



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

Trustees Marie-Clare Gorham, John Krisher, Susan
Murphy, Phil Pardue, and Mary Jo Williams

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

REGULAR MEETING Wednesday, April 23, 2025

9:00 AM

THIS MEETING WILL BE HELD IN PERSON AND VIA TELECONFERENCE. The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may watch the Youtube Live Stream at:

<https://www.youtube.com/@CityofCarmelbytheSea/streams>, or use the link below to view or listen to the meeting via Zoom teleconference:

<https://ci-carmel-ca-us.zoom.us/j/84202094653> Webinar ID: 842 0209 4653 Passcode: 325390 Dial in: 669-444-9171

HOW TO OFFER PUBLIC COMMENT: Public comment may be given in person at the meeting, or using the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to lsfenton@ci.carmel.ca.us. Comments must be received 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. Matters not appearing on the agenda will not receive action at this meeting and may be referred to staff. Persons are not required to provide their names, and it is helpful for speakers to state their names so they may be identified in the minutes of the meeting.

ANNOUNCEMENTS

- A.** Announcements from the Trustees

B. Announcements from the Library Director

ORDERS OF BUSINESS

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

1. Approval of the Minutes for the March 26, 2025
2. Receive the Librarian's Report for March 2025
3. Receive the Treasurer's Report for March 2025 and approve the check register for March 2025
4. Receive a report from the Carmel Public Library Foundation on recent activities
5. Discuss Draft Agreement with Moore Rubel Yudell Regarding Harrison Memorial Library Centennial Restoration Project, if available, and provide comments to City Council.
6. Receive a report from the Library Relocation Ad Hoc Committee
7. Receive a presentation on the Draft Strategic Plan for 2025-2027, discuss, and provide staff with direction
8. Consider Federal and State budget cut impacts to the Library for FY 2025-2026 and provide staff with direction.
9. Review and reaffirm Library policies and provide staff with direction

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

Harrison Memorial Library Board of Trustees Meeting
Minutes

REGULAR MEETING
Wednesday, March 26, 2025
9:00 AM

CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIANCE

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

Trustee Pardue moved to pull Item #10 under Orders of Business and continue to a date uncertain, seconded by Trustee Williams and carried by the following roll call vote:

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

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees

Trustee Gorham announced that Children's Library once again had some great events. She also thanked the staff for putting aside program supplies for those who were unable to attend. It was a nice way to include everyone.

Item B: Announcements from the Library Director

None

ORDERS OF BUSINESS

Item 1: Approval of the Minutes for the February 26, 2025, Regular Meeting and March 20, 2025 Special Meeting

Trustee Murphy moved to approve the minutes for the February 26, 2025 Regular Meeting and March 20, 2025 Special Meeting, seconded by Trustee Pardue and carried by the following roll call vote:

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

Item 2: Receive the Librarian's Report for February 2025

Library & Community Activities Director Wright presented the report.

Item 3: Receive the Treasurer's Report for February 2025 and approve the check register for February 2025

Treasurer Gorham presented the report.

Trustee Murphy moved to approve the check register for February 2025, seconded by Trustee Pardue and carried by the following roll call vote:

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

Item 4: Receive a report from the Carmel Public Library Foundation on recent activities

Executive Director Alexandra Fallon presented the report.

Item 5: Consideration of the dissolution of the Master Plan ad hoc committee

Library & Community Activities Director Wright presented the report.

Trustee Murphy moved to dissolve the Master Plan ad hoc committee on April 30, 2025, seconded by Trustee Williams and carried by the following roll call vote:

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

Item 6: Receive a report from the Library Relocation Ad Hoc Committee

Library & Community Activities Director Wright presented the report.

Item 7: Consider options for FY 2025-2026 Budget and provide staff with direction

Library & Community Activities Director Wright presented the report.

Item 8: Receive Draft Strategic Plan for 2025-2027, discuss, and provide staff with direction

Library & Community Activities Director Wright presented the report.

Item 9: Review and reaffirm Library policies and provide staff with direction

Library & Community Activities Director Wright presented the report.

Item 10: Discuss Draft Agreement with Moore Rubel Yudell Regarding Harrison Memorial Library Centennial Restoration Project, if available, and provide comments to City Council.

Continued to a date uncertain.

FUTURE AGENDA ITEMS

- Strategic Plan
- FY 2025-2026 Budget
- Cash handling/finance policy
- Policies

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:20 a.m. The next Regular Meeting is scheduled for April 23, 2025.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

March 31, 2025

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	3.60	1,766	1,758	16,214	15,651
Non-Fiction	-9.60	1,030	947	9,138	10,108
Magazines	28.70	68	72	592	460
Audio/Video	-3.67	1,044	884	9,185	9,535
ADULT CIRCULATION TOTAL:	-1.75	3,908	3,661	35,129	35,754
Juvenile Circulation:					
Fiction	1.06	2,079	1,910	20,805	20,587
Non-Fiction	7.17	525	489	5,724	5,341
Magazines	11.07	28	42	271	244
Audio/Video	3.08	118	151	1,374	1,333
JUVENILE CIRCULATION TOTAL:	2.43	2,750	2,592	28,174	27,505
CIRCULATION TOTAL:	0.07	6,658	6,253	63,303	63,259
ELECTRONIC CHECKOUTS:	-36.39	11,890	10,853	37,314	58,664
HOLD REQUESTS:	558.82	758	783	57,403	8,713
INTERLIBRARY LOAN:					
ILL to Other Libraries	#DIV/0!	0	0	0	0
ILL from Other Libraries	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

March 31, 2025

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	9.28	1,655	1,517	13,709	12,545
Non-Residents:					
Monterey County	-21.87	4,681	4,413	45,694	58,483
Other Zip Codes	-9.65	322	323	4,091	4,528
NON-RESIDENT CIRCULATION TOTAL	-20.99	5,003	4,736	49,785	63,011
PATRON REGISTRATION:	Patron Data Base Purge 04/24				
Carmel by-the-Sea Residents	66.13	11	14	206	124
Monterey County Residents	-16.11	53	54	734	875
Other Borrowers	645.60	51	36	5428	728
REGISTRATION TOTAL:	268.73	115	104	6,368	1,727
TOTAL # OF CARDHOLDERS:	31.64	16,545	16,426	16,545	12,568

Patron Visit Count					
HML Building	12.02	7,960	6,153	62,333	55,644
Park Branch Building					
Local History	-0.72	17	35	276	278
Youth Services Dept.	-3.59	4,367	3,923	40,763	42,279
PATRON VISIT TOTAL:	5.27	12,344	10,111	103,372	98,201

LIBRARIAN'S MONTHLY REPORT

March 31, 2025

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	16.61	954	645	9434	8,090
Youth Services Desk	59.62	495	543	4573	2,865
Local History Desk	31.63	45	70	670	509
TOTAL REFERENCE QUESTIONS:	28.03	1,494	1,258	14,677	11,464
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-17.30	834	781	7,316	8,846
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-43.64	1	3	31	55
Park Branch		13	18	97	0
Harrison - Main	20.29	29	24	249	207
TOTALS:	43.89	43	45	377	262
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

