



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

Trustees Marguerite Blum, 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, August 26, 2026 9:00 AM**

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### **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/85940598603>  
Webinar ID: 859 4059 8603  
Passcode: 938622  
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](mailto: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.

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### **CALL TO ORDER AND ROLL CALL - TOUR (9:00 A.M.)**

### **TOUR OF INSPECTION**

The Board/Commission will meet and convene the public hearing at the first location listed below on the Tour of Inspection. The public is welcome to join the tour. The tour is intended only to give the Board/Commission an opportunity to view project sites scheduled for a public hearing later that day. No deliberations on the merits of projects will take place during the Tour of Inspection. Following completion of the tour, the Board/Commission will recess and return to the Council Chambers to reconvene the public hearing no earlier than 9:15 a.m.

- 1) Tour of Inspection: Church of the Wayfarer, NW corner of Lincoln Street and 7th Avenue

## **CALL TO ORDER AND ROLL CALL - CHAMBERS (9:15 A.M.)**

### **PLEDGE OF ALLEGIANCE**

### **ANNOUNCEMENTS**

- 2) Announcements from the Trustees
- 3) 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.

- 4) Approval of the Minutes for the July 22, 2026, Special Meeting
- 5) Librarian's Report for July 2026
- 6) Receive the Treasurer's Report for July 2026 and approve the check register for July 2026
- 7) Receive a progress report on the Harrison Memorial Library Restoration Project
- 8) Receive a report from the Carmel Public Library Foundation on recent activities
- 9) Receive a report on the Local History Department implementing

appointment-only services

**10)** Receive a Progress Report on Strategic Plan Priorities

**11)** Receive an update on Saturday Library hours at the Park Branch Library

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

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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**

**August 26, 2026**  
**ORDERS OF BUSINESS**

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Leslie Fenton, Admin. Analyst

**SUBJECT:** Approval of the Minutes for the July 22, 2026, Special Meeting

**RECOMMENDATION:**

Approval of the Minutes for the July 22, 2026, Special Meeting

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. HMLB Special Meeting Minutes - July 22, 2026

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

**SPECIAL MEETING MINUTES**

**Wednesday, July 22, 2026**

**CALL TO ORDER AND ROLL CALL**

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

**ANNOUNCEMENTS**

**1) Announcements from the Trustees**

President Williams thanked the Trustees for being flexible with the time change for today's meeting, mentioned the ads in the Pine Cone, and thanked the Foundation for paying the rent for the temporary library.

Trustee Jett announced that she had attended several programs at the main library and had a great time. She encouraged the other Trustees to support the programs.

**2) Announcements from the Library Director**

Library Director Cousin announced that this month's BINGO program had 80 participants, programs during Saturday hours at the Park Branch will begin in August, and they are reaching out to the local schools about library programs.

**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 June 24, 2026, Regular Meeting**

Trustee Gorham moved to approve the Minutes for the June 24, 2026, Regular Meeting, seconded by Trustee Blum and carried by the following roll call vote:

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

**4) Librarian's Report for June 2026**

Library Director Cousin presented the June Librarian's Report.

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

Library Cousin presented the update on the Harrison Memorial Library Restoration Project.

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

No report

**7) Review and Approve proposal to share and/or donate materials from the Harrison Memorial Library in preparation for the Restoration Project**

Library Director Cousin presented the report.

Trustee Williams moved to approve the proposal to share and/or donate materials from the Harrison Memorial Library to other local libraries at the Library Director and staff's discretion, seconded by Trustee Gorham and carried by the following roll call vote:

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

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 10:22 p.m.

The next Regular Meeting is scheduled for Wednesday, August 26, 2026.

**FUTURE AGENDA ITEMS**

1. Treasurer's Report
2. Strategic Plan
3. Tour of temporary facility
4. Marketing opportunities

APPROVED:

ATTEST:

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Maryjo Williams, HML Board of Trustees  
President

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Leslie Fenton, Board Clerk



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

**August 26, 2026**  
**ORDERS OF BUSINESS**

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Heather Cousin, Library Director

**SUBJECT:** Librarian's Report for July 2026

**RECOMMENDATION:**

Receive the Librarian's Report for July 2026

**BACKGROUND / SUMMARY:**

July was the peak of Summer Reading with staff presenting a mix of programs and events for all ages in celebration of reading achievements. Attendees were happy to see author Taylor Lahey at the Park Branch talk about his book, *Cambio* about community activism. There was also Python Ron for snake fans, a visit with NorCal Bats, and deep sea divers. Adults were not left out with performances by the Cypressaires, yoga, card making, and a few festive rounds of bingo. Teens were also treated to wreath making and journaling sessions.

The feedback on the Summer Reading Program and the individual events was very positive, with attendees noting the quality of events and the connectedness they felt being a part of events at both libraries.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

1. Librarians' Report - July 2026

# LIBRARIAN'S MONTHLY REPORT

July 31, 2026

| <b>CIRCULATION</b>                 | <b>YTD Percentage Change</b> | <b>This Month</b> | <b>Last Month</b> | <b>This YTD</b> | <b>Last YTD</b> |
|------------------------------------|------------------------------|-------------------|-------------------|-----------------|-----------------|
| <b>Adult Circulation:</b>          |                              |                   |                   |                 |                 |
| Fiction                            | -5.06                        | 1,782             | 1,749             | 1,782           | 1,877           |
| Non-Fiction                        | -18.53                       | 923               | 1,086             | 923             | 1,133           |
| Magazines                          | -11.11                       | 40                | 65                | 40              | 45              |
| Audio/Video                        | 16.63                        | 1,087             | 861               | 1,087           | 932             |
| <b>ADULT CIRCULATION TOTAL:</b>    | <b>-3.89</b>                 | <b>3,832</b>      | <b>3,761</b>      | <b>3,832</b>    | <b>3,987</b>    |
|                                    |                              |                   |                   |                 |                 |
| <b>Juvenile Circulation:</b>       |                              |                   |                   |                 |                 |
| Fiction                            | 8.64                         | 3,570             | 3,230             | 3,570           | 3,286           |
| Non-Fiction                        | 26.71                        | 1020              | 859               | 1020            | 805             |
| Magazines                          | -40.79                       | 45                | 50                | 45              | 76              |
| Audio/Video                        | 40.45                        | 250               | 285               | 250             | 178             |
| <b>JUVENILE CIRCULATION TOTAL:</b> | <b>12.43</b>                 | <b>4,885</b>      | <b>4,424</b>      | <b>4,885</b>    | <b>4,345</b>    |
| <b>CIRCULATION TOTAL:</b>          | <b>4.62</b>                  | <b>8,717</b>      | <b>8,185</b>      | <b>8,717</b>    | <b>8,332</b>    |
|                                    |                              |                   |                   |                 |                 |
| <b>ELECTRONIC CHECKOUTS:</b>       | <b>8.17</b>                  | <b>12,346</b>     | <b>12,569</b>     | <b>12,346</b>   | <b>11,414</b>   |
|                                    |                              |                   |                   |                 |                 |
| <b>HOLD REQUESTS:</b>              | <b>41.96</b>                 | <b>1,245</b>      | <b>1,149</b>      | <b>1,245</b>    | <b>877</b>      |
|                                    |                              |                   |                   |                 |                 |
| <b>INTERLIBRARY LOAN:</b>          |                              |                   |                   |                 |                 |
| ILL to Other Libraries             | #DIV/0!                      | 0                 | 0                 | 0               | 0               |
| ILL from Other Libraries           | #DIV/0!                      | 0                 | 0                 | 0               | 0               |

