



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

Special Meeting
Wednesday, April 29, 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/88104984267>
Webinar ID: 881 0498 4267
Passcode: 868104
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 March 25, 2026, Regular Meeting.
- 4) Receive the Librarian's Report for March 2026
- 5) Receive the Treasurer's Report for March 2026 and approve the check register for March 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) Approve a Fiscal Year 2025–2026 Local Agency Investment Fund (LAIF) transfer and Budget Adjustment to fund the purchase of office furniture for staff workspaces at the Park Branch Library and to fund modifications to the Local History room
- 9) Approve a Budget Adjustment in the amount of \$120,200 to Account #41000 Furniture (\$90,200) and Account #46000 Equipment (\$30,000) pending the receipt of funds from the Carmel Public Library Foundation.
- 10) Consideration of a resolution authorizing the investment of monies in the Local Agency Investment Fund.
- 11) Review the Proposed FY 2026-2027 Library Budget and provide staff with direction.

ADJOURNMENT

CORRESPONDENCE

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

April 29, 2026
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Leslie Fenton, Admin. Analyst

SUBJECT: Approval of the Minutes for the March 25, 2026, Regular Meeting.

RECOMMENDATION:

Approval of the Minutes for the March 25, 2026, Regular Meeting.

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. HML Regular Meeting Minutes - March 25, 2026

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

REGULAR MEETING MINUTES

Wednesday, March 25, 2026

CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIANCE

ANNOUNCEMENTS

1) Announcements from the Trustees

Trustee Jett announced that she had attended the recent library programs and encouraged others to do so as well.

Trustee Gorham thanked the library staff for sponsoring the author visit at Carmel River School, and said the students had a great time.

Trustee DiNucci announced that an author he is working with would be willing to speak at an upcoming library program.

Trustee Williams announced that she had visited the Friends of the Library Book Room.

2) Announcements from the Library Director

Acting Library Director Cervantes announced the following:

- New Library Director, Heather Cousin, was on medical leave and expected to return in April.
- Resource sharing with Monterey and Pacific Grove libraries will begin in May.
- The FY 26-27 budget process has begun for the City, the Carmel Public Library Foundation, and the Board of Trustees.

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.

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

Trustee DiNucci moved to approve the minutes for the February 25, 2026, Regular Meeting, seconded by Trustee Gorham and carried by the following roll call vote:

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

Trustee Jett moved to approve the minutes for the March 3, 2026, Special Meeting, seconded by Trustee Gorham and carried by the following roll call vote:

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

- 4) Receive the Librarian's Report for February 2026**

Acting Library Director presented the report.

- 5) Receive the Treasurer's Report for February 2026 and approve the check register for February 2026**

Treasurer Jett presented the report.

Trustee Gorham moved to approve the check register for February 2026, seconded by Trustee DiNucci and carried by the following roll call"

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

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

Acting Library Director Cervantes 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) 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.

The Board directed the Acting Library Director to send a letter to the Carmel Public Library Foundation requesting additional funding for FY 2025-26 to purchase 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.

The Board directed the Acting Library Director to send a letter to the Carmel Public Library Foundation requesting additional funding for FY 2025-26 to purchase shelving for the Park Branch Library lobby and one laptop charging kiosk for the Harrison Memorial Library.

FUTURE AGENDA ITEMS

- FY 2026-2027 budget

ADJOURNMENT

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

The next Regular Meeting on Wednesday, April 22, 2026, has been rescheduled to a Special Meeting on Wednesday, April 29, 2026.

APPROVED:

ATTEST:

Maryjo Williams
President, Library Board of Trustees

Leslie Fenton, Board Clerk



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

April 29, 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 March 2026

RECOMMENDATION:

Receive the Librarian's Report for March 2026

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

1. Librarians' Report - March 2026

LIBRARIAN'S MONTHLY REPORT

March 31, 2026

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	-4.55	1,552	1,660	15,476	16,214
Non-Fiction	-0.67	1,017	1,054	9,077	9,138
Magazines	-0.51	89	99	589	592
Audio/Video	-17.20	701	812	7,605	9,185
ADULT CIRCULATION TOTAL:	-6.78	3,359	3,625	32,747	35,129
Juvenile Circulation:					
Fiction	11.42	2,452	2,104	23,181	20,805
Non-Fiction	-5.05	563	459	5,435	5,724
Magazines	45.39	54	40	394	271
Audio/Video	8.37	154	159	1,489	1,374
JUVENILE CIRCULATION TOTAL:	8.25	3,223	2,762	30,499	28,174
CIRCULATION TOTAL:	-0.09	6,582	6,387	63,246	63,303
ELECTRONIC CHECKOUTS:	-1.67	11,791	10,175	100,294	101,998
HOLD REQUESTS:	-5.66	763	757	7,161	7,591
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

March 31, 2026

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	-3.05	1,352	1,343	13,291	13,709
Non-Residents:					
Monterey County	-2.04	4,621	4,576	44,763	45,694
Other Zip Codes	25.20	629	468	5,122	4,091
NON-RESIDENT CIRCULATION TOTAL	0.20	5,250	5,044	49,885	49,785
PATRON REGISTRATION:	Patron Data Base Purge 05/25				
Carmel by-the-Sea Residents	-52.43	10	5	98	206
Monterey County Residents	-21.25	70	62	578	734
Other Borrowers	-90.53	92	46	514	5428
REGISTRATION TOTAL:	-81.31	172	113	1,190	6,368
TOTAL # OF CARDHOLDERS:	1.29	16,758	16,580	16,758	16,545

Patron Visit Count					
HML Building	-5.16	9,046	5,922	59,118	62,333
Park Branch Building					
Local History	-9.06	56	15	251	276
Youth Services Dept.	-0.61	4,990	4,020	40,516	40,763
PATRON VISIT TOTAL:	-3.37	14,092	9,957	99,885	103,372

LIBRARIAN'S MONTHLY REPORT

March 31, 2026

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	3.87	1,520	1,027	9,799	9,434
Youth Services Desk	44.78	791	648	6,621	4,573
Local History Desk	-17.16	70	45	555	670
TOTAL REFERENCE QUESTIONS:	15.66	2,381	1,720	16,975	14,677
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-5.82	967	860	6,890	7,316
VOLUNTEER HOURS					
	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-19.35	5	1	25	31
Park Branch	-100.00	0	0	0	97
Harrison - Main	-10.44	37	32	223	249
TOTALS:	-34.22	42	33	248	377

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

LIBRARIAN'S MONTHLY REPORT

March 31, 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)	29.27	7	7	53	41
TOTAL ATTENDANCE	21.81	273	241	1,854	1,522
SCHOOL AGE PROGRAMS (6-11 YRS)	-10.34	3	3	26	29
TOTAL ATTENDANCE	28.65	588	100	1,329	1,033
TEEN PROGRAMS (12-18 YRS)	-6.25	6	2	30	32
TOTAL ATTENDANCE:	-0.50	43	10	201	202
ADULT PROGRAMS	47.22	8	6	53	36
TOTAL ATTENDANCE	-0.89	643	342	2,572	2,595
OFFSITE PROGRAMS	9.09	2	1	12	11
TOTAL ATTENDANCE	-0.24	482	184	1,251	1,254
LOCAL HISTORY PROGRAMS	-35.71	2	0	9	14
TOTAL ATTENDANCE	-88.82	26	0	154	1,377
GATHERING PLACE RESERVATIONS	#DIV/0!	26	21	159	