March 31, 2025

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	150.00	0	0	5	2
TOTAL ATTENDANCE	-50.22	0	0	230	462
PRESCHOOL PROGRAMS (0-5 YRS)	20.59	8	7	41	34
TOTAL ATTENDANCE	36.26	234	238	1,522	1,117
SCHOOL AGE PROGRAMS (6-11 YRS)	0.00	8	9	29	29
TOTAL ATTENDANCE	-47.51	434	182	1,033	1,968
TEEN PROGRAMS (12-18 YRS)	68.42	4	5	32	19
TOTAL ATTENDANCE:	121.98	25	40	202	91
ADULT PROGRAMS	44.00	7	5	36	25
TOTAL ATTENDANCE	71.85	328	378	2,595	1,510
OFFSITE PROGRAMS	57.14	2	1	11	7
TOTAL ATTENDANCE	431.36	66	196	1,254	236
LOCAL HISTORY PROGRAMS	366.67	2	0	14	3
TOTAL ATTENDANCE	6,457.14	66	0	1,377	21

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
March 31, 2025

Harrison Memorial Library

Balance Sheet

Attachment 1

As of March 31, 2025

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	147,572.94
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	830,643.21
14100 LAIF - Operating Reserve	190,127.25
14200 LAIF - Equipment Replacement	100,000.00
14300 LAIF - Bradney	46,747.05
14400 LAIF - Evans Restricted Fund	123,000.00
Total 14000 LAIF	1,290,517.51
Total Bank Accounts	\$1,438,550.45
Total Current Assets	\$1,438,550.45
TOTAL ASSETS	\$1,438,550.45
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	575.50
Total Accounts Payable	\$575.50
Total Current Liabilities	\$575.50
Total Liabilities	\$575.50
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	0.00
15110 LAIF - Restricted - Operating Reserve	175,127.25
15120 LAIF - Equipment Replacement	100,000.00
15130 WF - Designated Gifts	0.00
15140 Broadband Equipment Grant	3,379.77
Total 15100 Temporarily Restricted	278,507.02
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
Total 15000 Restricted Funds	425,254.07
16000 Unrestricted Net Assets	1,028,396.87
Opening Balance Equity	0.00
Net Income	-15,675.99
Total Equity	\$1,437,974.95
TOTAL LIABILITIES AND EQUITY	\$1,438,550.45

Table 1

Budget v Actuals FY 2023-2024					
July 2023 - March 2024					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		\$183,159.48	\$274,500.00	-\$91,340.52	
		\$0.00	\$0.00	\$0.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$30,000.00	\$10,500.03	\$19,499.97	
23100 Interest Bradney		\$4,353.34	\$2,625.03	\$1,728.31	
23200 Interest - Other		\$39,195.33	\$22,500.00	\$16,695.33	
Total 23000 INTEREST INCOME		\$43,548.67	\$25,125.03	\$18,423.64	
25000 Library Operations		\$9,203.18	\$5,249.97	\$3,953.21	
TOTAL INCOME		\$266,011.33	\$315,375.03	-\$49,363.70	
Expenses					
30000 ADMINISTRATIO N					
Total 31000 Finance		\$8,043.63	\$7,556.31	\$487.32	
Total 32000 Library Promotions		\$4,513.83	\$6,037.56	-\$1,523.73	
Total 33000 Supplies		\$6,506.98	\$10,244.97	-\$3,737.99	
Total 34000 Organizational Development		\$13,650.52	\$12,975.03	\$675.49	

Table 1

Budget v Actuals FY 2023-2024					
Total 30000 ADMINISTRATIVE		\$32,714.96	\$36,813.87	-\$4,098.91	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$25,407.78	\$24,150.06	\$1,257.72	
50000 IT					
Total 50000 IT		\$2,574.44	\$3,224.97	-\$650.53	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$24,481.94	\$31,950.00	-\$7,468.06	
Total 62000 TEEN COLLECTION		\$5,300.02	\$7,125.03	-\$1,825.01	
Total 63000 KIDS COLLECTION		\$19,425.89	\$23,250.06	-\$3,824.17	
Total 64000 REFERENCE		\$3,366.78	\$3,825.00	-\$458.22	
Total 65000 ZIP BOOKS		\$12,255.21	\$14,249.97	-\$1,994.76	
Total 60000 HARD COPY MATERIAL		\$64,829.84	\$80,400.06	-\$15,570.22	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$35,635.81	\$43,094.97	-\$7,459.16	
70000 DATABASES					
Total 70000 DATABASES		\$7,308.48	\$8,491.37	-\$1,182.89	
72000 eMaterial					

Table 1

Budget v Actuals FY 2023-2024					
Total 72000 eMaterial		\$60,747.13	\$62,587.62	-\$1,840.49	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$9,579.96	\$13,500.09	-\$3,920.13	
Total 82000 TEEN PROGRAMS		\$5,013.27	\$7,125.03	-\$2,111.76	
Total 83000 KIDS PROGRAMS		\$21,956.18	\$25,875.09	-\$3,918.91	
Total 85000 LOCAL HISTORY PROGRAMS		\$15,919.47	\$16,875.00	-\$955.53	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$52,468.88	\$63,375.21	-\$10,906.33	
Total Expenses		\$281,687.32	\$322,138.13	-\$40,450.81	
Net Operating Income		\$15,675.99	-\$6,763.10	-\$8,912.89	
Net income		\$15,675.99	-\$6,763.10	-\$8,912.89	

Check Detail Report

Harrison Memorial Library

March 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking						
23157						
03/05/2025	Expense				Reconciled	-40.00
03/05/2025	Expense			WIRE TRANS SVC CHARGE - SEQUENCE: XXXXXXXX1017 XXXXXXXXXXXXX8152 TRN#XXXXXXXX1017 RFB#	SRF#	40.00
23158						
03/05/2025	Expense		STATE TREASURER'S OFFICE		Reconciled	- 15,000.00
03/05/2025	Expense		STATE TREASURER'S OFFICE	Attachment 2 WT SEQ181017 STATE TREASURERS OFFICE /BNF=STATE TREASURERS OFFICE SRF# XXXXXXXXXXXX8152 TRN#XXXXXXXX1017 RFB#	Uncleared	15,000.00
23102						
03/06/2025	Bill Payment (Check)	7004	Amazon Capital Services, Inc.		Reconciled	-449.40
03/06/2025	Bill Payment (Check)	7004	Amazon Capital Services, Inc.			-449.40
23103						
03/06/2025	Bill Payment (Check)	7005	ANNE SIBLEY		Reconciled	-400.00
03/06/2025	Bill Payment (Check)	7005	ANNE SIBLEY			-400.00
23104						
03/06/2025	Bill Payment (Check)	7006	BAKER & TAYLOR		Reconciled	-2,642.99
03/06/2025	Bill Payment (Check)	7006	BAKER & TAYLOR			-2,642.99
23105						
03/06/2025	Bill Payment (Check)	7007	BOOK PAGE		Reconciled	-420.00
03/06/2025	Bill Payment (Check)	7007	BOOK PAGE			-420.00
23106						
03/06/2025	Bill Payment (Check)	7008	COPIES BY THE SEA		Reconciled	-654.41
03/06/2025	Bill Payment (Check)	7008	COPIES BY THE SEA			-654.41
23107						
03/06/2025	Bill Payment (Check)	7009	DANTE RONDO MOST		Reconciled	-200.00
03/06/2025	Bill Payment (Check)	7009	DANTE RONDO MOST			-200.00
23108						
03/06/2025	Bill Payment (Check)	7010	INGRAM LIBRARY SERVICES		Reconciled	-74.11
03/06/2025	Bill Payment (Check)	7010	INGRAM LIBRARY SERVICES			-74.11
23109						
03/06/2025	Bill Payment (Check)	7011	KANOPY		Reconciled	-2,172.00
03/06/2025	Bill Payment (Check)	7011	KANOPY			-2,172.00
23110						
03/06/2025	Bill Payment (Check)	7012	MaryLee Sunseri		Cleared	-150.00
03/06/2025	Bill Payment (Check)	7012	MaryLee Sunseri			-150.00
23111						
03/06/2025	Bill Payment (Check)	7013	Megan Cassamas		Reconciled	-150.00
03/06/2025	Bill Payment (Check)	7013	Megan Cassamas			-150.00
23112						
03/06/2025	Bill Payment (Check)	7014	Midwest Tape		Reconciled	-159.10
03/06/2025	Bill Payment (Check)	7014	Midwest Tape			-159.10
23113						
03/06/2025	Bill Payment (Check)	7015	OVERDRIVE		Reconciled	-301.47
03/06/2025	Bill Payment	7015	OVERDRIVE			-301.47

