00
15110 LAIF - Restricted - Operating Reserve	183,127.25
15120 LAIF - Equipment Replacement	100,000.00
15130 WF - Designated Gifts	0.00
15140 Broadband Equipment Grant	3,379.77
Total for 15100 Temporarily Restricted	\$286,507.02
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
Total for 15000 Restricted Funds	\$433,254.07
Opening Balance Equity	0.00
16000 Unrestricted Net Assets	1,087,569.75
Net Income	45,328.16
Total for Equity	\$1,566,151.98
Total for Liabilities and Equity	\$1,573,687.43

Harrison Memorial Library
Feb-26

	Actual	Budget	Over Budget
20000 Total Revenue	\$ 264,622.88	\$286,666.64	\$ (22,043.76)
Gross Profit	264.622.88	\$286.666.64	\$ 22,043.76
Expenses			
30000 ADMINISTRATION	\$ 9,051.27	\$30,325.44	\$ (21,274.17)
40000 EQUIPMENT	\$ 10,100.61	\$19,233.36	\$ (9,132.75)
50000 IT	\$ 2,881.03	\$7,633.36	\$ (4,752.33)
60000 HARDCOPY MATERIAL	\$ 58,192.05	\$71,900.00	\$ (13,707.95)
70000 DATABASES	\$ 9,308.15	\$9,121.36	\$ 186.79
80000 PROGRAMS	\$ 40,255.92	\$58,063.36	\$ (17,807.44)
Total Total Expenses	\$ 219,294.72	286,683.44	\$ 67,388.72
Net Operating Income	\$ 45,328.16	16.80	\$ 45,344.96
Net Income	\$ 45,328.16	16.8	\$ 45,344.96

March 17 2026
Donna Jett

Harrison Memorial Library

Budget vs. Actuals: FY2025-2026 - FY26 P&L

July 2025 - February 2026

		TOTAL	
	ACTUAL	BUDGET	REMAINING
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			
21100 CPLF - Operating Expenses	183,000.00	244,000.00	61,000.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	183,000.00	244,000.00	61,000.00
22000 DONATIONS			
22300 HML Donations - Unrestricted	235.00		-235.00
Total 22000 DONATIONS	235.00		-235.00
23000 INTEREST INCOME			
23100 Interest - Bradney	4,350.29	0.00	-4,350.29
23200 Interest - Other	39,164.03	16,666.64	-22,497.39
Total 23000 INTEREST INCOME	43,514.32	16,666.64	-26,847.68
24000 Friends of HML	35,000.00	23,333.36	-11,666.64
25000 Library Operations	2,873.56	2,666.64	-206.92
28000 Uncategorized Revenue		0.00	0.00
Total 20000 Revenue	264,622.88	286,666.64	22,043.76
Total Income	\$264,622.88	\$286,666.64	\$22,043.76
GROSS PROFIT	\$264,622.88	\$286,666.64	\$22,043.76
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Bookkeeping	2,625.00	3,250.00	625.00
31200 Audit Services		3,500.00	3,500.00
31600 Bank Charges/Returned Checks	77.71	66.64	-11.07
Total 31000 Finance	2,702.71	6,816.64	4,113.93
32000 Library Promotions			
32200 Canva, Constant Contact	1,770.00	1,333.36	-436.64
32300 Print Advertising	100.00	2,000.00	1,900.00
32400 Printing / Copy Services	1,822.24	1,666.64	-155.60
Total 32000 Library Promotions	3,692.24	5,000.00	1,307.76
33000 Supplies			
33100 Library Cards		1,000.00	1,000.00
33200 Postage	99.26	200.00	100.74
33300 Office Supplies - General	3,029.89	2,875.36	-154.53
33400 Misc Supplies	1,327.90	1,000.00	-327.90
33500 Emergency Supplies	-12,092.27	333.36	12,425.63
33600 Alhambra	187.19	125.36	-61.83
Total 33000 Supplies	-7,448.03	5,534.08	12,982.11
34000 Organizational Development			
34100 Staff Training/Conferences	689.91	2,640.64	1,950.73
34200 Mileage	112.71	133.36	20.65
34300 Memberships	522.00	1,000.00	478.00