# LIBRARIAN'S MONTHLY REPORT

July 31, 2026

| <b>CIRCULATION BY BORROWERS</b>       | <b>YTD Percentage Change</b>        | <b>This Month</b> | <b>Last Month</b> | <b>This YTD</b> | <b>Last YTD</b> |
|---------------------------------------|-------------------------------------|-------------------|-------------------|-----------------|-----------------|
| <b>Residents: Carmel-by-the-Sea</b>   | <b>-7.51</b>                        | <b>1,367</b>      | <b>1,498</b>      | <b>1367</b>     | <b>1,478</b>    |
|                                       |                                     |                   |                   |                 |                 |
| <b>Non-Residents:</b>                 |                                     |                   |                   |                 |                 |
| Monterey County                       | 8.87                                | 6,347             | 6,012             | 6,347           | 5,830           |
| Other Zip Codes                       | -2.05                               | 1,003             | 675               | 1,003           | 1,024           |
| <b>NON-RESIDENT CIRCULATION TOTAL</b> | <b>7.24</b>                         | <b>7,350</b>      | <b>6,687</b>      | <b>7,350</b>    | <b>6,854</b>    |
|                                       |                                     |                   |                   |                 |                 |
| <b>PATRON REGISTRATION:</b>           | <b>Patron Data Base Purge 05/25</b> |                   |                   |                 |                 |
| Carmel by-the-Sea Residents           | 45.45                               | 16                | 11                | 16              | 11              |
| Monterey County Residents             | -38.46                              | 56                | 58                | 56              | 91              |
| Other Borrowers                       | 20.59                               | 123               | 89                | 123             | 102             |
| <b>REGISTRATION TOTAL:</b>            | <b>-4.41</b>                        | <b>195</b>        | <b>158</b>        | <b>195</b>      | <b>204</b>      |
|                                       |                                     |                   |                   |                 |                 |
| <b>TOTAL # OF CARDHOLDERS:</b>        | <b>9.59</b>                         | <b>17,328</b>     | <b>17,135</b>     | <b>17,328</b>   | <b>15,811</b>   |

|                            |             |               |               |               |               |
|----------------------------|-------------|---------------|---------------|---------------|---------------|
| <b>Patron Visit Count</b>  |             |               |               |               |               |
| HML Building               | 6.39        | 10,170        | 9,255         | 10,170        | 9,559         |
| Park Branch Building       |             |               |               |               |               |
| Local History              | 0.00        | 35            | 35            | 35            | 35            |
| Youth Services Dept.       | 13.49       | 8,415         | 7,510         | 8,415         | 7,415         |
| <b>PATRON VISIT TOTAL:</b> | <b>9.47</b> | <b>18,620</b> | <b>16,800</b> | <b>18,620</b> | <b>17,009</b> |

# LIBRARIAN'S MONTHLY REPORT

July 31, 2026

| REFERENCE QUESTIONS               | YTD Percentage Change | This Month  | Last Month  | This YTD    | Last YTD    |
|-----------------------------------|-----------------------|-------------|-------------|-------------|-------------|
| Reference Desk                    | 155.89                | 2,866       | 2,144       | 2,866       | 1,120       |
| Youth Services Desk               | -10.60                | 886         | 858         | 886         | 991         |
| Local History Desk                | 183.33                | 170         | 120         | 170         | 60          |
| <b>TOTAL REFERENCE QUESTIONS:</b> | <b>80.65</b>          | <b>3922</b> | <b>3122</b> | <b>3922</b> | <b>2171</b> |
|                                   |                       |             |             |             |             |
| ELECTRONIC SEARCH ACTIVITY        |                       |             |             |             |             |
| Public in-Library Computer Use:   | #DIV/0!               | 0           | 0           | 0           | 0           |
| Public WiFi Use:                  | 19.29                 | 1,404       |             | 1,404       | 1,177       |
|                                   |                       |             |             |             |             |
| VOLUNTEER HOURS                   | YTD Percentage Change | This Month  | Last Month  | This YTD    | Last YTD    |
| Local History                     | -33.33                | 2           | 4           | 2           | 3           |
| Park Branch                       | -100.00               | 0           | 0           | 0           | 17          |
| Harrison - Main                   | 48.57                 | 26          | 30          | 26          | 18          |
| <b>TOTALS:</b>                    | <b>-25.33</b>         | <b>28</b>   | <b>34</b>   | <b>28</b>   | <b>38</b>   |
|                                   |                       |             |             |             |             |
| OUTREACH SERVICES                 |                       |             |             |             |             |
| Visits                            | #DIV/0!               | 0           | 0           | 0           | 0           |
| Circulation                       | #DIV/0!               | 0           | 0           | 0           | 0           |

# LIBRARIAN'S MONTHLY REPORT

July 31, 2026

|                                       | YTD Percentage Change | This Month | Last Month | This YTD   | Last YTD   |
|---------------------------------------|-----------------------|------------|------------|------------|------------|
| <b>SUMMER READING PROGRAMS</b>        | <b>0.00</b>           | <b>5</b>   | <b>3</b>   | <b>5</b>   | <b>5</b>   |
| <b>TOTAL ATTENDANCE</b>               | <b>-29.61</b>         | <b>321</b> | <b>152</b> | <b>321</b> | <b>456</b> |
|                                       |                       |            |            |            |            |
| <b>PRESCHOOL PROGRAMS (0-5 YRS)</b>   | <b>0.00</b>           | <b>6</b>   | <b>7</b>   | <b>6</b>   | <b>6</b>   |
| <b>TOTAL ATTENDANCE</b>               | <b>-13.62</b>         | <b>298</b> | <b>251</b> | <b>298</b> | <b>345</b> |
|                                       |                       |            |            |            |            |
| <b>SCHOOL AGE PROGRAMS (6-11 YRS)</b> | <b>-33.33</b>         | <b>2</b>   | <b>11</b>  | <b>2</b>   | <b>3</b>   |
| <b>TOTAL ATTENDANCE</b>               | <b>-46.07</b>         | <b>48</b>  | <b>216</b> | <b>48</b>  | <b>89</b>  |
|                                       |                       |            |            |            |            |
| <b>TEEN PROGRAMS (12-18 YRS)</b>      | <b>-25.00</b>         | <b>3</b>   | <b>3</b>   | <b>3</b>   | <b>4</b>   |
| <b>TOTAL ATTENDANCE:</b>              | <b>-56.67</b>         | <b>13</b>  | <b>16</b>  | <b>13</b>  | <b>30</b>  |
|                                       |                       |            |            |            |            |
| <b>ADULT PROGRAMS</b>                 | <b>0.00</b>           | <b>7</b>   | <b>5</b>   | <b>7</b>   | <b>7</b>   |
| <b>TOTAL ATTENDANCE</b>               | <b>-40.70</b>         | <b>204</b> | <b>222</b> | <b>204</b> | <b>344</b> |
|                                       |                       |            |            |            |            |
| <b>OFFSITE PROGRAMS</b>               | <b>#DIV/0!</b>        | <b>0</b>   | <b>3</b>   | <b>0</b>   | <b>0</b>   |
| <b>TOTAL ATTENDANCE</b>               | <b>#DIV/0!</b>        | <b>0</b>   | <b>60</b>  | <b>0</b>   | <b>0</b>   |
|                                       |                       |            |            |            |            |
| <b>LOCAL HISTORY PROGRAMS</b>         | <b>#DIV/0!</b>        | <b>1</b>   | <b>3</b>   | <b>1</b>   | <b>0</b>   |
| <b>TOTAL ATTENDANCE</b>               | <b>#DIV/0!</b>        | <b>7</b>   | <b>60</b>  | <b>7</b>   | <b>0</b>   |
|                                       |                       |            |            |            |            |
| <b>GATHERING PLACE RESERVATIONS</b>   | <b>#DIV/0!</b>        | <b>27</b>  | <b>23</b>  | <b>27</b>  |            |



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

**August 26, 2026**  
**ORDERS OF BUSINESS**

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Heather Cousin, Library Director

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

**RECOMMENDATION:**

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

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. July 2026 Financials Report
2. Check Register - July 2026