Check Detail Report
Harrison Memorial Library
March 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CLEARED	AMOUNT
	(Check)					
23140						
03/13/2025	Bill Payment (Check)	7016	Amazon Capital Services, Inc.		Reconciled	-949.10
03/13/2025	Bill Payment (Check)	7016	Amazon Capital Services, Inc.			-949.10
23141						
03/13/2025	Bill Payment (Check)	7017	BACKSTAGE LIBRARY WORKS	Attachment 2	Reconciled	-4,788.18
03/13/2025	Bill Payment (Check)	7017	BACKSTAGE LIBRARY WORKS			-4,788.18
23142						
03/13/2025	Bill Payment (Check)	7018	BAKER & TAYLOR		Reconciled	-741.93
03/13/2025	Bill Payment (Check)	7018	BAKER & TAYLOR			-741.93
23143						
03/13/2025	Bill Payment (Check)	7019	CENGAGE LEARNING INC/GALE		Reconciled	-49.68
03/13/2025	Bill Payment (Check)	7019	CENGAGE LEARNING INC/GALE			-49.68

Check Detail Report

Harrison Memorial Library

March 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CLEARED	AMOUNT
23144						
03/13/2025	Bill Payment (Check)	7020	CYPRESS PAINTING & DECORATING, INC.		Reconciled	-7,870.00
03/13/2025	Bill Payment (Check)	7020	CYPRESS PAINTING & DECORATING, INC.			-7,870.00
23145						
03/13/2025	Bill Payment (Check)	7021	GOLDEN GATE BOOKKEEPING		Reconciled	-375.00
03/13/2025	Bill Payment (Check)	7021	GOLDEN GATE BOOKKEEPING			-375.00
23146						
03/13/2025	Bill Payment (Check)	7022	HANDLEY, BRENNEN	Attachment 2	Reconciled	-800.00
03/13/2025	Bill Payment (Check)	7022	HANDLEY, BRENNEN			-800.00
23147						
03/13/2025	Bill Payment (Check)	7023	INGRAM LIBRARY SERVICES		Reconciled	-221.60
03/13/2025	Bill Payment (Check)	7023	INGRAM LIBRARY SERVICES			-221.60
23148						
03/13/2025	Bill Payment (Check)	7024	KAL-WEST		Reconciled	-200.00
03/13/2025	Bill Payment (Check)	7024	KAL-WEST			-200.00
23149						
03/13/2025	Bill Payment (Check)	7025	MaryLee Sunseri		Cleared	-150.00
03/13/2025	Bill Payment (Check)	7025	MaryLee Sunseri			-150.00
23150						
03/13/2025	Bill Payment (Check)	7026	Midwest Tape		Reconciled	-92.48
03/13/2025	Bill Payment (Check)	7026	Midwest Tape			-92.48
23151						
03/13/2025	Bill Payment (Check)	7027	OVERDRIVE		Reconciled	-2,697.96
03/13/2025	Bill Payment (Check)	7027	OVERDRIVE			-2,697.96
23152						
03/13/2025	Bill Payment (Check)	7028	PACIFIC GROVE SELF STORAGE		Reconciled	-407.00
03/13/2025	Bill Payment (Check)	7028	PACIFIC GROVE SELF STORAGE			-407.00
23153						
03/13/2025	Bill Payment (Check)	7029	WELLS FARGO 2675		Reconciled	-685.05
03/13/2025	Bill Payment (Check)	7029	WELLS FARGO 2675			-685.05
23184						
03/20/2025	Bill Payment (Check)	7030	ALHAMBRA		Reconciled	-116.88
03/20/2025	Bill Payment (Check)	7030	ALHAMBRA			-116.88
23185						
03/20/2025	Bill Payment (Check)	7031	Amazon Capital Services, Inc.		Reconciled	-205.35
03/20/2025	Bill Payment (Check)	7031	Amazon Capital Services, Inc.			-205.35
23186						
03/20/2025	Bill Payment (Check)	7032	BAKER & TAYLOR		Reconciled	-1,465.56
03/20/2025	Bill Payment (Check)	7032	BAKER & TAYLOR			-1,465.56
23187						
03/20/2025	Bill Payment (Check)	7033	ELIZABETH GARTON SCANLON		Cleared	-69.52
03/20/2025	Bill Payment (Check)	7033	ELIZABETH GARTON SCANLON			-69.52
23188						
03/20/2025	Bill Payment (Check)	7034	INGRAM LIBRARY SERVICES		Reconciled	-597.99
03/20/2025	Bill Payment (Check)	7034	INGRAM LIBRARY SERVICES			-597.99
23189						
03/20/2025	Bill Payment (Check)	7035	LEA ANN MCDONALD		Reconciled	-92.71
03/20/2025	Bill Payment (Check)	7035	LEA ANN MCDONALD			-92.71
23190						
03/20/2025	Bill Payment (Check)	7036	Megan Cassamas		Reconciled	-150.00
03/20/2025	Bill Payment (Check)	7036	Megan Cassamas			-150.00
23191						
03/20/2025	Bill Payment (Check)	7037	OVERDRIVE		Reconciled	-650.13
03/20/2025	Bill Payment (Check)	7037	OVERDRIVE			-650.13
23192						
03/20/2025	Bill Payment (Check)	7038	ULINE		Reconciled	-2,500.00
03/20/2025	Bill Payment (Check)	7038	ULINE			-2,500.00

Check Detail Report
Harrison Memorial Library
March 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CLEARED	AMOUNT
23194						
03/20/2025	Bill Payment (Check)	7039	Amazon Capital Services, Inc.		Reconciled	-0.01
03/20/2025	Bill Payment (Check)	7039	Amazon Capital Services, Inc.			-0.01
23213						
03/27/2025	Bill Payment (Check)	7040	Amazon Capital Services, Inc.		Reconciled	-1,236.91
03/27/2025	Bill Payment (Check)	7040	Amazon Capital Services, Inc.			-1,236.91
23214						
03/27/2025	Bill Payment (Check)	7041	BAKER & TAYLOR	Attachment 2	Reconciled	-538.41
03/27/2025	Bill Payment (Check)	7041	BAKER & TAYLOR			-538.41
23215						
03/27/2025	Bill Payment (Check)	7042	INGRAM LIBRARY SERVICES		Cleared	-332.61
03/27/2025	Bill Payment (Check)	7042	INGRAM LIBRARY SERVICES			-332.61
23216						
03/27/2025	Bill Payment (Check)	7043	MaryLee Sunseri		Cleared	-150.00
03/27/2025	Bill Payment (Check)	7043	MaryLee Sunseri			-150.00
23217						
03/27/2025	Bill Payment (Check)	7044	Midwest Tape		Cleared	-85.00
03/27/2025	Bill Payment (Check)	7044	Midwest Tape			-85.00
23218						
03/27/2025	Bill Payment (Check)	7045	OVERDRIVE		Reconciled	-477.99
03/27/2025	Bill Payment (Check)	7045	OVERDRIVE			-477.99
23295						
03/31/2025	Expense		STATE OF CALIFORNIA		Reconciled	-0.36
03/31/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.36



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

April 23, 2025
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Brian Pierik, City Attorney
SUBJECT:	Discuss Draft Agreement with Moore Rubel Yudell Regarding Harrison Memorial Library Centennial Restoration Project, if available, and provide comments to City Council.