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

April 29, 2026
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Heather Cousin, Library Director

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

RECOMMENDATION:

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

BACKGROUND / SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

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

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
March 31, 2026

Statement of Financial Position

Harrison Memorial Library

As of Mar 31, 2026

	TOTAL
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Assets	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	212,318.90
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	\$1,621,905.06
Total for Current Assets	\$1,621,905.06
Total for Assets	\$1,621,905.06
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Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	1,399.10
Total for Accounts Payable	\$1,399.10
Total for Current Liabilities	\$1,399.10
Total for Liabilities	\$1,399.10
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	99,682.14
Total for Equity	\$1,620,505.96
Total for Liabilities and Equity	\$1,621,905.06
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Harrison Memorial Library

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

July 2025 - March 2026

		TOTAL	
	ACTUAL	BUDGET	REMAINING
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			
21100 CPLF - Operating Expenses	274,500.00	274,500.00	0.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	274,500.00	274,500.00	0.00
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	39,165.41	18,749.97	-20,415.44
Total 23000 INTEREST INCOME	43,515.70	18,749.97	-24,765.73
24000 Friends of HML	35,000.00	26,250.03	-8,749.97
25000 Library Operations	3,039.81	2,999.97	-39.84
28000 Uncategorized Revenue		0.00	0.00
Total 20000 Revenue	356,290.51	322,499.97	-33,790.54
Total Income	\$356,290.51	\$322,499.97	\$ -33,790.54
Cost of Goods Sold			
Cost of Goods Sold	0.00		0.00
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00
GROSS PROFIT	\$356,290.51	\$322,499.97	\$ -33,790.54
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Bookkeeping	3,000.00	3,656.25	656.25
31200 Audit Services		3,937.50	3,937.50
31600 Bank Charges/Returned Checks	78.04	74.97	-3.07
Total 31000 Finance	3,078.04	7,668.72	4,590.68
32000 Library Promotions			
32200 Canva, Constant Contact	1,945.00	1,500.03	-444.97
32300 Print Advertising	538.00	2,250.00	1,712.00
32400 Printing / Copy Services	1,822.24	1,874.97	52.73
Total 32000 Library Promotions	4,305.24	5,625.00	1,319.76
33000 Supplies			
33100 Library Cards	664.91	1,125.00	460.09
33200 Postage	99.26	225.00	125.74
33300 Office Supplies - General	3,484.41	3,234.78	-249.63
33400 Misc Supplies	1,544.51	1,125.00	-419.51
33500 Emergency Supplies	-304.99	375.03	680.02
33600 Alhambra	187.19	141.03	-46.16
Total 33000 Supplies	5,675.29	6,225.84	550.55

Harrison Memorial Library

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

July 2025 - March 2026

	TOTAL		
	ACTUAL	BUDGET	REMAINING
34000 Organizational Development			
34100 Staff Training/Conferences	689.91	2,970.72	2,280.81
34200 Mileage	112.71	150.03	37.32
34300 Memberships	522.00	1,125.00	603.00
34400 MOBAC/PLP Membership	8,641.00	9,600.75	959.75
34500 Volunteer / Donor Acknowledgement	75.00	375.03	300.03
34600 Meeting Hosting	63.73	375.03	311.30
Total 34000 Organizational Development	10,104.35	14,596.56	4,492.21
Total 30000 ADMINISTRATION	23,162.92	34,116.12	10,953.20
40000 EQUIPMENT			
41000 Furniture	4,890.00	10,500.03	5,610.03
45000 Staff Computers	327.70	1,500.03	1,172.33
46000 Equipment		0.00	0.00
47000 Maintenance Contracts (self-check machines, copier)	4,882.91	9,637.47	4,754.56
Total 40000 EQUIPMENT	10,100.61	21,637.53	11,536.92
50000 IT			
53000 Security (Lastpass)		487.53	487.53
54000 Software (Adobe, Office, etc.)	1,411.00	1,725.03	314.03
55000 Internet/Telephone	1,878.03	6,374.97	4,496.94
Total 50000 IT	3,289.03	8,587.53	5,298.50
60000 HARD COPY MATERIAL			
61000 ADULT COLLECTION			
61100 Audio	1,997.36	3,375.00	1,377.64
61200 DVD	2,272.31	2,625.03	352.72
61300 Fiction	8,994.81	10,500.03	1,505.22
61400 Non-fiction	6,581.17	7,499.97	918.80
61500 Large Print	2,448.39	3,375.00	926.61
61600 Graphic Novels	1,239.17	749.97	-489.20
61700 Newspapers	3,637.70	2,999.97	-637.73
61800 Book Club	707.36	562.50	-144.86
Total 61000 ADULT COLLECTION	27,878.27	31,687.47	3,809.20
62000 TEEN COLLECTION	30.18		-30.18
62100 Fiction	2,357.19	2,250.00	-107.19
62200 Non-fiction	628.14	749.97	121.83
62300 Graphic Novels	3,146.36	2,250.00	-896.36
Total 62000 TEEN COLLECTION	6,161.87	5,249.97	-911.90
63000 KID'S COLLECTION			
63100 Wonderbooks	1,426.36	1,125.00	-301.36
63200 DVD	1,383.08	1,500.03	116.95
63300 Fiction	8,705.06	10,500.03	1,794.97
63400 Non-fiction	6,154.88	8,250.03	2,095.15
63500 Graphic Novels	2,777.88	2,999.97	222.09

Harrison Memorial Library

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

July 2025 - March 2026

		TOTAL	
	ACTUAL	BUDGET	REMAINING
63600 Magazines		0.00	0.00
Total 63000 KID'S COLLECTION	20,447.26	24,375.06	3,927.80
64000 REFERENCE			
64100 Reference		0.00	0.00
64200 Continuations - General	327.75	1,500.03	1,172.28
64300 Continuations - Travel	697.93	2,250.00	1,552.07
64400 Professional Collection	74.99	74.97	-0.02
Total 64000 REFERENCE	1,100.67	3,825.00	2,724.33
65000 PURCHASE SUGGESTIONS/ZIP BOOKS			
65100 Purchase Suggestions/Zip Books	12,517.18	15,750.00	3,232.82
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	12,517.18	15,750.00	3,232.82
Total 60000 HARD COPY MATERIAL	68,105.25	80,887.50	12,782.25
66000 TECHNICAL SERVICES			
66100 OCLC Cataloging	9,544.48	9,000.00	-544.48
66200 Materials Processing	19,317.41	16,875.00	-2,442.41
66300 Replacements	2,587.33	4,500.00	1,912.67
66400 Amazon Prime Membership		119.97	119.97
66500 Book Delivery	1,600.00	2,250.00	650.00
66600 Magazines (EBSCO)	3,885.56	2,887.47	-998.09
Total 66000 TECHNICAL SERVICES	36,934.78	35,632.44	-1,302.34
70000 DATABASES			
71200 Ancestry		1,199.97	1,199.97
71300 AtoZ	489.00	1,012.50	523.50
71400 Book Browse	252.00	191.25	-60.75
71500 EBSCO Databases (Califa)	4,949.15	3,750.03	-1,199.12
71800 Gale Virtual Red Hosting Fees	50.00	50.00	0.00
71900 Mango Languages		0.00	0.00
71910 Newsbank	3,218.00	2,423.97	-794.03
71920 FIMo (Sanborn replacement)	350.00	262.53	-87.47
71930 Beanstack		0.00	0.00
71940 Value Line		1,365.03	1,365.03
Total 70000 DATABASES	9,308.15	10,255.28	947.13
72000 eMaterial			
72100 Overdrive (subscription)	4,589.70	3,449.97	-1,139.73
72200 EBooks	37,081.46	39,750.03	2,668.57
72300 Kanopy	18,201.00	20,999.97	2,798.97
72600 NY Times Online	1,918.00	1,874.97	-43.03
Total 72000 eMaterial	61,790.16	66,074.94	4,284.78
80000 PROGRAMS			
81000 ADULT PROGRAMS		0.00	0.00
81100 Programs (performers)	9,719.00	9,375.03	-343.97
81200 Supplies	3,881.62	4,500.00	618.38