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

# Harrison Memorial Library

Statement of Financial Position  
As of Jul 31, 2026

|                                               | Total                 |
|-----------------------------------------------|-----------------------|
| <b>Assets</b>                                 |                       |
| Current Assets                                |                       |
| Bank Accounts                                 |                       |
| 10000 Wells Fargo Checking                    | 129,206.75            |
| 12000 Petty Cash Main                         | 260.00                |
| 13000 Petty Cash Park Branch                  | 200.00                |
| 14000 LAIF                                    | \$885,475.38          |
| 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            |
| <b>Total for 14000 LAIF</b>                   | <b>\$1,420,816.76</b> |
| <b>Total for Bank Accounts</b>                | <b>\$1,550,483.51</b> |
| <b>Total for Current Assets</b>               | <b>\$1,550,483.51</b> |
| <b>Total for Assets</b>                       | <b>\$1,550,483.51</b> |
| <b>Liabilities and Equity</b>                 |                       |
| Liabilities                                   |                       |
| Current Liabilities                           |                       |
| Accounts Payable                              |                       |
| 11000 Accounts Payable                        | 4,703.87              |
| <b>Total for Accounts Payable</b>             | <b>\$4,703.87</b>     |
| <b>Total for Current Liabilities</b>          | <b>\$4,703.87</b>     |
| <b>Total for Liabilities</b>                  | <b>\$4,703.87</b>     |
| 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              |
| <b>Total for 15100 Temporarily Restricted</b> | <b>\$286,507.02</b>   |
| 15200 Permanently Restricted                  | 46,747.05             |
| 15300 Evans Trust Book Fund                   | 100,000.00            |
| <b>Total for 15000 Restricted Funds</b>       | <b>\$433,254.07</b>   |
| Opening Balance Equity                        | 0.00                  |
| 16000 Unrestricted Net Assets                 | 1,140,190.49          |
| Net Revenue                                   | -27,664.92            |
| <b>Total for Equity</b>                       | <b>\$1,545,779.64</b> |
| <b>Total for Liabilities and Equity</b>       | <b>\$1,550,483.51</b> |

# Harrison Memorial Library

## Budget vs. Actuals: FY2026-2027 - FY27 P&L

July 2026

|                                                            | TOTAL              |                    |                    |
|------------------------------------------------------------|--------------------|--------------------|--------------------|
|                                                            | ACTUAL             | BUDGET             | REMAINING          |
| Income                                                     |                    |                    |                    |
| 20000 Revenue                                              |                    |                    |                    |
| 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)              |                    |                    |                    |
| 21100 CPLF - Operating Expenses                            |                    | 30,500.00          | 30,500.00          |
| <b>Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)</b> |                    | <b>30,500.00</b>   | <b>30,500.00</b>   |
| 22000 DONATIONS                                            |                    |                    |                    |
| 22300 HML Donations - Unrestricted                         |                    | 20.83              | 20.83              |
| <b>Total 22000 DONATIONS</b>                               |                    | <b>20.83</b>       | <b>20.83</b>       |
| 23000 INTEREST INCOME                                      |                    |                    |                    |
| 23100 Interest - Bradney                                   | 1,388.18           | 362.50             | -1,025.68          |
| 23200 Interest - Other                                     | 12,495.28          | 2,083.33           | -10,411.95         |
| <b>Total 23000 INTEREST INCOME</b>                         | <b>13,883.46</b>   | <b>2,445.83</b>    | <b>-11,437.63</b>  |
| 24000 Friends of HML                                       |                    | 2,500.00           | 2,500.00           |
| 25000 Library Operations                                   | 75.65              | 333.33             | 257.68             |
| 28000 Uncategorized Revenue                                |                    | 0.00               | 0.00               |
| <b>Total 20000 Revenue</b>                                 | <b>13,959.11</b>   | <b>35,799.99</b>   | <b>21,840.88</b>   |
| <b>Total Income</b>                                        | <b>\$13,959.11</b> | <b>\$35,799.99</b> | <b>\$21,840.88</b> |
| GROSS PROFIT                                               | <b>\$13,959.11</b> | <b>\$35,799.99</b> | <b>\$21,840.88</b> |
| Expenses                                                   |                    |                    |                    |
| 30000 ADMINISTRATION                                       |                    |                    |                    |
| 31000 Finance                                              |                    |                    |                    |
| 31100 Bookkeeping                                          |                    | 406.25             | 406.25             |
| 31200 Audit Services                                       |                    | 437.50             | 437.50             |
| 31600 Bank Charges/Returned Checks                         | 0.41               | 16.67              | 16.26              |
| <b>Total 31000 Finance</b>                                 | <b>0.41</b>        | <b>860.42</b>      | <b>860.01</b>      |
| 32000 Library Promotions                                   |                    |                    |                    |
| 32200 Canva, Constant Contact                              | 495.00             | 166.67             | -328.33            |
| 32300 Print Advertising                                    |                    | 291.67             | 291.67             |
| 32400 Printing / Copy Services                             |                    | 291.67             | 291.67             |
| <b>Total 32000 Library Promotions</b>                      | <b>495.00</b>      | <b>750.01</b>      | <b>255.01</b>      |
| 33000 Supplies                                             |                    |                    |                    |
| 33100 Library Cards                                        |                    | 208.33             | 208.33             |
| 33200 Postage                                              |                    | 41.67              | 41.67              |
| 33300 Office Supplies - General                            | 552.72             | 416.67             | -136.05            |
| 33400 Misc Supplies                                        |                    | 250.00             | 250.00             |
| 33500 Emergency Supplies                                   |                    | 125.00             | 125.00             |
| 33600 Alhambra                                             |                    | 110.00             | 110.00             |
| <b>Total 33000 Supplies</b>                                | <b>552.72</b>      | <b>1,151.67</b>    | <b>598.95</b>      |
| 34000 Organizational Development                           |                    |                    |                    |
| 34100 Staff Training/Conferences                           |                    | 375.00             | 375.00             |
| 34200 Mileage                                              |                    | 41.67              | 41.67              |
| 34300 Memberships                                          | 175.00             | 150.00             | -25.00             |

# Harrison Memorial Library

## Budget vs. Actuals: FY2026-2027 - FY27 P&L

July 2026

|                                                           | TOTAL           |                 |                  |
|-----------------------------------------------------------|-----------------|-----------------|------------------|
|                                                           | ACTUAL          | BUDGET          | REMAINING        |
| 34400 MOBAC/PLP Membership                                | 8,641.00        | 1,571.58        | -7,069.42        |
| 34500 Volunteer / Donor Acknowledgement                   |                 | 29.17           | 29.17            |
| 34600 Meeting Hosting                                     |                 | 41.67           | 41.67            |
| <b>Total 34000 Organizational Development</b>             | <b>8,816.00</b> | <b>2,209.09</b> | <b>-6,606.91</b> |
| <b>Total 30000 ADMINISTRATION</b>                         | <b>9,864.13</b> | <b>4,971.19</b> | <b>-4,892.94</b> |
| 40000 EQUIPMENT                                           |                 |                 |                  |
| 41000 Furniture                                           |                 | 1,000.00        | 1,000.00         |
| 42000 Signage                                             |                 | 0.00            | 0.00             |
| 45000 Staff Computers                                     |                 | 166.67          | 166.67           |
| 46000 Equipment                                           |                 | 83.33           | 83.33            |
| 47000 Maintenance Contracts (self-check machines, copier) | 1,254.75        | 458.33          | -796.42          |
| <b>Total 40000 EQUIPMENT</b>                              | <b>1,254.75</b> | <b>1,708.33</b> | <b>453.58</b>    |
| 50000 IT                                                  |                 |                 |                  |
| 54000 Software (Adobe, Office, etc.)                      |                 | 208.33          | 208.33           |
| 55000 Internet/Telephone                                  |                 | 708.33          | 708.33           |
| <b>Total 50000 IT</b>                                     |                 | <b>916.66</b>   | <b>916.66</b>    |
| 60000 HARD COPY MATERIAL                                  |                 |                 |                  |
| 61000 ADULT COLLECTION                                    |                 |                 |                  |
| 61100 Audio                                               | 64.79           | 125.00          | 60.21            |
| 61200 DVD                                                 | 92.21           | 208.33          | 116.12           |
| 61300 Fiction                                             | 1,218.10        | 666.67          | -551.43          |
| 61400 Non-fiction                                         | 527.00          | 500.00          | -27.00           |
| 61500 Large Print                                         | 131.01          | 375.00          | 243.99           |
| 61600 Graphic Novels                                      |                 | 125.00          | 125.00           |
| 61700 Newspapers                                          | 1,664.79        | 333.33          | -1,331.46        |
| 61800 Book Club                                           |                 | 83.33           | 83.33            |
| <b>Total 61000 ADULT COLLECTION</b>                       | <b>3,697.90</b> | <b>2,416.66</b> | <b>-1,281.24</b> |
| 62000 TEEN COLLECTION                                     |                 |                 |                  |
| 62100 Fiction                                             |                 | 208.33          | 208.33           |
| 62200 Non-fiction                                         |                 | 70.83           | 70.83            |
| 62300 Graphic Novels                                      | 40.58           | 275.00          | 234.42           |
| <b>Total 62000 TEEN COLLECTION</b>                        | <b>40.58</b>    | <b>554.16</b>   | <b>513.58</b>    |
| 63000 KID'S COLLECTION                                    |                 |                 |                  |
| 63100 Wonderbooks                                         |                 | 125.00          | 125.00           |
| 63200 DVD                                                 |                 | 100.00          | 100.00           |
| 63300 Fiction                                             | 257.41          | 1,000.00        | 742.59           |
| 63400 Non-fiction                                         | 462.53          | 833.33          | 370.80           |
| 63500 Graphic Novels                                      | 18.68           | 291.67          | 272.99           |
| 63600 Magazines                                           |                 | 0.00            | 0.00             |
| <b>Total 63000 KID'S COLLECTION</b>                       | <b>738.62</b>   | <b>2,350.00</b> | <b>1,611.38</b>  |
| 64000 REFERENCE                                           |                 |                 |                  |
| 64100 Reference                                           |                 | 0.00            | 0.00             |