RECOMMENDATION:

Discuss Draft Agreement with Moore Rubel Yudell Regarding Harrison Memorial Library Centennial Restoration Project, if available, and provide comments to City Council.

BACKGROUND/SUMMARY:

This item will be issued under separate cover if available.

FISCAL IMPACT:

ATTACHMENTS:



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

April 23, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Receive a report from the Library Relocation Ad Hoc Committee

RECOMMENDATION:

Receive a report from the Library Relocation Ad Hoc Committee

BACKGROUND/SUMMARY:

The Ad Hoc Committee is made-up of Vice President MaryJo Williams and Treasurer Marie-Clare Gorham. At the last Trustees meeting the Ad Hoc Committee reported that it had identified a location that had great potential for relocation. Since then, the Committee has identified a second location that also has great potential.

The Ad Hoc Committee is now studying the pros and cons of each location and gathering information about potential costs such as:

1. Potential needed improvements to the identified space to make it workable for the library including physical upgrades, IT, etc.
2. Rental/lease fees
3. Shelving and furniture needs for the temporary space - new purchases vs. repurposing current equipment vs. renting. In particular with shelving, understanding needs within the context of moving forward in 2025 with resource sharing with Monterey and Pacific Grove Public Libraries.

Over the next few months the Ad Hoc Committee will continue to work to flesh out these details with the goal of presenting the Trustees with a recommendation for relocation and the costs association with each location.

Any location chosen will not have the same square footage as the Harrison Memorial Library which may require the temporary relocation of library departments, such as Technical Services to the Park Branch Library, and potentially the Teen Department and Gathering Place. The Ad Hoc Committee is also exploring the additional option of private spaces to accommodate the needs of library patrons for these services, if needed, and in addition to the aforementioned places discussed above.

FISCAL IMPACT:

At this point there are no estimated fiscal impacts of relocating the Library during the renovation.

ATTACHMENTS:



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

April 23, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Receive a presentation on the Draft Strategic Plan for 2025-2027, discuss, and provide staff with direction

RECOMMENDATION:

Receive a presentation on the Draft Strategic Plan for 2025-2027, discuss, and provide staff with direction

BACKGROUND/SUMMARY:

At March regular meeting the Trustees received the Draft Strategic Plan for 2025-2027 and provided brief comments. With time to digest, staff are hoping for more feedback and will be providing a presentation that goes through each Goal, Strategy, and Objective for comment and discussion.

METHODOLOGY

In Fall 2024 staff recruited the following people to form a Strategic Planning Committee:

1. MaryJo Williams, HMLBT Vice-President
2. Sherry Williams, Community Member
3. Jeanette Campbell, Library Staff
4. Renee Martine, Library Staff
5. Katie O'Connell, Library Staff
6. Analis Bans, River School
7. Missy Jensen, Community Member
8. Kim Stemler, Carmel Foundation

The Committee met six times starting in October through December and were incredibly dynamic and productive. The committee toured both Library facilities, reviewed the most recent Library statistics, results from surveys over the past few years, trends, the Library funding structure and budget, and received a report on the Library's history and Strategic Plans going back to the early 2000's. The Committee reviewed the Mission Statement and the most recent Strategic Plan 2020-2023 goals and objectives (Attachment 1) and worked to understand what was accomplished and what wasn't, what should be updated and carried over, and what was missing.

While this work was happening staff also put up interactive displays in both library buildings asking our

patrons what needed improvement and what other programs/services the Library could be providing and the responses were wide-ranging. These responses were compiled and appear in the Draft Strategic Plan on the last page (Attachment 2).

As the Committee worked it acknowledged and discussed two major factors that impact the completion of Strategic Plan goals and objectives: 1. staffing and 2. funding which were kept in mind throughout planning. Over the past 5-6 years, despite the pandemic, revenue has remained solid, between the Carmel Public Library Foundation, Friends of the Library, and interest income. However, because the staff is relatively small any vacancy significantly impacts staff's ability to maintain basic library operations while simultaneously working to continue meeting Strategic Plan milestones.

In addition, one of the things that the group agreed upon early on is that one of the most cherished qualities of the Library by the community is its constancy over time - that the Library is dependable and doesn't spring large-scale change on people, that the Harrison feels largely unchanged since 1928. This staff have worked and continue to work to ground Strategic Plan goals and objectives in current feedback from patrons, while also striving to be responsive to real-time needs changes that may not be directly reflected in the Draft Strategic Plan.

The Committee also recommended re-branding the Library as "Carmel Public Libraries", a simple and elegant solution to address the two building, multiple distinct department, identity crisis that the Library has been having since the Park Branch was acquired.

MISSION STATEMENT

What the Committee agreed upon was that it was too long and institutional - plus, none of the staff participating could recite it. The Committee wordsmithed this over several meetings and all of the library staff had a chance to review and contribute to further wordsmithing for a new proposed Mission Statement: *The heart of our community: We are cherished by our village and a welcoming place for learning, enjoyment, and connection for everyone.*

PROPOSED STRATEGIC PLAN

The Draft Strategic Plan proposes four broad goals and associated strategies (full plan with objectives - Attachment 2):

- 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
- 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 resilience to climate change and other emergencies
 - Strategy 4.3 Provide the community with resources and programs on environmental sustainability and climate resilience
 - Strategy 4.4 Support the community in increasing its climate resilience

Within the above restraints regarding staffing levels and budget, staff are confident that this is a realistic Strategic Plan where significant progress will be made to continue to meet the needs of our community, improve services, and advance the role of the Library in the community.

NEXT STEPS

After this meeting staff will incorporate in any feedback, edits, etc. from the Trustees and then begin reaching out to the community through:

- Outreach to groups like Carmel Residents Association, FOL, Garden Club etc. for their members' input on the draft
- Short bookmark surveys
- Communications in the Pine Cone, Friday Letter, and Library newsletter linking to the draft and asking for comments

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment 1 - Strategic Plan



STRATEGIC PLAN 2025-2027

HARRISON MEMORIAL LIBRARY ♥ PARK BRANCH KIDS' LIBRARY
HENRY MEADE WILLIAMS LOCAL HISTORY DEPT.

MISSION

The heart of our community: We are cherished by our village and a welcoming place for learning, enjoyment, and connection for everyone.



INTRODUCTION

Since the adoption of the last Strategic Plan the Library and community have survived a pandemic that resulted in the closure of Harrison Memorial Library and Park Branch Library for over a year and severe reduction in Library services and staffing levels.

While that time was the most challenging time that the Library faced in its over 100 year history, there were some significant accomplishments afforded by an opportunity for out-of-the-box creative approaches to services - including significant improvements to Teen Services, functionality of library equipment and processes, and increased programming for adults.