Harrison Memorial Library

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

July 2025 - March 2026

		TOTAL	
	ACTUAL	BUDGET	REMAINING
81300 Summer Reading	588.26	3,375.00	2,786.74
Total 81000 ADULT PROGRAMS	14,188.88	17,250.03	3,061.15
82000 TEEN PROGRAMS			
82100 Programs (performers)	3,510.99	2,625.03	-885.96
82200 Supplies	2,580.18	4,158.72	1,578.54
82300 Summer Reading		1,687.50	1,687.50
Total 82000 TEEN PROGRAMS	6,091.17	8,471.25	2,380.08
83000 KIDS PROGRAMS			
83100 Programs (performers)	6,165.52	8,100.00	1,934.48
83200 Supplies	3,832.05	4,500.00	667.95
83300 Author Visit	6,999.37	7,125.03	125.66
83400 Summer Reading	595.00	7,499.97	6,904.97
Total 83000 KIDS PROGRAMS	17,591.94	27,225.00	9,633.06
85000 LOCAL HISTORY PROGRAMS			
85100 Local History Supplies	196.48	562.50	366.02
85200 Oral History Program	600.00	6,374.97	5,774.97
85400 Archival Storage Off-site	3,663.00	3,375.00	-288.00
85500 Other	1,586.00	2,062.53	476.53
Total 85000 LOCAL HISTORY PROGRAMS	6,045.48	12,375.00	6,329.52
86000 SUMMER READING PROGRAM			
86200 Other		0.00	0.00
Total 86000 SUMMER READING PROGRAM		0.00	0.00
Total 80000 PROGRAMS	43,917.47	65,321.28	21,403.81
Total Expenses	\$256,608.37	\$322,512.62	\$65,904.25
NET OPERATING INCOME	\$99,682.14	\$ -12.65	\$ -99,694.79
NET INCOME	\$99,682.14	\$ -12.65	\$ -99,694.79

Harrison Memorial Library
Budget vs. Actuals: FY2025-2026 - FY26 P&L
 July 2025 - March 2026

	Actual	Total Budget	Remaining
Income			
20000 Revenue			0.00
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			0.00
21100 CPLF - Operating Expenses	274,500.00	274,500.00	0.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	\$ 274,500.00	\$ 274,500.00	\$ 0.00
22000 DONATIONS			0.00
22300 HML Donations - Unrestricted	235.00		-235.00
Total 22000 DONATIONS	\$ 235.00	\$ 0.00	-\$ 235.00
23000 INTEREST INCOME			0.00
23100 Interest - Bradney	4,350.29	0.00	-4,350.29
23200 Interest - Other	39,165.41	18,749.97	-20,415.44
Total 23000 INTEREST INCOME	\$ 43,515.70	\$ 18,749.97	-\$ 24,765.73
24000 Friends of HML	35,000.00	26,250.03	-8,749.97
25000 Library Operations	3,039.81	2,999.97	-39.84
28000 Uncategorized Revenue		0.00	0.00
Total 20000 Revenue	\$ 356,290.51	\$ 322,499.97	-\$ 33,790.54
Total Income	\$ 356,290.51	\$ 322,499.97	-\$ 33,790.54
Total Cost of Good Sold	\$ 0.00	\$ 0.00	\$ 0.00
Gross Profit	\$ 356,290.51	\$ 322,499.97	-\$ 33,790.54
TOTAL Expenses			
Net Operating Income	\$ 256,608.37	\$ 322,512.62	\$ 65,904.25
Net Income	(99,682.14)	-\$ 12.65	\$ 99,694.79
	-\$ 99,682.14	-\$ 12.65	\$ 99,694.79

Donna Jett. April 29, 2026

Check Detail Report
Harrison Memorial Library
 March 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking						
03/05/2026	Bill Payment (Check)	7464	Amazon Capital Services, Inc.		Reconciled	-623.42
03/05/2026	Bill Payment (Check)	7464	Amazon Capital Services, Inc.			-623.42
03/05/2026	Bill Payment (Check)	7469	INGRAM LIBRARY SERVICES		Reconciled	-
03/05/2026	Bill Payment (Check)	7469	INGRAM LIBRARY SERVICES			5,342.74
03/05/2026	Bill Payment (Check)	7467	DEMCO		Reconciled	-
03/05/2026	Bill Payment (Check)	7467	DEMCO			-385.97
03/05/2026	Bill Payment (Check)	7470	KANOPY		Reconciled	-
03/05/2026	Bill Payment (Check)	7470	KANOPY			1,656.00
03/05/2026	Bill Payment (Check)	7471	MaryLee Sunseri		Reconciled	-
03/05/2026	Bill Payment (Check)	7471	MaryLee Sunseri			-300.00
03/05/2026	Bill Payment (Check)	7465	BOOK PAGE		Reconciled	-438.00
03/05/2026	Bill Payment (Check)	7465	BOOK PAGE			-438.00
03/05/2026	Bill Payment (Check)	7473	Midwest Tape		Reconciled	-379.00
03/05/2026	Bill Payment (Check)	7473	Midwest Tape			-379.00
03/05/2026	Bill Payment (Check)	7468	GAYLORD		Reconciled	-677.54
03/05/2026	Bill Payment (Check)	7468	GAYLORD			-677.54
03/05/2026	Bill Payment (Check)	7462	AASLH		Reconciled	-322.00
03/05/2026	Bill Payment (Check)	7462	AASLH			-322.00
03/05/2026	Bill Payment (Check)	7463	ADAM SAMTUR		Reconciled	-275.00
03/05/2026	Bill Payment (Check)	7463	ADAM SAMTUR			-275.00
03/05/2026	Bill Payment (Check)	7474	OVERDRIVE		Reconciled	-926.59
03/05/2026	Bill Payment (Check)	7474	OVERDRIVE			-926.59
03/05/2026	Bill Payment (Check)	7472	Megan Cassamas		Reconciled	-150.00
03/05/2026	Bill Payment (Check)	7472	Megan Cassamas			-150.00
03/05/2026	Bill Payment (Check)	7466	BRODART		Reconciled	-136.27
03/05/2026	Bill Payment (Check)	7466	BRODART			-136.27
03/05/2026	Bill Payment (Check)	7475	MANTRA LINGUA LTD.		Reconciled	-575.50
03/05/2026	Bill Payment (Check)	7475	MANTRA LINGUA LTD.			-575.50
03/12/2026	Bill Payment (Check)	7476	Amazon Capital Services, Inc.		Reconciled	-405.09
03/12/2026	Bill Payment (Check)	7476	Amazon Capital Services, Inc.			-405.09