# Harrison Memorial Library

## Budget vs. Actuals: FY2026-2027 - FY27 P&L

July 2026

|                                                   | TOTAL            |                 |                   |
|---------------------------------------------------|------------------|-----------------|-------------------|
|                                                   | ACTUAL           | BUDGET          | REMAINING         |
| 64200 Continuations - General                     | 146.62           | 100.00          | -46.62            |
| 64300 Continuations - Travel                      | 82.75            | 125.00          | 42.25             |
| 64400 Professional Collection                     |                  | 16.67           | 16.67             |
| <b>Total 64000 REFERENCE</b>                      | <b>229.37</b>    | <b>241.67</b>   | <b>12.30</b>      |
| 65000 PURCHASE SUGGESTIONS/ZIP BOOKS              |                  |                 |                   |
| 65100 Purchase Suggestions/Zip Books              | 590.73           | 1,487.83        | 897.10            |
| <b>Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS</b> | <b>590.73</b>    | <b>1,487.83</b> | <b>897.10</b>     |
| <b>Total 60000 HARD COPY MATERIAL</b>             | <b>5,297.20</b>  | <b>7,050.32</b> | <b>1,753.12</b>   |
| 66000 TECHNICAL SERVICES                          |                  |                 |                   |
| 66100 OCLC Cataloging                             |                  | 833.33          | 833.33            |
| 66200 Materials Processing                        | 941.31           | 1,541.67        | 600.36            |
| 66300 Replacements                                | 167.83           | 291.67          | 123.84            |
| 66400 Amazon Prime Membership                     |                  | 16.67           | 16.67             |
| 66500 Book Delivery                               |                  | 333.33          | 333.33            |
| 66600 Magazines (EBSCO)                           |                  | 333.33          | 333.33            |
| <b>Total 66000 TECHNICAL SERVICES</b>             | <b>1,109.14</b>  | <b>3,350.00</b> | <b>2,240.86</b>   |
| 70000 DATABASES                                   |                  |                 |                   |
| 71200 Ancestry                                    | 1,662.57         | 138.58          | -1,523.99         |
| 71300 AtoZ                                        | 489.00           | 41.67           | -447.33           |
| 71400 Book Browse                                 | 262.50           | 22.08           | -240.42           |
| 71500 EBSCO Databases (Califa)                    | 5,091.00         | 436.25          | -4,654.75         |
| 71900 Mango Languages                             |                  | 0.00            | 0.00              |
| 71910 Newsbank                                    | 3,315.00         | 276.25          | -3,038.75         |
| 71920 FIMo (Sanborn replacement)                  | 360.00           | 29.17           | -330.83           |
| 71930 Beanstack                                   |                  | 0.00            | 0.00              |
| 71940 Value Line                                  |                  | 158.33          | 158.33            |
| 71950 Tumblebooks                                 | 999.00           | 83.25           | -915.75           |
| 71960 LOTE4Kids                                   | 585.00           | 63.75           | -521.25           |
| <b>Total 70000 DATABASES</b>                      | <b>12,764.07</b> | <b>1,249.33</b> | <b>-11,514.74</b> |
| 72000 eMaterial                                   |                  |                 |                   |
| 72100 Overdrive (subscription)                    | 2,500.00         | 416.67          | -2,083.33         |
| 72200 EBooks                                      | 4,745.29         | 5,250.00        | 504.71            |
| 72300 Kanopy                                      |                  | 2,916.67        | 2,916.67          |
| 72600 NY Times Online                             |                  | 166.67          | 166.67            |
| 72700 Wall Street Journal Online                  | 630.00           | 50.00           | -580.00           |
| <b>Total 72000 eMaterial</b>                      | <b>7,875.29</b>  | <b>8,800.01</b> | <b>924.72</b>     |
| 80000 PROGRAMS                                    |                  |                 |                   |
| 81000 ADULT PROGRAMS                              |                  | 0.00            | 0.00              |
| 81100 Programs (performers)                       |                  | 1,041.67        | 1,041.67          |
| 81200 Supplies                                    |                  | 500.00          | 500.00            |
| 81300 Summer Reading                              |                  | 375.00          | 375.00            |
| <b>Total 81000 ADULT PROGRAMS</b>                 |                  | <b>1,916.67</b> | <b>1,916.67</b>   |

# Harrison Memorial Library

## Budget vs. Actuals: FY2026-2027 - FY27 P&L

July 2026

|                                           | TOTAL                |                    |                     |
|-------------------------------------------|----------------------|--------------------|---------------------|
|                                           | ACTUAL               | BUDGET             | REMAINING           |
| <b>82000 TEEN PROGRAMS</b>                |                      |                    |                     |
| 82100 Programs (performers)               |                      | 333.33             | 333.33              |
| 82200 Supplies                            | 235.92               | 500.00             | 264.08              |
| 82300 Summer Reading                      |                      | 250.00             | 250.00              |
| <b>Total 82000 TEEN PROGRAMS</b>          | <b>235.92</b>        | <b>1,083.33</b>    | <b>847.41</b>       |
| <b>83000 KIDS PROGRAMS</b>                |                      |                    |                     |
| 83100 Programs (performers)               | 750.00               | 958.33             | 208.33              |
| 83200 Supplies                            | 354.24               | 500.00             | 145.76              |
| 83300 Author Visit                        |                      | 833.33             | 833.33              |
| 83400 Summer Reading                      | 1,050.00             | 875.00             | -175.00             |
| <b>Total 83000 KIDS PROGRAMS</b>          | <b>2,154.24</b>      | <b>3,166.66</b>    | <b>1,012.42</b>     |
| <b>85000 LOCAL HISTORY PROGRAMS</b>       |                      |                    |                     |
| 85100 Local History Supplies              | 662.29               | 66.67              | -595.62             |
| 85200 Oral History Program                |                      | 708.33             | 708.33              |
| 85400 Archival Storage Off-site           | 407.00               | 458.33             | 51.33               |
| 85500 Other                               |                      | 354.17             | 354.17              |
| <b>Total 85000 LOCAL HISTORY PROGRAMS</b> | <b>1,069.29</b>      | <b>1,587.50</b>    | <b>518.21</b>       |
| <b>86000 SUMMER READING PROGRAM</b>       |                      |                    |                     |
| 86200 Other                               |                      | 0.00               | 0.00                |
| <b>Total 86000 SUMMER READING PROGRAM</b> |                      | <b>0.00</b>        | <b>0.00</b>         |
| <b>Total 80000 PROGRAMS</b>               | <b>3,459.45</b>      | <b>7,754.16</b>    | <b>4,294.71</b>     |
| <b>Total Expenses</b>                     | <b>\$41,624.03</b>   | <b>\$35,800.00</b> | <b>\$ -5,824.03</b> |
| <b>NET OPERATING INCOME</b>               | <b>\$ -27,664.92</b> | <b>\$ -0.01</b>    | <b>\$27,664.91</b>  |
| <b>NET INCOME</b>                         | <b>\$ -27,664.92</b> | <b>\$ -0.01</b>    | <b>\$27,664.91</b>  |