Looking forward the 2025-2027 Strategic Plan proposes to continue creative thinking while still understanding potential limitations to implementation. Its structure provides for the continuity of these efforts during the Harrison Memorial Library Renovation, a project of serious scope and importance to the community, with the generous support of the City, Carmel Public Library Foundation, and Friends of the Library.

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

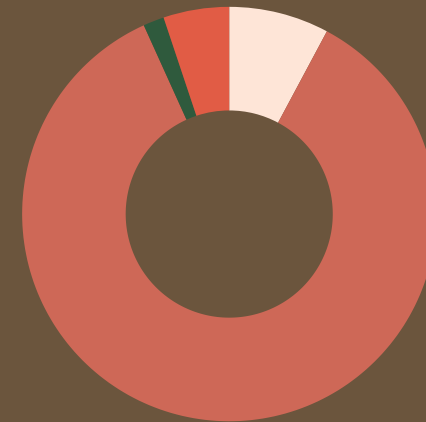
Funds staff salaries and building maintenance

CARMEL PUBLIC LIBRARY FOUNDATION
Raises funds to support operations

BUDGET

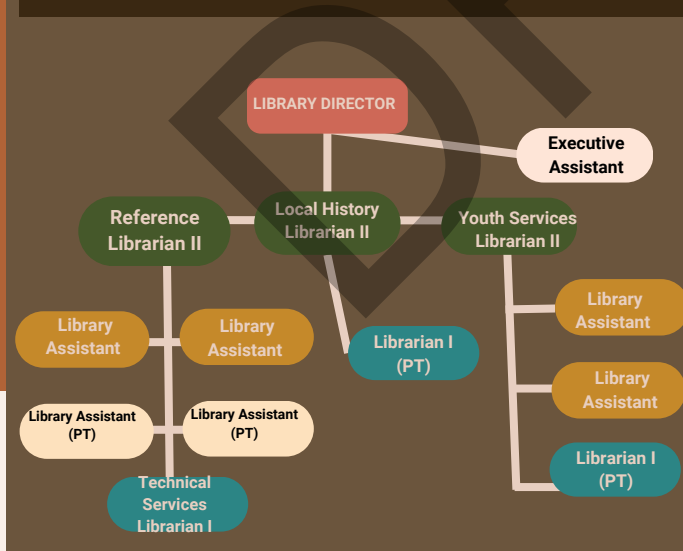
FY 2024/25 Total Income \$428,500

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

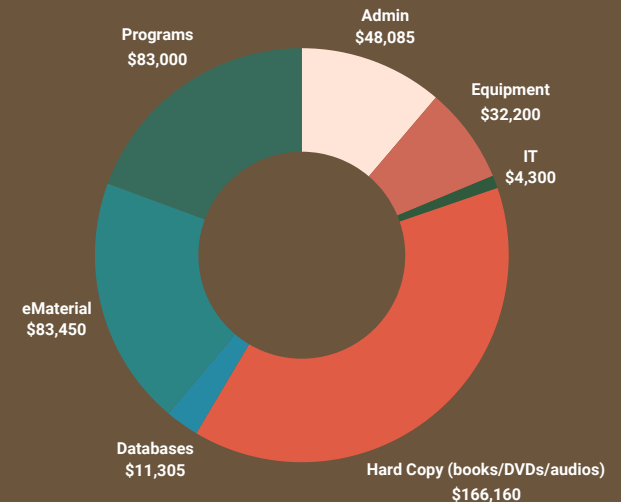


In addition to the generous contributions from library supporters, the City of Carmel funds library staff salaries. For FY 2024/25 the City approved 13.75 FTEs in the amount of \$1,545,431

LIBRARY ORGANIZATION CHART



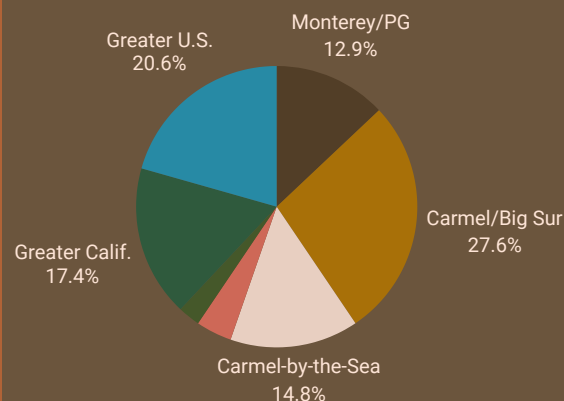
FY 2024/25 Total Expenditures \$428,500



CARMEL PUBLIC LIBRARIES AT A GLANCE

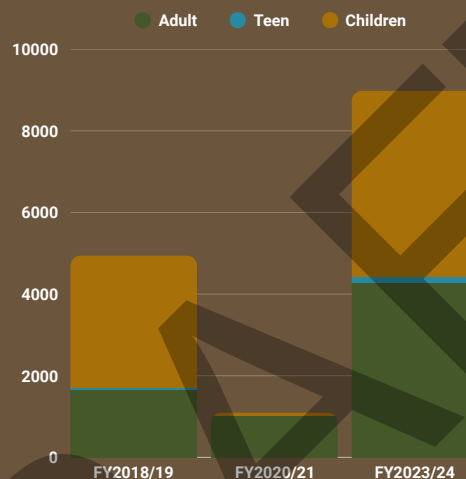
PATRONS

14,191 Total Cardholders (2024)



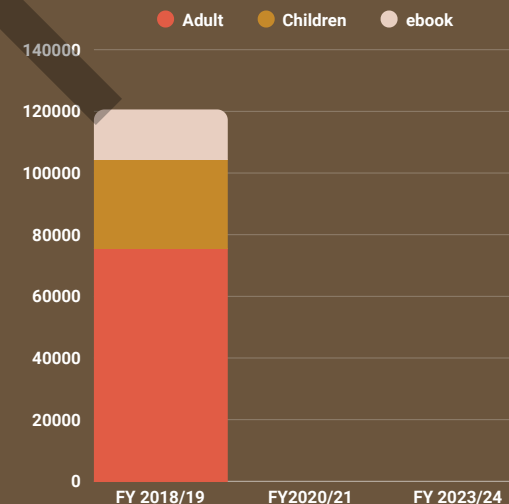
Carmel has an interesting make-up of users - the majority of whom are local. Many second homeowners from all over the world use our library while they are staying at their second home in town. The pandemic also saw an increase in online cards.

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

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 - KIDS' DEPARTMENT

HISTORY

Formerly Crocker Bank, the Park Branch Library was purchased in 1988 by Mayor Eastwood as a solution to space issues at the Harrison, when all other solutions failed, including expansion 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.

2008 - Heavy rains lead to significant basement flooding - basement rehabilitated but no longer used.

2014 - City's Community Activities Dept. merges with the Library

2022? - Tech Services moved to Harrison Memorial Library

SERVICES

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.

The Park Branch is also home to the Admin offices and the City's Community Activities Department.

PARK BRANCH - LOCAL HISTORY DEPARTMENT

HISTORY

The opening of the Park Branch Library saw for the first time a dedicated space for the library's collection of historical documents, which had previously been stored in a variety of basements and closets.

The Local History Department opened in 1989 under the care of librarian Arlene Hess.

In 1992 the 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

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 Kids Department holds all of the children's books and materials, and hosts many fun programs and story times throughout the year.

The Park Branch is also home to the Administrative offices and the City's Community Activities Department.