Check Detail Report
Harrison Memorial Library
 March 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLEARED	AMOUNT
03/12/2026	Bill Payment (Check)	7478	CINTAS		Reconciled	-216.61
03/12/2026	Bill Payment (Check)	7478	CINTAS			-216.61
03/12/2026	Bill Payment (Check)	7480	GOLDEN GATE BOOKKEEPING		Reconciled	-375.00
03/12/2026	Bill Payment (Check)	7480	GOLDEN GATE BOOKKEEPING			-375.00
03/12/2026	Bill Payment (Check)	7481	INGRAM LIBRARY SERVICES		Reconciled	-
03/12/2026	Bill Payment (Check)	7481	INGRAM LIBRARY SERVICES			2,617.75
03/12/2026	Bill Payment (Check)	7479	DEMCO		Reconciled	-349.17
03/12/2026	Bill Payment (Check)	7479	DEMCO			-349.17
03/12/2026	Bill Payment (Check)	7483	MaryLee Sunseri		Reconciled	-150.00
03/12/2026	Bill Payment (Check)	7483	MaryLee Sunseri			-150.00
03/12/2026	Bill Payment (Check)	7477	AT&T CALNET 3		Reconciled	-0.01
03/12/2026	Bill Payment (Check)	7477	AT&T CALNET 3			-0.01
03/12/2026	Bill Payment (Check)	7485	OFFICE DEPOT		Reconciled	-378.18
03/12/2026	Bill Payment (Check)	7485	OFFICE DEPOT			-378.18
03/12/2026	Bill Payment (Check)	7484	Midwest Tape		Reconciled	-346.41
03/12/2026	Bill Payment (Check)	7484	Midwest Tape			-346.41
03/12/2026	Bill Payment (Check)	7487	ULINE		Reconciled	-
03/12/2026	Bill Payment (Check)	7487	ULINE			1,036.63
03/12/2026	Bill Payment (Check)	7488	WELLS FARGO 2675		Reconciled	-
03/12/2026	Bill Payment (Check)	7488	WELLS FARGO 2675			2,121.73
03/12/2026	Bill Payment (Check)	7486	OVERDRIVE		Reconciled	-
03/12/2026	Bill Payment (Check)	7486	OVERDRIVE			1,742.08
03/12/2026	Bill Payment (Check)	7482	KAL-WEST		Reconciled	-200.00
03/12/2026	Bill Payment (Check)	7482	KAL-WEST			-200.00
03/20/2026	Bill Payment (Check)	7490	INGRAM LIBRARY SERVICES		Reconciled	-
03/20/2026	Bill Payment (Check)	7490	INGRAM LIBRARY SERVICES			3,392.96
03/20/2026	Bill Payment (Check)	7489	IMPERIAL COUNTY OFFICE OF EDUCATION		Cleared	-407.99
03/20/2026	Bill Payment (Check)	7489	IMPERIAL COUNTY OFFICE OF EDUCATION			-407.99
03/20/2026	Bill Payment (Check)	7491	Midwest Tape		Reconciled	-199.92
03/20/2026	Bill Payment (Check)	7491	Midwest Tape			-199.92

Check Detail Report

Harrison Memorial Library

March 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLEARED	AMOUNT
03/20/2026	Bill Payment (Check)	7492	Amazon Capital Services, Inc.		Reconciled	-253.64
03/20/2026	Bill Payment (Check)	7492	Amazon Capital Services, Inc.			-253.64
03/20/2026	Bill Payment (Check)	7495	OVERDRIVE		Reconciled	-
03/20/2026	Bill Payment (Check)	7495	OVERDRIVE			1,051.04
03/20/2026	Bill Payment (Check)	7496	PACIFIC GROVE SELF STORAGE		Reconciled	-
03/20/2026	Bill Payment (Check)	7496	PACIFIC GROVE SELF STORAGE			1,051.04
03/20/2026	Bill Payment (Check)	7494	Erik Rootness		Reconciled	-407.00
03/20/2026	Bill Payment (Check)	7494	Erik Rootness			-407.00
03/20/2026	Bill Payment (Check)	7494	Erik Rootness		Reconciled	-
03/20/2026	Bill Payment (Check)	7493	Anastasia Eichorn			9,312.41
03/20/2026	Bill Payment (Check)	7493	Anastasia Eichorn		Reconciled	-
03/20/2026	Bill Payment (Check)	7493	Anastasia Eichorn			9,312.41
03/25/2026	Check				Reconciled	-150.00
03/25/2026	Check			CHECK 7495		-150.00
03/26/2026	Bill Payment (Check)	7498	Amazon Capital Services, Inc.		Reconciled	0.00
03/26/2026	Bill Payment (Check)	7498	Amazon Capital Services, Inc.			0.00
03/26/2026	Bill Payment (Check)	7500	INGRAM LIBRARY SERVICES		Reconciled	-478.20
03/26/2026	Bill Payment (Check)	7500	INGRAM LIBRARY SERVICES			-478.20
03/26/2026	Bill Payment (Check)	7500	INGRAM LIBRARY SERVICES		Cleared	-
03/26/2026	Bill Payment (Check)	7505	VANGUARD			2,099.13
03/26/2026	Bill Payment (Check)	7505	VANGUARD		Cleared	-
03/26/2026	Bill Payment (Check)	7505	VANGUARD			2,099.13
03/26/2026	Bill Payment (Check)	7497	ADAM SAMTUR		Cleared	-664.91
03/26/2026	Bill Payment (Check)	7497	ADAM SAMTUR			-664.91
03/26/2026	Bill Payment (Check)	7501	MaryLee Sunseri		Cleared	-275.00
03/26/2026	Bill Payment (Check)	7501	MaryLee Sunseri			-275.00
03/26/2026	Bill Payment (Check)	7501	MaryLee Sunseri		Uncleared	-150.00
03/26/2026	Bill Payment (Check)	7501	MaryLee Sunseri			-150.00
03/26/2026	Bill Payment (Check)	7503	OVERDRIVE		Cleared	-150.00
03/26/2026	Bill Payment (Check)	7503	OVERDRIVE			-150.00
03/26/2026	Bill Payment (Check)	7503	OVERDRIVE		Cleared	-416.77
03/26/2026	Bill Payment (Check)	7503	OVERDRIVE			-416.77
03/26/2026	Bill Payment (Check)	7502	OFFICE DEPOT		Cleared	-76.34
03/26/2026	Bill Payment (Check)	7502	OFFICE DEPOT			-76.34
03/26/2026	Bill Payment (Check)	7504	Robyn DoCanto		Uncleared	-600.00
03/26/2026	Bill Payment (Check)	7504	Robyn DoCanto			-600.00
03/26/2026	Bill Payment (Check)	7499	Brianna Colliard		Reconciled	-400.00
03/26/2026	Bill Payment (Check)	7499	Brianna Colliard			-400.00
03/26/2026	Bill Payment (Check)	7506	Midwest Tape		Cleared	-987.67