# Harrison Memorial Library

## Check Detail Report

July 2026

| Transaction date           | Transaction type     | Num  | Name                          | Description | Cleared    | Amount    |
|----------------------------|----------------------|------|-------------------------------|-------------|------------|-----------|
| 10000 Wells Fargo Checking |                      |      |                               |             |            |           |
| 07/24/2026                 | Bill Payment (Check) | 7640 | GOLDEN GATE BOOKKEEPING       |             | Reconciled | -375.00   |
| 07/24/2026                 | Bill Payment (Check) | 7640 | GOLDEN GATE BOOKKEEPING       |             |            | -375.00   |
| 07/24/2026                 | Bill Payment (Check) | 7642 | INGRAM LIBRARY SERVICES       |             | Cleared    | -3,484.06 |
| 07/24/2026                 | Bill Payment (Check) | 7642 | INGRAM LIBRARY SERVICES       |             |            | -3,484.06 |
| 07/24/2026                 | Bill Payment (Check) | 7638 | DEMCO                         |             | Cleared    | -88.43    |
| 07/24/2026                 | Bill Payment (Check) | 7638 | DEMCO                         |             |            | -88.43    |
| 07/24/2026                 | Bill Payment (Check) | 7645 | KATHLEEN O'CONNELL            |             | Uncleared  | -3,180.64 |
| 07/24/2026                 | Bill Payment (Check) | 7645 | KATHLEEN O'CONNELL            |             |            | -3,180.64 |
| 07/24/2026                 | Bill Payment (Check) | 7644 | KANOPY                        |             | Cleared    | -2,057.00 |
| 07/24/2026                 | Bill Payment (Check) | 7644 | KANOPY                        |             |            | -2,057.00 |
| 07/24/2026                 | Bill Payment (Check) | 7647 | OFFICE DEPOT                  |             | Cleared    | -116.79   |
| 07/24/2026                 | Bill Payment (Check) | 7647 | OFFICE DEPOT                  |             |            | -116.79   |
| 07/24/2026                 | Bill Payment (Check) | 7646 | Midwest Tape                  |             | Cleared    | -170.60   |
| 07/24/2026                 | Bill Payment (Check) | 7646 | Midwest Tape                  |             |            | -170.60   |
| 07/24/2026                 | Bill Payment (Check) | 7639 | GAYLORD                       |             | Cleared    | -2,701.24 |
| 07/24/2026                 | Bill Payment (Check) | 7639 | GAYLORD                       |             |            | -2,701.24 |
| 07/24/2026                 | Bill Payment (Check) | 7641 | HEATHER COUSIN                |             | Uncleared  | -34.25    |
| 07/24/2026                 | Bill Payment (Check) | 7641 | HEATHER COUSIN                |             |            | -34.25    |
| 07/24/2026                 | Bill Payment (Check) | 7649 | WELLS FARGO 2675              |             | Reconciled | -2,035.44 |
| 07/24/2026                 | Bill Payment (Check) | 7649 | WELLS FARGO 2675              |             |            | -2,035.44 |
| 07/24/2026                 | Bill Payment (Check) | 7637 | BYWATER SOLUTIONS             |             | Reconciled | -9,404.00 |
| 07/24/2026                 | Bill Payment (Check) | 7637 | BYWATER SOLUTIONS             |             |            | -9,404.00 |
| 07/24/2026                 | Bill Payment (Check) | 7648 | PEAK ENTERPRISES              |             | Uncleared  | -351.00   |
| 07/24/2026                 | Bill Payment (Check) | 7648 | PEAK ENTERPRISES              |             |            | -351.00   |
| 07/24/2026                 | Bill Payment (Check) | 7643 | KAL-WEST                      |             | Reconciled | -375.00   |
| 07/24/2026                 | Bill Payment (Check) | 7643 | KAL-WEST                      |             |            | -375.00   |
| 07/24/2026                 | Bill Payment (Check) | 7650 | B&H PHOTO-VIDEO               |             | Reconciled | -894.52   |
| 07/24/2026                 | Bill Payment (Check) | 7650 | B&H PHOTO-VIDEO               |             |            | -894.52   |
| 07/25/2026                 | Bill Payment (Check) | 7656 | CALIFA GROUP                  |             | Cleared    | -6,568.50 |
| 07/25/2026                 | Bill Payment (Check) | 7656 | CALIFA GROUP                  |             |            | -6,568.50 |
| 07/25/2026                 | Bill Payment (Check) | 7653 | Amazon Capital Services, Inc. |             | Cleared    | -1,252.49 |
| 07/25/2026                 | Bill Payment (Check) | 7653 | Amazon Capital Services, Inc. |             |            | -1,252.49 |
| 07/25/2026                 | Bill Payment (Check) | 7660 | INGRAM LIBRARY SERVICES       |             | Cleared    | -2,835.60 |
| 07/25/2026                 | Bill Payment (Check) | 7660 | INGRAM LIBRARY SERVICES       |             |            | -2,835.60 |
| 07/25/2026                 | Bill Payment (Check) | 7655 | ARSL                          |             | Cleared    | -175.00   |
| 07/25/2026                 | Bill Payment (Check) | 7655 | ARSL                          |             |            | -175.00   |
| 07/25/2026                 | Bill Payment (Check) | 7657 | ENGAGED PATRONS               |             | Cleared    | -495.00   |
| 07/25/2026                 | Bill Payment (Check) | 7657 | ENGAGED PATRONS               |             |            | -495.00   |
| 07/25/2026                 | Bill Payment (Check) | 7662 | MaryLee Sunseri               |             | Uncleared  | -600.00   |
| 07/25/2026                 | Bill Payment (Check) | 7662 | MaryLee Sunseri               |             |            | -600.00   |
| 07/25/2026                 | Bill Payment (Check) | 7668 | PACIFIC GROVE SELF STORAGE    |             | Cleared    | -407.00   |
| 07/25/2026                 | Bill Payment (Check) | 7668 | PACIFIC GROVE SELF STORAGE    |             |            | -407.00   |
| 07/25/2026                 | Bill Payment (Check) | 7652 | Amaris Montoya                |             | Uncleared  | -525.00   |

# Harrison Memorial Library

## Check Detail Report

July 2026

| Transaction date | Transaction type     | Num  | Name                        | Description          | Cleared    | Amount    |
|------------------|----------------------|------|-----------------------------|----------------------|------------|-----------|
| 07/25/2026       | Bill Payment (Check) | 7652 | Amaris Montoya              |                      |            | -525.00   |
| 07/25/2026       | Bill Payment (Check) | 7651 | A to Z Databases            |                      | Cleared    | -489.00   |
| 07/25/2026       | Bill Payment (Check) | 7651 | A to Z Databases            |                      |            | -489.00   |
| 07/25/2026       | Bill Payment (Check) | 7666 | OFFICE DEPOT                |                      | Cleared    | -552.72   |
| 07/25/2026       | Bill Payment (Check) | 7666 | OFFICE DEPOT                |                      |            | -552.72   |
| 07/25/2026       | Bill Payment (Check) | 7659 | HIG                         |                      | Cleared    | -360.00   |
| 07/25/2026       | Bill Payment (Check) | 7659 | HIG                         |                      |            | -360.00   |
| 07/25/2026       | Bill Payment (Check) | 7661 | Mary Jean Quirk             |                      | Cleared    | -525.00   |
| 07/25/2026       | Bill Payment (Check) | 7661 | Mary Jean Quirk             |                      |            | -525.00   |
| 07/25/2026       | Bill Payment (Check) | 7663 | Midwest Tape                |                      | Cleared    | -163.54   |
| 07/25/2026       | Bill Payment (Check) | 7663 | Midwest Tape                |                      |            | -163.54   |
| 07/25/2026       | Bill Payment (Check) | 7665 | NEWS BANK                   |                      | Reconciled | -3,315.00 |
| 07/25/2026       | Bill Payment (Check) | 7665 | NEWS BANK                   |                      |            | -3,315.00 |
| 07/25/2026       | Bill Payment (Check) | 7670 | PROQUEST                    |                      | Cleared    | -1,662.57 |
| 07/25/2026       | Bill Payment (Check) | 7670 | PROQUEST                    |                      |            | -1,662.57 |
| 07/25/2026       | Bill Payment (Check) | 7658 | ENVISIONWARE                |                      | Reconciled | -1,254.75 |
| 07/25/2026       | Bill Payment (Check) | 7658 | ENVISIONWARE                |                      |            | -1,254.75 |
| 07/25/2026       | Bill Payment (Check) | 7667 | OVERDRIVE                   |                      | Cleared    | -7,245.29 |
| 07/25/2026       | Bill Payment (Check) | 7667 | OVERDRIVE                   |                      |            | -7,245.29 |
| 07/25/2026       | Bill Payment (Check) | 7664 | MONTEREY HERALD             |                      | Reconciled | -1,664.79 |
| 07/25/2026       | Bill Payment (Check) | 7664 | MONTEREY HERALD             |                      |            | -1,664.79 |
| 07/25/2026       | Bill Payment (Check) | 7654 | Anastasia Eichorn           |                      | Cleared    | -150.00   |
| 07/25/2026       | Bill Payment (Check) | 7654 | Anastasia Eichorn           |                      |            | -150.00   |
| 07/25/2026       | Bill Payment (Check) | 7669 | PACIFIC LIBRARY PARTNERSHIP |                      | Uncleared  | -8,641.00 |
| 07/25/2026       | Bill Payment (Check) | 7669 | PACIFIC LIBRARY PARTNERSHIP |                      |            | -8,641.00 |
| 07/25/2026       | Bill Payment (Check) | 7671 | TUMBLEWEED PRESS INC.       |                      | Uncleared  | -999.00   |
| 07/25/2026       | Bill Payment (Check) | 7671 | TUMBLEWEED PRESS INC.       |                      |            | -999.00   |
| 07/31/2026       | Expense              |      | STATE OF CALIFORNIA         |                      | Reconciled | -0.41     |
| 07/31/2026       | Expense              |      | STATE OF CALIFORNIA         | FEDERAL TAX WITHHELD |            | 0.41      |