STRATEGIC DIRECTION AND GOALS

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

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

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

Goal 2. Innovate to support equitable and inclusive access

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

STRATEGIC DIRECTION AND GOALS

Goal 3. Maintain operational excellence

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

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

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

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION		ACTIONABLE OBJECTIVES
GOAL 1 ♥ Be a center for learning, enjoyment, community connection and support.	Strategy 1.1 Provide interesting and informative programs for all ages	Objective 1.1.1 Establish regular weekly hours for tech help (2025) Objective 1.1.2 Collaborate with Carmel, 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) Objective 1.1.3 Continue to learn from and build on established programs and explore new program ideas as they arise (Ongoing)
	Strategy 1.2 Broaden community impact by identifying community members' unique needs to shape Library services and exploring unmet needs in the community	Objective 1.2.2 Provide a variety of ways for community members to provide feedback - bulletin board, suggestion boxes, notebooks, and surveys (2025, Ongoing) Objective 1.2.1 Conduct Community Conversations and produce an updated Public Knowledge Report (2027) Objective 1.2.3 Conduct surveys to help inform policy/procedure changes biannually (Ongoing)

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION		ACTIONABLE OBJECTIVES
GOAL 1 ♥ Be a center for learning, enjoyment, community connection and support.	<u>Strategy 1.3</u> Develop outreach programs to underserved communities	Objective 1.3.1 Better serve patrons with dementia and Alzheimer's and their caregivers through staff training, surveys, and collaborating on programs (2025) Objective 1.3.2 Start a conversation with the community workforce to understand their needs and wants (2026) Objective 1.3.3 Explore option for books delivery to homebound patrons, including a partnership with Carmel Foundation (2025) Objective 1.3.4 Develop an accommodation policy (2026)
	<u>Strategy 1.4</u> Share the library's story through outreach in the community	Objective 1.4.1 Re-brand the library so that it is clear who we are, where we are, and what we do (2025) Objective 1.4.2 Develop a plan and strategy for marketing and communication of library services including, but not limited to social media, website, utilizing ads/columns in the Carmel Pine Cone, etc. (2026) Objective 1.4.3 Conduct outreach to community leaders to ensure understanding of the value of the Library and the importance of continued investment and support of Library services (Ongoing) Objective 1.4.4 Work with local realtors to distribute a welcome packet/brochure/bookmark for new community members (2027) Objective 1.4.5 Encourage community advocacy for the library (Ongoing)

IMPLEMENTATION PLAN

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

IMPLEMENTATION PLAN

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

IMPLEMENTATION PLAN

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

IMPLEMENTATION PLAN

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

IMPLEMENTATION PLAN

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

PROGRAM IDEAS

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

Park Branch - Kids' Department

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

Harrison Memorial Library

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

ACKNOWLEDGMENTS

Staff appreciates the dedicated and dynamic efforts of the Strategic Plan Committee, Library Board Trustees MaryJo Williams and Marie-Clare Gorham, Library staff Jeanette Campbell, Renee Martine, and Katie O'Connell, and community member 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 Staff Report

April 23, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consider Federal and State budget cut impacts to the Library for FY 2025-2026 and provide staff with direction.

RECOMMENDATION:

Consider Federal and State budget cut impacts to the Library for FY 2025-2026 and provide staff with direction.

BACKGROUND/SUMMARY:

At its last meeting, the Trustees received an overview of the impacts of cuts to Federal and State funding. Staff are presenting a preliminary budget for review, a little earlier than usual in the fiscal year, as a framework for a more in-depth discussion and direction regarding services previously funded by Federal/State funds, so the Trustees can provide direction as to whether to fund some of these services directly.

STATE AND FEDERAL FUNDING IMPACTS

INSTITUTE FOR MUSEUM & LIBRARY SERVICES (IMLS), CALIFORNIA STATE LIBRARY, AND CALIFORNIA LIBRARY SERVICES ACT (CSLA) FUNDING

Approximately 70 percent of the State Library's ongoing budget is supported by the state General Fund. Nearly 25 percent comes from federal funds, from agencies like IMLS with the remainder coming from special funds and reimbursements. Due to projected deficits in the State's budget over the last three fiscal years the State Library budget has been on a severe downward trajectory, going from \$626 million in FY 2022-2023 to \$228.9 million for 2024-2025 and a proposed \$2.5 million for FY 2025-2026.

At its last meeting, the Trustees received an overview of some potential local service impacts due to Federal and State funding cuts in particular for programs that have been provided for free. These include:

1. Parks Pass Program
2. Flipster
3. Access to the New York Times
4. Access to CALL Academy for staff training and support
5. Cooperative ebook purchasing for The Palaces Project and Overdrive/Libby

The following is to provide the Trustees with more information about these free services, how they are used by our patrons, and provide for discussion as to whether the Trustees would like to continue these services by shouldering those cost burdens and the fiscal impacts in FY 2025-2026. In some cases there are still unknowns, as there still remains uncertainty at the Federal and State levels. For the purposes of this discussion staff would recommend operating on the assumption that there will be no State or Federal funds forthcoming for FY 2025-2026 for these services.

- **Parks Pass Program**

The Parks Pass Program is a collaboration between the State Library and State Parks that began in 2022. This program provides California libraries with State Parks passes available for check-out providing free access to State Parks. At this point the Parks Pass program is reported to be funded through December 31, 2025.

Over the past 3 years State Parks has increased the number of Parks Passes it provides to libraries, and the Library currently has 39 Park Passes in circulation. In FY 2023-2024 Parks Passes circulated 349 times and in FY 2024-2025 Parks Passes have circulated 310 times to-date. The cost for an annual State parks pass is \$125. Maintaining the 39 passes would mean an additional cost of approximately \$5,000. At the current circulation rate this would mean an approximate cost of \$10-15 per use, assuming circulation increases during the last three months of the FY into summer.

Recommendation: While the Parks Pass program is an admirable program and libraries are dedicated to improving accessibility to library services, providing access to State Parks is not necessarily an essential library service. Staff recommends either not including funding for Parks Passes in FY 2025-2026 or consider including funds for a truncated version of the program by only funding a limited number of Parks Passes - for example 10 passes at \$1,250. With fewer passes, cost per circulation would be reduced, but during increased time of circulation like Summer/Fall, this will likely result in increased hold wait times.

- **Flipster**

The Library began providing access to online magazines with Zinio in 2015. In 2016, the Library moved to Flipster and has provided this service ever since with a combination of Library and CLSA funds. In FY 2021-2022 PLP negotiated to have CLSA funding subsidize the entire cost of Flipster for the 8 smallest libraries in the PLP consortium, including our Library.

Flipster currently offers 23 magazines, some of which - The New Yorker, People, and The Atlantic, all popular titles with current Flipster users, are not available through any other magazine providers. These magazines are available in print at the library. In FY 2023-2024, without CSLA funds the annual cost would have been \$5,340, there were 312 online views and 683 downloads - \$17 per online view and \$7.80 per download. There is undoubtedly overlap between online views and downloads, so the actual cost per use may be closer to \$10-12 per use. This is similar to the cost and usage statistics for FY 2024-2025 YTD. The cost to fund Flipster would be just under \$6,000 annually for FY 2025-2026.

During FY 2021-2022, in the throes of the pandemic, staff added an additional magazine

subscription, Newsstand, available through Overdrive and the Libby app, which provides library patrons with access to thousands of magazine titles at an annual cost of \$2,000.

Recommendation: Because the Library has access to either print copies of Flipster titles or electronic access to some of the titles through Newsstand, staff do not recommend funding Flipster, due to the high annual cost and cost per use as compared to Newsstand through Libby.