Check Detail Report
Harrison Memorial Library
 March 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	DESCRIPTION	CLEARED	AMOUNT
03/26/2026	Bill Payment (Check)	7506	Midwest Tape			-987.67
03/30/2026	Check				Reconciled	0.00
03/30/2026	Check			CHECK 7496		0.00
03/31/2026	Expense		STATE OF CALIFORNIA		Reconciled	-0.33
03/31/2026	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.33



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

April 29, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes

SUBJECT: Approve a Fiscal Year 2025–2026 Local Agency Investment Fund (LAIF) transfer and Budget Adjustment to fund the purchase of office furniture for staff workspaces at the Park Branch Library and to fund modifications to the Local History room

RECOMMENDATION:

Approve a Fiscal Year 2025–2026 Local Agency Investment Fund (LAIF) transfer and Budget Adjustment to fund the purchase of office furniture for staff workspaces at the Park Branch Library and to fund modifications to the Local History room

BACKGROUND / SUMMARY:

In preparation for the Harrison Memorial Library's closure during the renovation project, Technical Services was relocated to the Park Branch Library. Technical Services staff manage the Carmel Public Library collection development (selection and acquisition of print and electronic materials) and prepare hard copy materials for shelving (protective covers, stickers, RFID labels, etc.). Shipping and receiving of new and ILL books and materials require staging and processing space that will only increase with the new resource sharing service with Monterey and Pacific Grove libraries.

To accommodate the additional staff and increased book processing, staff engaged an office furniture consultant to design a staff area that improves functionality, workflow, and storage. Some built-in shelving will need to be removed, and the paint touched up before the furniture can be installed.

The Local History room requires modifications, including replacing the current vault door with a fire-rated door to meet safety and preservation standards. Staff would also like to construct a wall with a door to give the staff work area some separation and privacy from the public area of the room. The office furniture consultant has also designed the

staff area to improve functionality, workflow, and storage.

Facilities staff are requesting quotes for the construction work in both areas.

The cost estimate for the office furniture in the staff area is \$11,875.05.

The cost estimate for the office furniture in Local History is \$4,827.32

FISCAL IMPACT:

For FY 2025-2026, interest in LAIF was budgeted at \$25,000. Interest rates have remained strong, and the actual interest received is \$39,152.63. Staff recommends transferring the full amount of interest received to account # 41000 (Furniture) to be used for the new office furniture and construction work in the staff area and Local History room at the Park Branch Library.

Account #41000 Furniture has a remaining balance of \$9110.00. With the transfer of \$39,152.63, the balance will be \$48,262.63.

ATTACHMENTS:

None



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

April 29, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Acting Library Director

SUBJECT: Approve a Budget Adjustment in the amount of \$120,200 to Account #41000 Furniture (\$90,200) and Account #46000 Equipment (\$30,000) pending the receipt of funds from the Carmel Public Library Foundation.

RECOMMENDATION:

Approve a Budget Adjustment in the amount of \$120,200 to Account #41000 Furniture (\$90,200) and Account #46000 Equipment (\$30,000) pending the receipt of funds from the Carmel Public Library Foundation

BACKGROUND / SUMMARY:

The Harrison Memorial Library Board of Trustees has requested additional funding from the Carmel Public Library Foundation in the amount of \$120,200 to purchase shelving for the Temporary and Park Branch libraries and a 6-Bay laptop charging kiosk for the Harrison Memorial Library temporary location. At their April 20, 2026 meeting, the Library Foundation Board approved the Library Board's request.

Staff is proposing a Budget Adjustment of \$90,200 to Account #41000 Furniture and \$30,000 to Account #46000 Equipment.

When the additional funds are received, staff will move forward with the budget adjustment and purchase of shelving and one 6-Bay laptop charging kiosk, preferably no later than May 2026, pursuant to the move schedule.

FISCAL IMPACT:

Budget Adjustment in the amount of \$120,200 to Account #41000 Furniture (\$90,200) and Account #46000 Equipment (\$30,000).

ATTACHMENTS:

1. FY 2025-2026 Special Donation Request 4.8.26



CARMEL PUBLIC LIBRARY
PO BOX 800
CARMEL, CA 93921
831.624.1366

DATE: April 8, 2026

TO: Marci Meaux, President, Carmel Public Library Foundation Board

FROM: Maryjo Williams, President, Carmel Public Library Board

CC: Alexandra Fallon, Executive Director, Carmel Public Library Foundation
Melinda Cervantes, Acting Carmel Public Library Director

RE: FY 2025-2026 Special Donation Request

At the March 25, 2026, Carmel Public Library Board of Trustees meeting, the Board directed the Board President to request additional funds from the Carmel Public Library Foundation to allow the Library to purchase shelving and a laptop lending kiosk for the Temporary Library and shelving for the Park Branch Library lobby. In order to meet the schedule provided by Moore, Ruble and Yudell Architects for the restoration of the Harrison Memorial Library, it will be necessary to place orders for the items mentioned above no later than May 2026; this allows for the 14-week lead time.

Temporary Library Shelving - \$56,621.00
Park Library Shelving - \$33,579.00
Laptop Lending/Charging Kiosk - \$30,000.00
TOTAL Request - \$120,200.00

BACKGROUND:

The Carmel Public Library Foundation entered into an Agreement with the City of Carmel-by-the-Sea on April 10, 2025. for the restoration of the Harrison Memorial Library. An Ad Hoc Committee of the Library Board of Trustees, City and Library staff and CPLF actively reviewed how best to continue delivering library programs and services during the period of time when the Harrison Memorial Library would be closed. It was agreed that establishing a temporary library location for the duration of the restoration project was the best option. The City has negotiated lease terms with the Church of the Wayfarer for use of Carlson Hall (approximately 2,000 s.f.) at Lincoln St. and 7th Ave. In the Agreement between the City and the Carmel Public Library Foundation funds raised for the Project will be utilized by the Foundation to pay for project costs. Leasing space for a temporary library, moving & storage expenses and furnishings not available to be relocated but necessary for daily operations are part of the Project Costs.

PROPOSAL:

Carmel-by-the-Sea residents have expressed, and the temporary library selection team has operated under the assumption that as much of the collection, programs and services be retained as possible.