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

**August 26, 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**

**August 26, 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**

**August 26, 2026**  
**ORDERS OF BUSINESS**

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Katie O'Connell, Local History Librarian

**SUBJECT:** Receive a report on the Local History Department implementing appointment-only services

**RECOMMENDATION:**

Accept the report and approve the Local History Department implementing appointment-only services

**BACKGROUND / SUMMARY:**

A cornerstone of the Carmel Public Library, the Henry Meade Williams Local History Department serves residents, visitors, and researchers world-wide with a wide variety of information. Housing materials relating to everything from genealogical history to in-depth archival resources about the area's cultural, environmental, and architectural past, the Department typically, sees lower foot traffic and longer, more complex patron interactions than the rest of the library. Due to the specialized nature of the questions, few staff members have the background knowledge and archival training to staff the Department when open to the public. Supervising Librarian, Katie O'Connell, is primarily responsible for covering the Library's open hours, limiting her ability to take on other responsibilities. In recent months, the part-time librarian, Michael Martinus, has also begun covering open hours in the Department.

The Department's hours have changed in the past; prior to 2020, it was open to the public 1:00pm-5:00pm, Tuesday through Friday. The Access and Use Policy states that "The Local History Department is open only during posted hours and by appointment with the Local History Librarian."

Switching to appointments will:

- allow Local History staff to better prepare for and respond to the needs of

researchers;

- increase the flexibility of the Local History staff to meet their additional responsibilities, including attending meetings and professional development trainings and putting on programs;
- improve the security of the Local History collections and professionalize services by conforming to archival best practices;
- bring the Local History Department in line with other local history repositories, including the California History Room at the Monterey Public Library;
- provide long-term benefits to the library as a whole by freeing up staff resources for new projects and initiatives.

### **Implementation**

Local History staff will set up an appointment calendar allowing patrons to sign up for their own time slots or request that library staff do it for them. Staff would be able to adjust days and times available for appointments and control how far in advance appointments could be made. The change would be advertised in the library newsletter and website. Library staff would receive training on using the appointment calendar and talking points relating to the change to respond to the patron questions.

If approved, staff will also update the Henry Meade Williams Local History Department Access and Use Policy section of the Library's Policy and Procedure Manual, previously updated June 2019

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

1. Henry Meade Williams Local History Department Access and Use Policy

# **Henry Meade Williams Local History Department**

## **Access and Use Policy**

*The Library reserves the right to manage access to and use of all materials within the Local History Collection, subject to the terms defined by this policy.*

### **Access**

Materials in the Henry Meade Williams Local History Department at the Harrison Memorial Library are housed in a secure, climate controlled vault, which is kept locked at all times. The Local History Department is open only during posted hours and by appointment with the Local History librarian. All collections are stored in areas that are off-limits to all but qualified staff<sup>1</sup>. This “closed stacks” policy ensures the security and integrity of the collections. All materials in the department are non-circulating and may not be taken from the department.

Staff must be present and assisting the public through all phases of research and viewing of the collections. Staff will retrieve and open all storage containers and limit the number of items brought out of the vault as she/he deems necessary.

Access to materials may be restricted by condition of gift or deposit; because of their physical condition; or for other reasons. Manuscript material is unique and irreplaceable, and no use may be made of it that might jeopardize its preservation.

Certain parts of the Local History collection are so valuable and/or fragile that these collections may only be viewed by appointment, at a time when the department is not open to the public and with staff in attendance. These collections are: the Tolfree autograph collection, and any materials that are a part of the City of Carmel-by-the-Sea Art Collection, such as the Edward Weston photographs, Morley Baer photographs, Ella Harrison Art Collection, etc.

### **Physical Protection of Materials**

Readers are responsible for safeguarding all materials made available for use. Eating and drinking are not permitted. Only approved writing materials (pencils or personal computers) may be used for taking notes while using material from the collection.

Materials may not be leaned on, written on, folded, traced, or handled in any way likely to damage them. Readers must keep papers in their folders, maintaining the order in which they are arranged and handling them as little as possible. A staff member should be notified if papers are found to be out of order. A staff member should also be shown any torn or very fragile materials that might be in need of repair. During use, folders must be kept flat on the table. Books must be used on the table, properly supported if necessary. Readers may be asked to wear gloves when handling materials such as photographs and negatives.

### **Use, Reproduction, and Copyright**

Requests for photocopying and for any reproduction in other formats, including photographic and digital scanning should be made to the Local History Librarian. The copying of any material in the Local History Department is provided and permitted as a research service. Material may be copied when, in the judgment of staff, such copying will not damage the original, does not infringe upon special restrictions imposed by the donor, and is not prevented by U.S. Copyright Law.

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<sup>1</sup> Staff is defined as persons whose place of employment is the Library and who are qualified (based on training and experience, and approved by the Library Director) to work with the collection.

Before any reproduction of archival materials, researchers will be asked to sign a Copyright Warning Form detailing the researcher's responsibilities for identifying the copyright status of the materials they wish to reproduce. The form will expire one year from the date it was signed, at which point the researcher will be asked to review the form and renew their signature.

**NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS :** The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, archives and libraries are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

- **Photocopying** – Photocopies are made only for the private use, scholarship, or research purposes of the individual requesting them. Archival materials are photocopied and reproduced only by Local History staff. Photocopy fees will be charged.
- **Digital scanning** – Digital scans are made only for the private use, scholarship, or research purposes of the individual requesting them. Patrons may use the book scanner to produce digital reference copies of archival materials, with the assistance and permission of Local History staff. Patrons may request professional quality scans of archival materials.
- **Basic camera copying** – Simple photographic copies of archival materials for private use, scholarship, or research purposes, using a cell phone or camera with no other equipment (including tripods, weights, cardboard, etc.) and no lights (including flash) are permitted. Copying under these conditions will not produce professional level copies, but rather reference copies.

In *all* cases, it is the researcher's obligation to determine and satisfy copyright or other use restrictions when publishing or otherwise distributing materials found in the Library's collections. The Library can only claim physical ownership of the material; responsibility for identifying and satisfying copyright holders must be assumed by users wishing to publish this material.

Staff does not sign permission to publish forms, nor will they, because the Library does not grant or deny permission to publish or otherwise distribute material from the Library's collections. The researcher must determine what permissions may be required from the copyright owner or donor.

The Library does not charge permission fees for use of material from the collections.

The nature of historical, archival, and manuscript collections often makes it difficult to determine the exact copyright status of an item. While the Local History Department will try to provide researchers with contact information for the holders of copyright of archival and manuscript holdings, the Local History Department shall not be responsible for any inaccurate information. Staff will not and does not conduct a copyright search for researchers. In such cases it is the researchers' responsibility to attempt to locate the copyright holder prior to publishing. Staff are unable to counsel users in the application of copyright law.