Harrison Memorial Library

Budget vs. Actuals: FY2025-2026 - FY26 P&L

July 2025 - February 2026

	TOTAL		
	ACTUAL	BUDGET	REMAINING
34400 MOBAC/PLP Membership	8,641.00	8,534.00	-107.00
34500 Volunteer / Donor Acknowledgement	75.00	333.36	258.36
34600 Meeting Hosting	63.73	333.36	269.63
Total 34000 Organizational Development	10,104.35	12,974.72	2,870.37
Total 30000 ADMINISTRATION	9,051.27	30,325.44	21,274.17
40000 EQUIPMENT			
41000 Furniture	4,890.00	9,333.36	4,443.36
45000 Staff Computers	327.70	1,333.36	1,005.66
46000 Equipment		0.00	0.00
47000 Maintenance Contracts (self-check machines, copier)	4,882.91	8,566.64	3,683.73
Total 40000 EQUIPMENT	10,100.61	19,233.36	9,132.75
50000 IT			
53000 Security (Lastpass)		433.36	433.36
54000 Software (Adobe, Office, etc.)	1,411.00	1,533.36	122.36
55000 Internet/Telephone	1,470.03	5,666.64	4,196.61
Total 50000 IT	2,881.03	7,633.36	4,752.33
60000 HARD COPY MATERIAL			
61000 ADULT COLLECTION			
61100 Audio	1,997.36	3,000.00	1,002.64
61200 DVD	1,775.24	2,333.36	558.12
61300 Fiction	8,207.34	9,333.36	1,126.02
61400 Non-fiction	5,240.26	6,666.64	1,426.38
61500 Large Print	2,012.09	3,000.00	987.91
61600 Graphic Novels	1,126.60	666.64	-459.96
61700 Newspapers	3,544.10	2,666.64	-877.46
61800 Book Club	707.36	500.00	-207.36
Total 61000 ADULT COLLECTION	24,610.35	28,166.64	3,556.29
62000 TEEN COLLECTION	25.38		-25.38
62100 Fiction	2,206.12	2,000.00	-206.12
62200 Non-fiction	563.43	666.64	103.21
62300 Graphic Novels	2,507.33	2,000.00	-507.33
Total 62000 TEEN COLLECTION	5,302.26	4,666.64	-635.62
63000 KID'S COLLECTION			
63100 Wonderbooks	1,426.36	1,000.00	-426.36
63200 DVD	611.74	1,333.36	721.62
63300 Fiction	6,918.47	9,333.36	2,414.89
63400 Non-fiction	5,758.00	7,333.36	1,575.36
63500 Graphic Novels	2,537.07	2,666.64	129.57
63600 Magazines		0.00	0.00
Total 63000 KID'S COLLECTION	17,251.64	21,666.72	4,415.08
64000 REFERENCE			
64100 Reference		0.00	0.00