- **New York Times**

Free access to the New York Times for California library patrons through the State Library began in 2018. At this point, staff is waiting on local usage statistics and potential costs for cooperative purchasing which will hopefully be forthcoming in May. For discussion, the Trustees may want to consider whether online access to the New York Times is an essential service. The Library currently has online subscriptions to the Monterey Herald, San Francisco Chronicle, San Francisco Examiner, in addition to the print copies of these papers in addition to the New York Times, Wall Street Journal, and Financial Times.

Recommendation: Staff has no recommendation at this time.

- **CALL Academy**

CALL Academy launched in 2020 through the State Library. It provides live, near-daily learning on a range of topics — from conflict resolution and cataloging basics, to leadership development and self-care, and hundreds of high-quality, on-demand and self-paced learning opportunities, accessible 24/7 with a free CALL Academy account.

It is unclear at this time if these resources will still be freely accessible with no new additions, will be placed behind a paywall, or if access to the current training library will be eliminated completely because the platform will no longer be maintained.

Recommendation: The Library has used CALL Academy offerings on both an individual and all-staff basis, but this is not the only training resource used by staff. The Library has always had dedicated funds for staff training and attendance at conferences and recommends keeping the staff training budget status quo for this year and waiting to see if this should be increased slightly to continue access to CALL Academy (if this is a possibility).

- Cooperative eBook purchasing

For FYs 2021-2022 through the present staff has opted to allocate CLSA funding for the purchase of eBooks in OverDrive, which was \$4,172 in FY 2022-2023 and \$4,172 in FY 2023-2024. Due to State budget cuts for FY 2024-2025 CLSA funds were reduced by 50% and the library received \$2,571.

eBooks purchased through OverDrive are accessible for checkout through the Libby app and are available through The Palaces app. It is unclear at this time what will happen with support for The Palaces app and initiative with the elimination of Federal/State funding. Staff participated in an eBook forum and there is some potential for a subscription model similar to OverDrive, however, nothing has been decided at this point. The annual usage statistics for The Palaces App, as compared to Overdrive are only a fraction, but the usage of The Palaces App is slowly increasing.

Recommendation: In January 2025, the Trustees approved a budget adjustment from unexpended Hoopla funds, after Hoopla service ended in September, in the amount of \$3,000 to increase eBook spending through OverDrive. As Hoopla will not be returning and because of the popularity of OverDrive/Libby staff recommends offsetting the loss of CSLA funds with funds that would have been allocated for Hoopla in previous fiscal years.

At this time staff has no recommendation for The Palaces App without further information on potential costs.

FEDERAL FUNDING AND E-RATE

Universal Service Administrative Co.(USAC) Administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC), including the E-rate program that provides a discount for internet services for public libraries and schools.

In 2014, the Library began the process of connecting the library to the California Research & Education (CalRen)/CENIC high-speed broadband network which came to fruition in 2016. The Library's internet access speed went from 10Mbps to 100Mbps. The increased speed of course meant increased costs. The Imperial Office of Education currently administers contracts, remits E-rate and CTF discounts to participating libraries and public schools in the State.

Initially, the Library budgeted the full cost of internet and the rebates budgeted as additional library income. In FY 2018-2019 the Library was offered the option to directly apply the rebate to the balance rather than receive a rebate check, which staff did. However, as seen with this FY there have been some delays with the E-rate disbursement. Further, USAC is involved with several lawsuits at the Federal level and it is likely that there will be cuts or the elimination of E-Rate which means that the Library could bear the fully burdened cost of internet service going forward of approximately \$8,000 annually. With this uncertainty, and as internet access is an essential service that the library provides, staff recommends that the budget include full funding for internet service.

SUMMARY FOR DISCUSSION

- Parks Pass Program: Discontinue the program or scale it back from 39 passes and fund a smaller number of passes 5-10 (\$625-1,250).
- Flipster: Discontinue Flipster because patrons already have access to its titles through print copies or Newsstand (\$2,000 annually) via Libby, Flipster (\$6,000 annually) has a high annual cost and cost per use.
- NY Times: No recommendation at this time pending more information.
- CALL Academy: No recommendation at this time pending more information.
- Cooperative eBooks purchasing: Continue funding eBook purchases at current adjusted rate (offsetting the loss of Hoopla). No recommendation re: The Palaces App at this time pending further information.
- ERate and internet service: Due to uncertainty, budget funds for the full cost of internet services—estimated at \$8,000 annually—to ensure uninterrupted broadband access, a core library function.

Staff are looking for direction from the Trustees to inform the draft FY 2025-2026 Budget that will be presented to the Trustees for review in May.

FISCAL IMPACT:

Should the Trustees take the recommendations made by staff the total would be \$8,000 to fund ERate. If funds are included for a scaled back version of the Parks Pass program of 5-10 passes at \$625-1,250 a total of \$8,625-9,250 would need to be allocated in the budget for FY 2025-2026.

Pending direction, staff will return with the draft FY 2025-2026 in May for review by the Trustees.

ATTACHMENTS:

Attachment 1 - CA State Library IMLS Funding

Attachment 2 - CSLA funding request

Save Federal Funding to California Libraries

Library Investment in California

Federal funding for libraries is guaranteed each year by Congress and authorized under law. In 2023-2024, California received **\$15.9 million in Library Services and Technology Act (LSTA) funding** from the Institute of Museum and Library Services, or **40 cents per Californian**.

Federal funds support veterans, allow for group purchasing of materials, and improve literacy for job seekers. LSTA funding **fills gaps in library budgets and frees local funding** to meet local needs. Federal Communications Commission reimbursements - approximately \$10.8 million in 2023-2024 - **make broadband affordable for libraries and schools**.

500K+
literacy
learners
and their
families

Improved reading skills lead to better jobs, higher wages, and financial independence. Federal funds pay for tools and training for learners, volunteer tutors, and library staff. Over four decades, more than **500,000 adult learners and family members** in 633 libraries across the state have benefitted from California literacy programs.



I was nervous for the job interview, but I remembered all the hard work I put in with my tutor and knew I could do it.

– Adult Learner,
Lincoln Public Library

This program has helped me learn to read. I feel energized that I could read my first book. Words make sense to me now! This skill is moving me forward in life. This program has given me hope.

– Adult Learner,
Riverside County Library System

43K+
Veteran
one-on-one
appointments

Libraries connect U.S. Veterans to their earned benefits. More than 1.5 million former service members live in California. In one-on-one appointments and in group programs, veterans learn about benefits they are entitled to, prepare for certificate testing, and translate military skills to civilian life. In seven years, they received support in over **43,000** one-on-one appointments, with **104,000** attending educational programs.



4,000+
annual job
fair and
workshop
attendees

Libraries support employment, career development, and skill building for job seekers. Californians visit career fairs and job centers, work with tutors for GED and adult education courses, practice interview skills, and work with library staff to improve their applications and resumes.



**150K
eBooks
available
for all
Californians**

Group purchasing frees up local library budgets.

Federal dollars pay for shared digital newspaper subscriptions and eBooks, phone support for rural library patrons, and library staff training. Local money is reserved for local patrons' needs. On an annual basis, local library workers attend free classes more than **45,000 times**.



... the most incredible professional support effort in the nation. I am continually surprised and excited seeing the mentorship as it stands on the statewide level.

– Public library worker

**6M
Californians
served by
local library
grantees**

Grants to local libraries meet local needs.

Federal funds bolster libraries' budgets to pay for senior tech help and exercise classes, tool-lending libraries, play spaces for toddlers, and even privacy booths for telehealth appointments in rural areas.