When material photographed from the Library's collections is reproduced in a publication, the

Library requests that the collection number, artist or creator, and title of the work be published with credit to the Library and the City of Carmel-by-the-Sea, such as "Henry Meade Williams Local History Department, Harrison Memorial Library, City of Carmel-by-the-Sea" in a caption or credit.



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

**August 26, 2026**  
**ORDERS OF BUSINESS**

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Heather Cousin, Library Director

**SUBJECT:** Receive a Progress Report on Strategic Plan Priorities

**RECOMMENDATION:**

Approve the update on the progress report on Strategic Plan priorities

**BACKGROUND / SUMMARY:**

In 2024, staff, the Harrison Memorial Library Board of Trustees, Friends of the Carmel Public Library, the Carmel Public Library Foundation and the community held a series of meetings to develop a strategic plan for the library's next two years (2025-2027). What resulted from these meetings was a series of aspirational goals for the library, including:

- Be a center for learning, enjoyment, community connection, and support.
- Innovate to support equitable and inclusive access.
- Maintain operational access.
- Improve the library's environmental sustainability and resilience to climate change.

Since that time, Library staff, with the support of their allied organizations — the Board, Friends, and Foundation — have had great success in moving forward towards realizing these goals.

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

The community provided clear direction and strategies to help meet these goals, including asking the Library to provide interesting and informative programs for all ages. Staff responded by offering a wide variety of music, craft, author, game, and other events, designed to both highlight the Library's collections and appeal to those

community members who don't yet know or use the Library. As part of this strategy, staff have also worked with area organizations such as the Carmel Foundation, Carmel Youth Center, area schools, and other partners to learn more about what interests area residents, who can provide meaningful experiences, and how the Library can best support the community.

Staff have measured their success in both the increase in program and event attendance, which has been reported in the monthly Librarian's Report, and also in the connections they see individuals making at programs. These connections continue outside of events, with residents reporting they attend events more regularly and use the Library more frequently as a result of attending programs.

#### Innovate to support equitable and inclusive access

Staff continue to explore ways to support the entire community. By partnering with the Carmel Public Library Foundation (CPLF), the City will embark on the Restoration Project, anticipated to start in the Fall of 2026. One of the Project's primary objectives is to provide accessible entrances and pathways throughout the Harrison Memorial Library. To ensure the public does not lose their connection to the Library's materials, staff will move to a temporary library at the Church of the Wayfarer, developed a resource sharing model with Monterey Public and Pacific Grove Public Libraries, and will be donating portions of the collection to the Monterey County Free Library. These actions ensure the accessibility of library materials and services such as printing, computers, and study spaces during the Project.

In July 2026, staff also restored Saturday hours at the Park Branch Library. The addition of four service hours at the location increased access to the children's library, enabled the public to pick up requested items, will enhance access to some of the materials from the Harrison Memorial Library collection (during the Restoration Project), and enable the use the Local History room six days a week.

#### Maintain operational excellence

In May 2026, staff implemented full resource sharing with Monterey and Pacific Grove Public Libraries. Staff also successfully implemented a Zip Books program whereby the public can make suggestions for purchase that, if ordered, can be purchased either through conventional sources or via Amazon and added to the collection much more quickly, meaning that the public can access materials much faster than the typical collection item.

Staff continue to seek and attend various training programs.

#### Improve the Library's environmental sustainability and resilience

Staff worked with the Public Works team to replace failing windows in both the Harrison Memorial and Park Branch locations. These window upgrades helped with both sound suppression and heat loss. Local History staff continue to refine collection evacuation plans and recently upgraded the vault door, ensuring better security for collections.

In December 2025, the Park Branch served as the City's Warming Center during devastating winter storms. In May 2026, several participated in the Citywide evacuation drill, have registered or are active members of the City's CERT team, or are pursuing sustainable libraries' certification.

In addition to the four key goal areas, staff also fulfilled the requests of many strategic plan participants who made specific programming or service requests, offering the following programs and services:

STEM, technology, and coding programs  
Art and craft programs  
Yoga program  
Preparedness events  
Author events  
Live music

In 2026, staff anticipate launching a programming survey to better understand both the appeal and impact of programming for attendees. The survey will also attempt to understand why some may not attend and feedback for staff improvement.

#### **FISCAL IMPACT:**

None

#### **ATTACHMENTS:**

1. Strategic\_Plan\_2025-2027



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# STRATEGIC PLAN 2025-2027

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

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# MISSION

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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

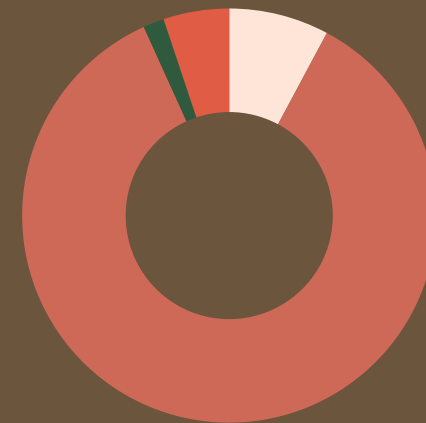
Funds staff salaries and building maintenance

**CARMEL PUBLIC LIBRARY FOUNDATION**  
Raises funds to support operations

## BUDGET

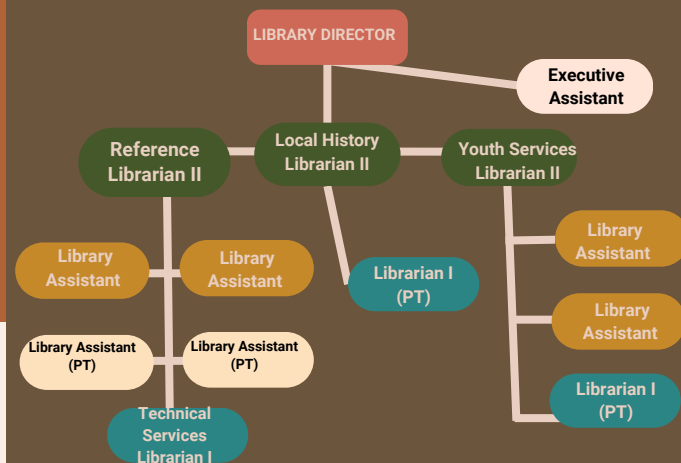
### FY 2024/25 Total Income \$428,500

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

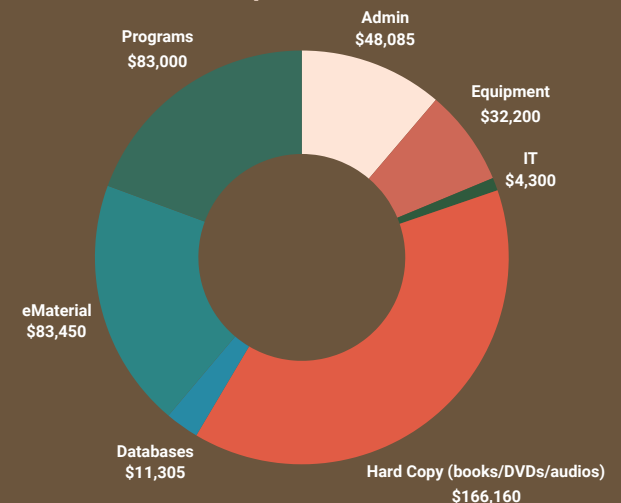


In addition to the generous contributions from library supporters, the City of Carmel funds library staff salaries. For FY 2024/25 the City approved 13.75 FTEs in the amount of \$1,545,431

## LIBRARY ORGANIZATION CHART



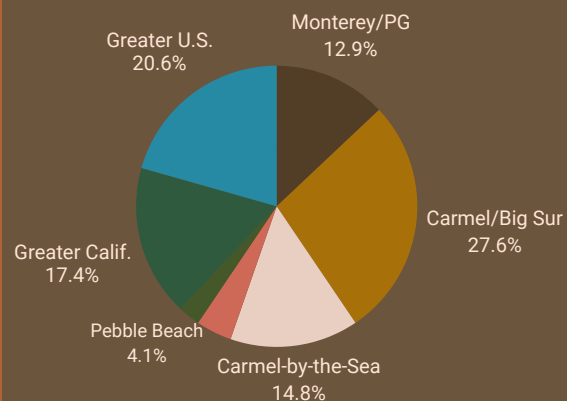
### FY 2024/25 Total Expenditures \$428,500