Harrison Memorial Library

Budget vs. Actuals: FY2025-2026 - FY26 P&L

July 2025 - February 2026

		TOTAL	
	ACTUAL	BUDGET	REMAINING
64200 Continuations - General	115.46	1,333.36	1,217.90
64300 Continuations - Travel	560.62	2,000.00	1,439.38
64400 Professional Collection	74.99	66.64	-8.35
Total 64000 REFERENCE	751.07	3,400.00	2,648.93
65000 PURCHASE SUGGESTIONS/ZIP BOOKS			
65100 Purchase Suggestions/Zip Books	10,276.73	14,000.00	3,723.27
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	10,276.73	14,000.00	3,723.27
Total 60000 HARD COPY MATERIAL	58,192.05	71,900.00	13,707.95
66000 TECHNICAL SERVICES			
66100 OCLC Cataloging	9,544.48	8,000.00	-1,544.48
66200 Materials Processing	16,186.98	15,000.00	-1,186.98
66300 Replacements	2,094.57	4,000.00	1,905.43
66400 Amazon Prime Membership		106.64	106.64
66500 Book Delivery	1,400.00	2,000.00	600.00
66600 Magazines (EBSCO)	3,885.56	2,566.64	-1,318.92
Total 66000 TECHNICAL SERVICES	33,111.59	31,673.28	-1,438.31
70000 DATABASES			
71200 Ancestry		1,066.64	1,066.64
71300 AtoZ	489.00	900.00	411.00
71400 Book Browse	252.00	170.00	-82.00
71500 EBSCO Databases (Califa)	4,949.15	3,333.36	-1,615.79
71800 Gale Virtual Red Hosting Fees	50.00	50.00	0.00
71900 Mango Languages		0.00	0.00
71910 Newsbank	3,218.00	2,154.64	-1,063.36
71920 FIMo (Sanborn replacement)	350.00	233.36	-116.64
71930 Beanstack		0.00	0.00
71940 Value Line		1,213.36	1,213.36
Total 70000 DATABASES	9,308.15	9,121.36	-186.79
72000 eMaterial			
72100 Overdrive (subscription)	4,568.77	3,066.64	-1,502.13
72200 EBooks	33,362.33	35,333.36	1,971.03
72300 Kanopy	16,545.00	18,666.64	2,121.64
72600 NY Times Online	1,918.00	1,666.64	-251.36
Total 72000 eMaterial	56,394.10	58,733.28	2,339.18
80000 PROGRAMS			
81000 ADULT PROGRAMS		0.00	0.00
81100 Programs (performers)	8,719.00	8,333.36	-385.64
81200 Supplies	2,966.37	4,000.00	1,033.63
81300 Summer Reading	588.26	3,000.00	2,411.74
Total 81000 ADULT PROGRAMS	12,273.63	15,333.36	3,059.73
82000 TEEN PROGRAMS			
82100 Programs (performers)	3,235.99	2,333.36	-902.63

Harrison Memorial Library

Budget vs. Actuals: FY2025-2026 - FY26 P&L

July 2025 - February 2026

		TOTAL	
	ACTUAL	BUDGET	REMAINING
82200 Supplies	2,288.69	3,696.64	1,407.95
82300 Summer Reading		1,500.00	1,500.00
Total 82000 TEEN PROGRAMS	5,524.68	7,530.00	2,005.32
83000 KIDS PROGRAMS			
83100 Programs (performers)	5,715.52	7,200.00	1,484.48
83200 Supplies	3,573.45	4,000.00	426.55
83300 Author Visit	6,999.37	6,333.36	-666.01
83400 Summer Reading	595.00	6,666.64	6,071.64
Total 83000 KIDS PROGRAMS	16,883.34	24,200.00	7,316.66
85000 LOCAL HISTORY PROGRAMS			
85100 Local History Supplies	132.27	500.00	367.73
85200 Oral History Program	600.00	5,666.64	5,066.64
85400 Archival Storage Off-site	3,256.00	3,000.00	-256.00
85500 Other	1,586.00	1,833.36	247.36
Total 85000 LOCAL HISTORY PROGRAMS	5,574.27	11,000.00	5,425.73
86000 SUMMER READING PROGRAM			
86200 Other		0.00	0.00
Total 86000 SUMMER READING PROGRAM		0.00	0.00
Total 80000 PROGRAMS	40,255.92	58,063.36	17,807.44
Total Expenses	\$219,294.72	\$286,683.44	\$67,388.72
NET OPERATING INCOME	\$45,328.16	\$ -16.80	\$ -45,344.96
NET INCOME	\$45,328.16	\$ -16.80	\$ -45,344.96