We need to purchase shelving on castors to provide the most flexibility and contain up to 6,000 books. Per Building Code, shelving below 60” in height does not need to be braced and bolted to the floor to meet earthquake standards. Most of the existing shelving in the Harrison Memorial Library is built-in, braced and bolted and 72” in height or taller and does not meet Building Code requirements. Library staff have identified self-check and photocopier equipment, public service desks, tables on casters, chairs, magazine & newspaper shelving, staff workstations, etc. to be relocated. However, shelving on castors for the adult book collections will allow the greatest flexibility to clear space for popular cultural, recreational and literacy programs presented by the Library and the Foundation. Additionally, DVD, audiobook and some of the teen book collections will be relocated permanently to the Park Branch Library lobby. Activating the Park Branch Library with collections for all ages will serve adults, teens and children when in the future the Park Branch Library opens on Saturdays. Shelving on castors is also recommended for flexibility. Some of the wall hung shelving from Harrison Memorial Library will also be installed at the Park Branch Library.

In consideration of the limited space at the temporary library, a 6-laptop computer lending/charging kiosk for in-library use will be installed and relocated back to the Harrison Memorial Library when it reopens. Space for the laptop kiosk at the Harrison Memorial Library will be located in a discreet area against the north wall under the Mezzanine level where other equipment, such as the photocopier, will be placed. The kiosk will be wrapped with the Library brand and has a lead time of 14 weeks for delivery and installation.

SUMMARY:

Shelving for the Temporary Library and Park Branch Library plus one laptop lending/charging kiosk are recommended for purchase in FY 2025-26. To reduce the cost, the shelving for the temporary library will be equipped with acrylic top and side panels; this shelving can be repurposed and clad in custom wood panels to match other elevated furnishings for the Harrison Memorial Library. For the permanent shelving at the Park Branch Library, MRY Architects and Executive Director, Alex Fallon reviewed the lobby space, recommended a shelving layout and wood panels to match the red oak trim throughout the lobby. A future more finished custom shelving to replace the wall hung shelving and accommodate the self-check equipment was discussed briefly as a future project of the Foundation.

The Library Board of Trustees requests that the Carmel Public Library Foundation Board approve a one-time request for \$120,200.00 for project costs resulting from Centennial Restoration of the Harrison Memorial Library.



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

April 29, 2026

ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Heather Cousin, Library Director

SUBJECT: Consideration of a resolution authorizing the investment of monies in the Local Agency Investment Fund.

RECOMMENDATION:

Adopt the resolution authorizing the investment of monies in the Local Agency Investment Fund.

BACKGROUND / SUMMARY:

The Harrison Memorial Library Board of Trustees' reserve funds are invested in the Local Agency Investment Fund, or, LAIF (see Attachment 1).

LAIF is a voluntary program created by statute Section 16429.1 et. seq. of the California Government Code, that began in 1977 as an investment alternative for California's local governments and special districts. LAIF is part of the Pooled Money Investment Account (PMIA), which began in 1955 and is overseen by the Pooled Money Investment Board (PMIB), and an Investment Committee under the State Treasurer's Office. The Local Investment Advisory Board (LIAB) provides oversight of LAIF, and consists of five members as designated by statute, who are appointed by the State Treasurer and possess experience in investment or finance, treasurers, or are finance or fiscal officers or business managers employed by a local government agency.

LAIF funds are protected from transfer or seizure by the State during times of economic difficulty, and in 2002, the State provided local government agencies with the right to withdraw funds regardless of whether the State has adopted a new budget by July 1 of each fiscal year.

The LAIF account first appears in the Library's financial statements in 1992. Prior to the transfer of the reserves to LAIF, the Board of Trustees conducted and managed the investment of its reserves.

LAIF requires a resolution to designate the persons who are authorized to order the deposit and withdrawal of monies. With the hiring of Heather Cousin as the Library Director, we need to update our Authorization for Transfer of Funds designees. We will update this form when a new treasurer is elected in June.

Adoption of the resolution does not affect current operations regarding investment activities. The resolution is only to update the names of the persons authorized to transfer monies between the Wells Fargo checking account and the Local Agency Investment Fund.

FISCAL IMPACT:

NA

ATTACHMENTS:

- 1. LAIF_Resolution_April_2026

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

AGENCY
ADDRESS: P.O. BOX 800, CARMEL-BY-THE-SEA, CA 93921

AGENCY
PHONE NUMBER: (831) 624-1366

A RESOLUTION OF THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES AUTHORIZING THE INVESTMENT OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND.

WHEREAS, the Local Agency Investment Fund is established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, the Harrison Memorial Library Board of Trustees hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interests of the Harrison Memorial Library Board of Trustees;

NOW THEREFORE, BE IT RESOLVED THAT THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES DOES HEREBY:

Authorizes the deposit and withdrawal of Harrison Memorial Library Board of Trustees monies in the Local Agency Investment Fund in the State Treasury in accordance with the Government Code section 16429.1 et. seq. for the purposes of investment as provided therein.

BE IT FURTHER RESOLVED, AS FOLLOWS:

Section 1. The following Harrison Memorial Library Board of Trustees holding the title(s) specified hereinbelow or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Heather
Cousin
Library
Director

Mary Jo Williams
President

Donna Jett
Treasurer

Katie O'Connell
Librarian II

Section 2. This resolution shall remain in full force and effect until rescinded by Harrison Memorial Library Board of Trustees by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED BY THE HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES OF THE CITY OF CARMEL-BY-THE-SEA, MONTEREY COUNTY ON this 29TH day of APRIL 2026.

ATTEST:

Leslie Fenton
Admin. Analyst



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

April 29, 2026
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Melinda Cervantes, Acting Library Director

SUBJECT: Review the Proposed FY 2026-2027 Library Budget and provide staff with direction.

RECOMMENDATION:

Review the Proposed FY 2026-2027 Library Budget and provide staff with direction.

BACKGROUND / SUMMARY:

The Proposed FY 2026-2027 Budget as presented is intended to maintain the current level of library services and account for some of the Harrison Memorial Library Restoration Project expenses for establishing and operating a temporary library. The Proposed Budget considers the following: (i) placing a greater emphasis on digital access to books and other materials due to the reduction in space at a temporary library available to house a large physical collection; (ii) a 3% increase using the Consumer Price Index (CPI); and (iii) one-time costs to relocate collections, furniture and equipment to the Temporary Harrison Memorial Library and Park Branch libraries.

Income

The Library has 5 sources of income: 1. Interest Income; 2. Library Operations; 3. The Friends of the Library; 4. The Carmel Public Library Foundation; and 5. The City of Carmel.

Interest Income

As of this writing, interest rates have slowly started to come down to 3.98% from 4.48% as reported in the 2nd quarter. With the lowering interest rates, staff recommends considering a conservative stance given the uncertainty of the current market and predicted impacts of tariffs. Staff has estimated \$25,000 in interest income for FY2026-27.

Library Operations

Library Operations funds include: small donations, printing/copying fees, lost/damaged book fees and California Library Service Act (CLSA) disbursements from the California State Library through the Pacific Library Partnership. The Library received \$1,251 in CLSA funds in FY 2025-2026. Anticipating that CLSA funds will be reduced or eliminated, staff is estimating \$4,000 in library operations income for next fiscal year, the same amount received in FY 2025-2026.