# CARMEL PUBLIC LIBRARIES AT A GLANCE

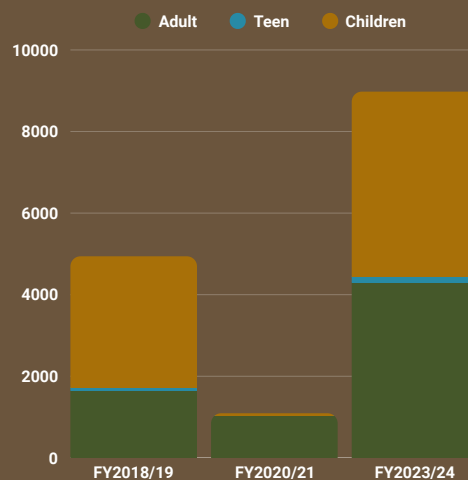
## PATRONS

14,191 Total Cardholders (2024)



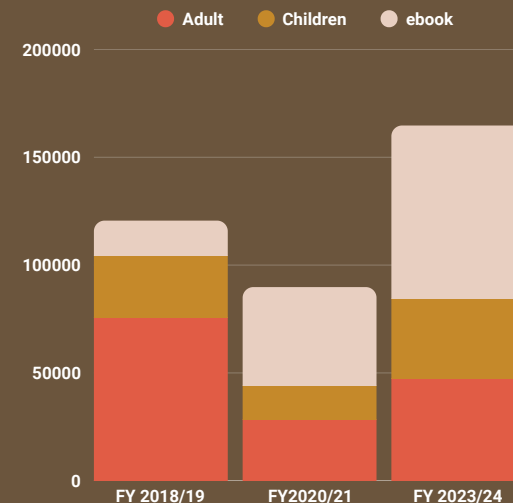
Carmel has an interesting make-up of users - the majority of whom are local. Many second homeowners from all over the world use our library while they are staying at their second home in town. The pandemic also saw an increase in online cards.

## 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

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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

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## **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                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOAL 1</b> ♥<br><br>Be a center for learning, enjoyment, community connection and support. | <b><u>Strategy 1.1</u></b><br>Provide interesting and informative programs for all ages                                                                                    | <b>Objective 1.1.1</b><br>Establish regular weekly hours for tech help (2025)<br><br><b>Objective 1.1.2</b><br>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)<br><br><b>Objective 1.1.3</b><br>Continue to learn from and build on established programs and explore new program ideas as they arise (Ongoing) |
|                                                                                               | <b><u>Strategy 1.2</u></b><br>Broaden community impact by identifying community members' unique needs to shape Library services and exploring unmet needs in the community | <b>Objective 1.2.2</b><br>Provide a variety of ways for community members to provide feedback - bulletin board, suggestion boxes, notebooks, and surveys (2025, Ongoing)<br><br><b>Objective 1.2.1</b><br>Conduct Community Conversations and produce an updated Public Knowledge Report (2027)                                                                                                                                                                                  |

# IMPLEMENTATION PLAN

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

# IMPLEMENTATION PLAN

| GOALS AND STRATEGIC DIRECTION                                                                 |                                                                                    | ACTIONABLE OBJECTIVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOAL 1</b> ♥<br><br>Be a center for learning, enjoyment, community connection and support. | <u>Strategy 1.4</u><br>Share the library's story through outreach in the community | <b>Objective 1.4.1</b><br>Re-brand the library so that it is clear who we are, where we are, and what we do (2025)<br><br><b>Objective 1.4.2</b><br>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)<br><br><b>Objective 1.4.3</b><br>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)<br><br><b>Objective 1.4.4</b><br>Work with local realtors to distribute a welcome packet/brochure/bookmark for new community members (2027)<br><br><b>Objective 1.4.5</b><br>Encourage community advocacy for the library (Ongoing) |

# IMPLEMENTATION PLAN

| GOALS AND STRATEGIC DIRECTION                                                |                                                                                                                                                                                     | ACTIONABLE OBJECTIVES                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOAL 2</b> ♥<br><b>Innovate to support equitable and inclusive access</b> | <b><u>Strategy 2.1</u></b><br><b>Improve and enhance the Library buildings to ensure they are best designed for use, and are welcoming and vibrant</b>                              | <b>Objective 2.1.1</b><br>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)<br><br><b>Objective 2.1.2</b><br>Ensure continuity of operations during any renovation projects by relocating and prioritizing services and collections based on community needs and desires (2026-2027) |
|                                                                              | <b><u>Strategy 2.2</u></b><br><b>Improve cohesion between the library buildings and their surrounding gardens/green spaces - that are by their nature extensions of the library</b> | <b>Objective 2.2.1</b><br>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)<br><br><b>Objective 2.2.2</b><br>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                                                                                                                        |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOAL 2</b> ♥<br><b>Innovate to support equitable and inclusive access</b> | <b><u>Strategy 2.3</u></b><br><b>Align the days of hours and service with community needs</b>     | <b>Objective 2.3.1</b><br>Restore Saturday hours (2025)                                                                                      |
|                                                                              | <b><u>Strategy 2.4</u></b><br><b>Invest in adaptive technologies based on patron needs (2026)</b> | <b>Objective 2.4.1</b><br>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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOAL 3</b> ♥<br><b>Maintain operational excellence</b> | <b><u>Strategy 3.1</u></b><br><b>Optimize public resources</b>                                               | <b>Objective 3.1.1</b><br>Review, reaffirm, and amend library policies and procedures to ensure maximum transparency and efficiency (2025)<br><br><b>Objective 3.1.2</b><br>Work with Pacific Grove and Monterey libraries to implement book/DVD sharing (2025)<br><br><b>Objective 3.1.3</b><br>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)<br><br><b>Objective 3.1.4</b><br>Better promote purchase suggestions on the library website, bookmarks, and any other promotional materials to further engage the community in collection development (2025) |
|                                                           | <b><u>Strategy 3.2</u></b><br><b>Continue for the staff to feel empowered to provide exceptional service</b> | <b>Objective 3.2.1</b><br>Develop staff training plan (1 all-staff training per month) including emergency preparedness (2025- Ongoing)<br><br><b>Objective 3.2.2</b><br>Map the library's volunteer needs and map the needs of volunteers (2026)                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

# IMPLEMENTATION PLAN

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

# IMPLEMENTATION PLAN

| GOALS AND STRATEGIC DIRECTION                                                               |                                                                                                                                       | ACTIONABLE OBJECTIVES                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GOAL 4</b> ♥<br><b>Improve the Library's environmental sustainability and resilience</b> | <b><u>Strategy 4.3</u></b><br><b>Provide the community with resources and programs on environmental sustainability and resilience</b> | <b>Objective 4.3.1</b><br>Regularly host sustainability and resilience related programs that are relevant to Carmel and responsive to our community's concerns and interests<br><br><b>Objective 4.3.2</b><br>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 |
|                                                                                             | <b><u>Strategy 4.4</u></b><br><b>Increase the Library's resilience during emergencies</b>                                             | <b>Objective 4.4.1</b><br>Continue to act as a charging/warming center during storms and power outages<br><br><b>Objective 4.4.2</b><br>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

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## ACKNOWLEDGMENTS

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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**

**August 26, 2026**  
**ORDERS OF BUSINESS**

**TO:** Harrison Memorial Library Board of Trustees

**SUBMITTED BY:** Heather Cousin, Library Director

**SUBJECT:** Receive an update on Saturday Library hours at the Park Branch Library

**RECOMMENDATION:**

Accept and approve the update on Saturday hours at the Park Branch Library

**BACKGROUND / SUMMARY:**

On July 11, Library staff began offering service at the Park Branch Library from 12pm-4pm. The hours of service were determined by an online and paper ballot distributed at both library locations.

Traffic at the Library has been small in these first few weeks. This may be the result of summer vacations, Car Week activities, or several busy weekends in the downtown area. Staff added programming in August, including Family Bingo, sensory story time, a craft program, and board games. Staff are also planning to do a quarterly satisfaction survey of users and nonusers to determine what can be improved about the service and to help promote Saturday hours.

**FISCAL IMPACT:**

None

**ATTACHMENTS:**

None