Check Detail Report
Harrison Memorial Library
February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking						
25048						
02/05/2026	Bill Payment (Check)	7438	Amazon Capital Services, Inc.		Reconciled	-230.46
02/05/2026	Bill Payment (Check)	7438	Amazon Capital Services, Inc.			-230.46
25049						
02/05/2026	Bill Payment (Check)	7440	INGRAM LIBRARY SERVICES		Reconciled	-1,723.15
02/05/2026	Bill Payment (Check)	7440	INGRAM LIBRARY SERVICES			-1,723.15
25050						
02/05/2026	Bill Payment (Check)	7441	Jessica Ansberry		Reconciled	-475.00
02/05/2026	Bill Payment (Check)	7441	Jessica Ansberry			-475.00
25051						
02/05/2026	Bill Payment (Check)	7442	KANOPY		Reconciled	-1,859.00
02/05/2026	Bill Payment (Check)	7442	KANOPY			-1,859.00
25052						
02/05/2026	Bill Payment (Check)	7443	MaryLee Sunseri		Reconciled	-150.00
02/05/2026	Bill Payment (Check)	7443	MaryLee Sunseri			-150.00
25053						
02/05/2026	Bill Payment (Check)	7445	OVERDRIVE		Reconciled	-152.73
02/05/2026	Bill Payment (Check)	7445	OVERDRIVE			-152.73
25054						
02/05/2026	Bill Payment (Check)	7439	AT&T CALNET 3		Reconciled	-0.03
02/05/2026	Bill Payment (Check)	7439	AT&T CALNET 3			-0.03
25055						
02/05/2026	Bill Payment (Check)	7444	Midwest Tape		Reconciled	-55.19
02/05/2026	Bill Payment (Check)	7444	Midwest Tape			-55.19
25104						
02/13/2026	Bill Payment (Check)	7446	Amazon Capital Services, Inc.		Reconciled	-241.77
02/13/2026	Bill Payment (Check)	7446	Amazon Capital Services, Inc.			-241.77
25105						
02/13/2026	Bill Payment (Check)	7448	GOLDEN GATE BOOKKEEPING		Reconciled	-375.00
02/13/2026	Bill Payment (Check)	7448	GOLDEN GATE BOOKKEEPING			-375.00
25106						
02/13/2026	Bill Payment (Check)	7449	INGRAM LIBRARY SERVICES		Reconciled	-3,316.73
02/13/2026	Bill Payment (Check)	7449	INGRAM LIBRARY SERVICES			-3,316.73
25107						
02/13/2026	Bill Payment (Check)	7452	OVERDRIVE		Reconciled	-3,250.99
02/13/2026	Bill Payment (Check)	7452	OVERDRIVE			-3,250.99
25108						
02/13/2026	Bill Payment (Check)	7451	Midwest Tape		Reconciled	-96.56
02/13/2026	Bill Payment (Check)	7451	Midwest Tape			-96.56
25109						
02/13/2026	Bill Payment (Check)	7447	Anastasia Eichorn		Reconciled	-150.00
02/13/2026	Bill Payment (Check)	7447	Anastasia Eichorn			-150.00
25110						
02/13/2026	Bill Payment (Check)	7450	KAL-WEST		Reconciled	-200.00
02/13/2026	Bill Payment (Check)	7450	KAL-WEST			-200.00
25147						
02/19/2026	Bill Payment (Check)	7453	Amazon Capital Services, Inc.		Reconciled	-403.52
02/19/2026	Bill Payment (Check)	7453	Amazon Capital Services, Inc.			-403.52
25148						
02/19/2026	Bill Payment (Check)	7457	INGRAM LIBRARY SERVICES		Reconciled	-1,072.57
02/19/2026	Bill Payment (Check)	7457	INGRAM LIBRARY SERVICES			-1,072.57