Friends of the Carmel Public Library (FOL)

The FOL raises funds for the Library through book sales at the Farmers' Market, Park Branch Library lobby and the FOL Bookroom, with additional special book sales in the Bookroom. In FY 2025–2026, the FOL provided the Library with \$35,000. The Park Branch Library lobby will be repurposed to house collections, likely reducing the book sales revenue over the next two years. Staff is projecting \$30,000 in income for FY 2026–2027.

Carmel Public Library Foundation (CPLF)

The CPLF funds provide for a majority of the operating budget. Funds are disbursed on a quarterly basis. The FY 2025-2026 was \$366,000. Staff is proposing a 3% CPI for FY 2026–2027.

The City of Carmel-by-the-Sea General Fund

The City of Carmel-by-the-Sea funds salaries and benefits for Library employees, facilities maintenance and restoration and storage of artworks managed by the Library's Local History department. This Proposed FY 2026-2027 Budget does not reflect the \$1.5 million requested as part of the City's FY 2026–2027 Proposed Budget.

Expenditures

Proposed increases to expenditures in the FY 2026–2027 Library Budget include costs related to the Harrison Memorial Library Restoration Project, establishing a Temporary Library, relocating some collections to the Park Branch Library and relocation and storage of artworks.

FISCAL IMPACT:

The Proposed FY 2026-2027 Library Budget includes a conservative 3% increase of \$10,980 over the FY 2025-2026 Budget; and \$135,500 in one-time expenses related to the Harrison Memorial Library Restoration Project for a total FY 2026-2027 Library Budget of \$576,080.

ATTACHMENTS:

1. Proposed FY 2026-2027 Budget

Harrison Memorial Library

Proposed Budget FY 2026-2027

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	Total			Proposed FY 26-27
	Actual FY 25-26	Budget FY 25-26	Remaining FY 25-26	
Income				
20000 Revenue			0.00	0.00
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			0.00	0.00
21100 CPLF - Operating Expenses	183,000.00	366,000.00	183,000.00	512,480.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	\$ 183,000.00	\$ 366,000.00	\$ 183,000.00	512,480.00
22000 DONATIONS			0.00	0.00
22300 HML Donations - Unrestricted	235.00		-235.00	250.00
Total 22000 DONATIONS	\$ 235.00	\$ 0.00	-\$ 235.00	250.00
23000 INTEREST INCOME			0.00	0.00
23100 Interest - Bradney	4,350.29	0.00	-4,350.29	4,350.00
23200 Interest - Other	39,164.03	25,000.00	-14,164.03	25,000.00
Total 23000 INTEREST INCOME	\$ 43,514.32	\$ 25,000.00	-\$ 18,514.32	29,350.00
24000 Friends of HML	35,000.00	35,000.00	0.00	30,000.00
25000 Library Operations	2,931.26	4,000.00	1,068.74	4,000.00
28000 Uncategorized Revenue		0.00	0.00	0.00
Total 20000 Revenue	\$ 264,680.58	\$ 430,000.00	\$ 165,319.42	576,080.00
Total Income	\$ 264,680.58	\$ 430,000.00	\$ 165,319.42	576,080.00
Gross Profit	\$ 264,680.58	\$ 430,000.00	\$ 165,319.42	576,080.00
Expenses				
30000 ADMINISTRATION			0.00	0.00
31000 Finance			0.00	0.00
31100 Bookkeeping	3,000.00	4,875.00	1,875.00	4,875.00
31200 Audit Services		5,250.00	5,250.00	5,250.00
31600 Bank Charges/Returned Checks	77.71	100.00	22.29	200.00
Total 31000 Finance	\$ 3,077.71	\$ 10,225.00	\$ 7,147.29	10,325.00
32000 Library Promotions			0.00	0.00
32200 Canva, Constant Contact	1,945.00	2,000.00	55.00	2,000.00
32300 Print Advertising	538.00	3,000.00	2,462.00	3,500.00
32400 Printing / Copy Services	1,822.24	2,500.00	677.76	3,500.00
Total 32000 Library Promotions	\$ 4,305.24	\$ 7,500.00	\$ 3,194.76	9,000.00
33000 Supplies			0.00	0.00

33100 Library Cards		1,500.00	1,500.00	2,500.00
33200 Postage	99.26	300.00	200.74	500.00
33300 Office Supplies - General	3,408.07	4,313.00	904.93	5,000.00
33400 Misc Supplies	1,544.51	1,500.00	-44.51	3,000.00
33500 Emergency Supplies	-304.99	500.00	804.99	1,500.00
33600 Alhambra (now Culligan)	187.19	188.00	0.81	2,000.00
Total 33000 Supplies	\$ 4,934.04	\$ 8,301.00	\$ 3,366.96	14,500.00
34000 Organizational Development			0.00	0.00
34100 Staff Training/Conferences	689.91	3,961.00	3,271.09	4,500.00
34200 Mileage	112.71	200.00	87.29	500.00
34300 Memberships	522.00	1,500.00	978.00	1,800.00
34400 MOBAC/PLP Membership	8,641.00	12,801.00	4,160.00	18,859.00
34500 Volunteer / Donor Acknowledgement	75.00	500.00	425.00	350.00
34600 Meeting Hosting	63.73	500.00	436.27	500.00
Total 34000 Organizational Development	\$ 10,104.35	\$ 19,462.00	\$ 9,357.65	26,509.00
35000 Temporary Library				
35100 Furniture				10,000.00
35200 Equipment				11,000.00
35300 Maintenance Contracts				3,600.00
35400 Storage				15,000.00
35500 Miscellaneous				95,400.00
Total 35000 Temporary Library				135,000.00
Total 30000 ADMINISTRATION	\$ 22,421.34	\$ 45,488.00	\$ 23,066.66	195,334.00
40000 EQUIPMENT			0.00	0.00
41000 Furniture	4,890.00	14,000.00	9,110.00	12,000.00
45000 Staff Computers	327.70	2,000.00	1,672.30	2,000.00
46000 Equipment		0.00	0.00	5,000.00
47000 Maintenance Contracts (self-check machines, copier)	4,882.91	12,850.00	7,967.09	12,000.00
Subscriptions				275.00
Total 40000 EQUIPMENT	\$ 10,100.61	\$ 28,850.00	\$ 18,749.39	31,000.00
50000 IT			0.00	0.00
53000 Security (Lastpass)		650.00	650.00	0.00
54000 Software (Adobe, Office, etc.)	1,411.00	2,300.00	889.00	2,500.00
55000 Internet/Telephone	1,878.03	8,500.00	6,621.97	8,500.00
Total 50000 IT	\$ 3,289.03	\$ 11,450.00	\$ 8,160.97	11,000.00

60000 HARD COPY MATERIAL				0.00	0.00
61000 ADULT COLLECTION				0.00	0.00
61100 Audio	1,997.36	4,500.00	2,502.64	1,500.00	
61200 DVD	2,078.87	3,500.00	1,421.13	2,500.00	
61300 Fiction	8,717.62	14,000.00	5,282.38	8,000.00	
61400 Non-fiction	6,481.61	10,000.00	3,518.39	6,000.00	
61500 Large Print	2,426.49	4,500.00	2,073.51	4,500.00	
61600 Graphic Novels	1,239.17	1,000.00	-239.17	1,500.00	
61700 Newspapers	3,637.70	4,000.00	362.30	4,000.00	
61800 Book Club	707.36	750.00	42.64	1,000.00	
Total 61000 ADULT COLLECTION	\$ 27,286.18	\$ 42,250.00	\$ 14,963.82	29,000.00	
62000 TEEN COLLECTION	30.18		-30.18	0.00	
62100 Fiction	2,289.30	3,000.00	710.70	2,500.00	
62200 Non-fiction	628.14	1,000.00	371.86	850.00	
62300 Graphic Novels	3,109.29	3,000.00	-109.29	3,300.00	
Total 62000 TEEN COLLECTION	\$ 6,056.91	\$ 7,000.00	\$ 943.09	6,650.00	
63000 KID'S COLLECTION			0.00	0.00	
63100 Wonderbooks	1,426.36	1,500.00	73.64	1,500.00	
63200 DVD	934.09	2,000.00	1,065.91	1,200.00	
63300 Fiction	7,888.56	14,000.00	6,111.44	12,000.00	
63400 Non-fiction	6,096.70	11,000.00	4,903.30	10,000.00	
63500 Graphic Novels	2,766.49	4,000.00	1,233.51	3,500.00	
63600 Magazines		0.00	0.00	0.00	
Total 63000 KID'S COLLECTION	\$ 19,112.20	\$ 32,500.00	\$ 13,387.80	28,200.00	
64000 REFERENCE			0.00	0.00	
64100 Reference		0.00	0.00	0.00	
64200 Continuations - General	115.46	2,000.00	1,884.54	1,200.00	
64300 Continuations - Travel	560.62	3,000.00	2,439.38	1,500.00	
64400 Continuations - Professional	74.99	100.00	25.01	200.00	
Total 64000 REFERENCE	\$ 751.07	\$ 5,100.00	\$ 4,348.93	2,900.00	
65000 PURCHASE SUGGESTIONS/ZIP BOOKS			0.00	0.00	
65100 Purchase Suggestions/Zip Books	11,894.12	21,000.00	9,105.88	17,854.00	
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	\$ 11,894.12	\$ 21,000.00	\$ 9,105.88	17,854.00	
Total 60000 HARD COPY MATERIAL	\$ 65,100.48	\$ 107,850.00	\$ 42,749.52	84,604.00	
66000 TECHNICAL SERVICES			0.00	0.00	

66100 OCLC Cataloging	9,544.48	12,000.00	2,455.52	10,000.00
66200 Materials Processing	18,498.60	22,500.00	4,001.40	18,500.00
66300 Replacements	2,495.10	6,000.00	3,504.90	3,500.00
66400 Amazon Prime Membership		160.00	160.00	200.00
66500 Book Delivery	1,600.00	3,000.00	1,400.00	4,000.00
66600 Magazines (EBSCO)	3,885.56	3,850.00	-35.56	4,000.00
Total 66000 TECHNICAL SERVICES	\$ 36,023.74	\$ 47,510.00	\$ 11,486.26	40,200.00
70000 DATABASES			0.00	0.00
71200 Ancestry		1,600.00	1,600.00	1,663.00
71300 AtoZ	489.00	1,350.00	861.00	500.00
71400 Book Browse	252.00	255.00	3.00	265.00
71500 EBSCO Databases (Califa)	4,949.15	5,000.00	50.85	5,235.00
— 71800 Gale Virtual Red Hosting Fees	50.00	50.00	0.00	0.00
— 71900 Mango Languages		0.00	0.00	0.00
71910 Newsbank	3,218.00	3,232.00	14.00	3,315.00
71920 FIMo (Sanborn replacement)	350.00	350.00	0.00	350.00
— 71930 Beanstack		0.00	0.00	0.00
71940 Value Line		1,820.00	1,820.00	1,900.00
Tumblebooks				999.00
LOTE4Kids				765.00
Total 70000 DATABASES	\$ 9,308.15	\$ 13,657.00	\$ 4,348.85	14,992.00
72000 eMaterial			0.00	0.00
72100 Overdrive (subscription)	4,589.70	4,600.00	10.30	5,000.00
72200 EBooks	36,664.69	53,000.00	16,335.31	63,000.00
72300 Kanopy	18,201.00	28,000.00	9,799.00	35,000.00
72600 NY Times Online	1,918.00	2,500.00	582.00	2,000.00
Wall Street Journal Online				600.00
Barrons.com				300.00
Total 72000 eMaterial	\$ 61,373.39	\$ 88,100.00	\$ 26,726.61	105,900.00
80000 PROGRAMS			0.00	0.00
81000 ADULT PROGRAMS		0.00	0.00	0.00
81100 Programs (performers)	8,719.00	12,500.00	3,781.00	12,500.00
81200 Supplies	3,729.56	6,000.00	2,270.44	6,000.00
81300 Summer Reading	588.26	4,500.00	3,911.74	4,500.00
Total 81000 ADULT PROGRAMS	\$ 13,036.82	\$ 23,000.00	\$ 9,963.18	23,000.00

82000 TEEN PROGRAMS				0.00	0.00
82100 Programs (performers)	3,235.99	3,500.00	264.01	4,000.00	
82200 Supplies	2,470.42	5,545.00	3,074.58	6,000.00	
82300 Summer Reading		2,250.00	2,250.00	3,000.00	
Total 82000 TEEN PROGRAMS	\$ 5,706.41	\$ 11,295.00	\$ 5,588.59	13,000.00	
83000 KIDS PROGRAMS				0.00	0.00
83100 Programs (performers)	6,015.52	10,800.00	4,784.48	11,500.00	
83200 Supplies	3,832.05	6,000.00	2,167.95	6,000.00	
83300 Author Visit	6,999.37	9,500.00	2,500.63	10,000.00	
83400 Summer Reading	595.00	10,000.00	9,405.00	10,500.00	
Total 83000 KIDS PROGRAMS	\$ 17,441.94	\$ 36,300.00	\$ 18,858.06	38,000.00	
85000 LOCAL HISTORY PROGRAMS				0.00	0.00
85100 Local History Supplies	196.48	750.00	553.52	800.00	
85200 Oral History Program	600.00	8,500.00	7,900.00	8,500.00	
85400 Archival Storage Off-site	3,663.00	4,500.00	837.00	5,500.00	
85500 Other	1,586.00	2,750.00	1,164.00	4,250.00	
Total 85000 LOCAL HISTORY PROGRAMS	\$ 6,045.48	\$ 16,500.00	\$ 10,454.52	19,050.00	
86000 SUMMER READING PROGRAM				0.00	0.00
86200 Other		0.00	0.00	0.00	
Total 86000 SUMMER READING PROGRAM	\$ 0.00	\$ 0.00	\$ 0.00	0.00	
Total 80000 PROGRAMS	\$ 42,230.65	\$ 87,095.00	\$ 44,864.35	93,050.00	
Total Expenses	\$ 249,847.39	\$ 430,000.00	\$ 180,152.61	576,080.00	
Net Operating Income	\$ 14,833.19	\$ 0.00	-\$ 14,833.19	16,133.00	
Net Income	\$ 14,833.19	\$ 0.00	-\$ 14,833.19	16,133.00	