Check Detail Report
Harrison Memorial Library
February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
25149						
02/19/2026	Bill Payment (Check)	7455	Daniel Cioper		Cleared	-400.00
02/19/2026	Bill Payment (Check)	7455	Daniel Cioper			-400.00
25150						
02/19/2026	Bill Payment (Check)	7461	WELLS FARGO 2675		Reconciled	-460.34
02/19/2026	Bill Payment (Check)	7461	WELLS FARGO 2675			-460.34
25151						
02/19/2026	Bill Payment (Check)	7454	Anddrew Chugg		Reconciled	-150.00
02/19/2026	Bill Payment (Check)	7454	Anddrew Chugg			-150.00
25152						
02/19/2026	Bill Payment (Check)	7458	MaryLee Sunseri		Uncleared	-150.00
02/19/2026	Bill Payment (Check)	7458	MaryLee Sunseri			-150.00
25153						
02/19/2026	Bill Payment (Check)	7459	OVERDRIVE		Cleared	-556.51
02/19/2026	Bill Payment (Check)	7459	OVERDRIVE			-556.51
25154						
02/19/2026	Bill Payment (Check)	7460	PACIFIC GROVE SELF STORAGE		Cleared	-407.00
02/19/2026	Bill Payment (Check)	7460	PACIFIC GROVE SELF STORAGE			-407.00
25155						
02/19/2026	Bill Payment (Check)	7456	Erik Rootness		Reconciled	-4,500.00
02/19/2026	Bill Payment (Check)	7456	Erik Rootness			-4,500.00
25359						
02/28/2026	Expense		STATE OF CALIFORNIA		Reconciled	-0.33
02/28/2026	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.33



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

March 25, 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:

None



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

March 25, 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

March 25, 2026
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Acting Library Director

SUBJECT: Direct the Board President or designee to send a letter requesting additional funding for FY 2025-26 from the Carmel Public Library Foundation for the purchase of shelving for the Temporary Library.

RECOMMENDATION:

Direct the Board President or designee to send a letter requesting additional funding for FY 2025-26 from the Carmel Public Library Foundation for the purchase of shelving for the Temporary Library.

BACKGROUND / SUMMARY:

The Harrison Memorial Library will undergo a two-year restoration beginning late 2026. CPLF has an agreement with the City of Carmel-by-the-Sea to fund costs associated with establishing a temporary library. The City has identified tables, chairs, self-check and service desks, some shelving and equipment, plus staff workstations, office equipment, and approximately 6,000 books, magazines, newspapers, and other library materials to be moved. In preparation for relocating collections to the temporary library, it will be necessary to purchase shelving that is no taller than five feet on low-profile casters for the greatest flexibility. The lead time for receipt and installation of new shelving is 14 weeks, necessitating placing an order no later than May 2026 to adhere to the Harrison Memorial Library Centennial Restoration Project schedule.

Systems & Space, Spacesaver Shelving
(8) 60"H x 72"W x 24"D back-to-back cantilever shelving units with acrylic panels
(replace with custom wood panels for HML)

FISCAL IMPACT:

Additional Funding for FY 2025-26 from the Carmel Public Library Foundation.

ATTACHMENTS:

None



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

March 25, 2026
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Acting Library Director

SUBJECT: Direct the Board President or designee to send a letter requesting additional funding for FY 2025-26 from the Carmel Public Library Foundation for the purchase of shelving for the Park Branch Library lobby and one laptop charging kiosk for the Harrison Memorial Library.

RECOMMENDATION:

Direct the Board President or designee to send a letter requesting additional funding for FY 2025-26 from the Carmel Public Library Foundation for the purchase of shelving for the Park Branch Library lobby and one laptop charging kiosk for the Harrison Memorial Library.

BACKGROUND / SUMMARY:

Shelving and custom built-in wood shelving and cabinetry to match existing oak wood paneling is proposed for the Park Branch Library Lobby. The proposed shelving will house select collections. Staff recommends that this installation be completed in two phases, beginning with the shelving, which has a lead time of 14 weeks. The custom built-in cabinetry will be requested with the FY 2026-27 Budget; a quote is not available at this time. Also requested are funds to purchase a 6-Bay laptop charging kiosk that will be located in the temporary library and relocated to the newly restored Harrison Memorial Library in 2028. This installation will give patrons the option of borrowing laptops for in-library use and replace the dedicated desktop computers and built-in tables.

Systems & Space, Spacesaver Shelving
on low profile casters; (3) 48”H x 72”W x 24”D back-to-back cantilever shelving units
with wood panels

Laptops Anytime Kiosk - 6-Bay Host charging Kiosk

FISCAL IMPACT:

Request for additional Funding for FY 2025-26 from the Carmel Public Library Foundation.

ATTACHMENTS:

None