**574K+
materials
checked out
annually**

Since 1931, Congress has required every state to provide materials to people with blindness and low vision.

California's four regional Braille and Talking Book libraries provide books, audiobooks, magazines, movies, and newspapers for the over **797,000** Californians with visual impairment.



**1 in 5
Californians
lack access to
high-speed
internet**

Libraries connect Californians to the internet. Especially in rural areas, people rely on local libraries for reliable broadband essential for education, workforce and economic development, healthcare appointments, and public safety updates. The federal E-Rate program makes broadband affordable for local libraries and schools.



Pacific Library Partnership

CALIFORNIA LIBRARY SERVICES ACT – 6120-211-0001

\$1.8 million increase requested (ongoing appropriation)

The Pacific Library Partnership (PLP) is a library cooperative of 43 public and community college libraries located in San Francisco Bay Area (including the counties of Alameda, Contra Costa, Monterey, San Benito, San Francisco, San Mateo, Santa Clara and Santa Cruz). The mission of PLP is to empower member libraries through innovation, collaboration, and training.

PLP is one of the nine cooperative system, which receives funding from the California Library Services Act (CLSA). PLP is charged to improve the services of its constituent member libraries by maintaining existing California Library Services Act programs. On behalf of the PLP member libraries, we respectfully request your support in restoring the 50% cut to the California Library Services Act program in the 2025-26 State Budget from \$1.8M to \$3.6M. While we know the state is facing a challenging Budget this year, this program is providing vital services to Californians, and, in particular, your district, and are very worthy of your continued support.

We would also like to note our significant concerns regarding the potential vulnerability of almost \$16 million in federal funds that California receives annually for public library programs. If the federal Budget were to cut these dollars to California, the negative impact would be felt in countless programs that our patrons rely on and could not be backfilled by local libraries.

The California Library Services Act exists to support libraries in ensuring all Californians have access to free materials to pursue their lifelong learning goals. The state is broken down into a series of nine library regions or “Cooperative Library Systems” in order to more effectively maximize resources among libraries in that geographic footprint. The California Library Services Act has been in existence for more than 5 decades and provides direct funding to the Systems. The California Library Services Act exists for resource sharing, and of the 187 library jurisdictions statewide, 181 of them are affiliated with a system and use these funds to share resources, creating an economy of scale much larger and more efficient than if each library were to purchase materials on their own.

The PLP region is diverse, with a population of approximately 8.5% economically disadvantaged, and 44% non-English speaking, spanning both urban and rural areas. Library budgets range from a few thousand dollars to several million. 23 of the libraries have budgets below \$10M. CLSA funds directly help the underserved communities within our area.

At its highest point, the CLSA was funded at \$26 million approximately 25 years ago. In 2011 during the Recession years, the CLSA baseline was \$12.9 million and Governor Brown zeroed out every last dollar in the fund. Since that time, libraries, through advocacy, have attempted to restore the funding, bringing the baseline back to \$3.6 million in recent years, which is still substantially below the amount that is appropriate in order to fund the needs of the library systems and the millions of patrons in California who use their public libraries annually. Governor Newsom proposed zeroing out the funding completely in order to address last year’s Budget deficit. However, the legislature felt it was important to restore half of the funding in

Pacific Library Partnership

the 2024-25 State Budget last year. The CLSA baseline now stands at \$1.8 million, which equates to 5 cents per person in California.

The highest uses of CLSA funds statewide include:

- ✓ Support delivery service between libraries to share over **5 million items** annually, at 18 cents per item. Funding ensures that materials reach rural and isolated populations.
- ✓ Purchase shared eCollections (eBooks, eMagazines) which are used nearly **2 million times** annually.
- ✓ Support a shared collection of physical materials among 70 library jurisdictions statewide of over **2 million items**.

PLP benefits greatly from the California Library Services Act funds in the following ways:

"CLSA funds enable the San Benito County Free Library to enhance services for underserved groups, helping to address the challenges faced by recent budget cuts within our county. These funds will allow us to purchase eMaterials in multiple languages and on various topics of interest for our patrons and community, ensuring equitable access to library resources. This will benefit those individuals who face language barriers, people with disabilities, and those with limited mobility or lack transportation to visit the library in person."

PLP uses CLSA funds for the courier services that delivered over 2.5 million books and library materials among libraries, travelling more than 50,000 miles to reach the more densely as well as the sparsely populated areas within PLP. The sharing of books and educational materials between libraries creates efficiencies, so that each library does not need to add those items to the collection.

"San Leandro Public Library uses CLSA funds for LINK+, which helps us serve underserved groups by providing materials we simply will never have enough money, expertise, or space to collect in a meaningful way. San Leandro is one of the more diverse cities in the country; however, it's population is only 90,000 people, with many little pockets of people who speak various languages. LINK+ helps us provide for the underserved by connecting English speakers to materials the library simply cannot buy because of its size."

"Times are getting harder and harder." "I would have to cut some other services to pay for this."

"Our city is asking for cuts as well, so this impact is much greater than it might be normally. There is a chain reaction effect from the cut. Every dollar counts. I'm combing my budget to cut over \$200K. There's not a lot of room to cut that much without cutting services."

The 50% reduction to the funds is having a continued negative impact on PLP member libraries. The original funding has not increased in years, while we find our courier and subscription costs continue to rise approximately 5% annually. We ask that you consider reinstating the full funding to account for increased costs.



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

April 23, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Review and reaffirm Library policies and provide staff with direction

RECOMMENDATION:

Review and reaffirm Library policies and provide staff with direction

BACKGROUND/SUMMARY:

This is the first in a series of policy reviews. Proposed revisions appear in the policies as follows: ~~strikethrough text~~ are proposed removals and underlined text are new additions.

Policies under review are the following:

1. Bulletin Board Policy
2. Gathering Place Policy

BULLETIN BOARD POLICY

The Bulletin Board Policy was last reviewed and revised by the Trustees in May 2010. When the last rounds of updates were made there were three bulletin boards at the Harrison Memorial Library - one for community flyers, one for City legal posting of meeting agendas, and one for Library policies, and one for community flyers at the Park Branch Library in the Children's Department.

Currently, there are two Bulletin Boards at the Harrison Memorial Library - a combined one for community flyers and Library policies and one for City legal posting of meeting agendas. These were combined to make additional room for the slat wall that is now home to informational brochures requested and utilized by both locals and visitors. Because of its underutilization and the lack of an adequate space, staff eliminated the bulletin board for community flyers in the Park Branch.

In response to the ideas/comments generated by the public Community Conversations that the Library conducted pre-pandemic, the Community Activities Department budgeted for a new community bulletin board which was placed on the west (Mission Street) side of the Park Branch. The Library has no jurisdiction over this bulletin Board. There are also other community bulletin boards in town: one at Bruno's marketplace and one at the Carmel Post Office at the west (Dolores Street) entrance.

Staff have updated the Bulletin Board policy to reflect the changes in Bulletin Board configuration detailed above, as well as some semantic changes and procedural changes.

GATHERING PLACE POLICY

The Gathering Place was completed in March 2020 and was funded through the generosity of Lacy Buck Williams and the Carmel Public Library Foundation and the first dedicated gathering place for meetings, book groups, and library programs that the Library has had in its history.

The Gathering Place Policy was adopted by the Trustees in August of 2021 and discussed by the Trustees again in 2023 with no subsequent amendments. The policy sets rules for the reservation and use of the Gathering Place. There is no charge for the use of the Gathering Place and reservations can be made via email, telephone or in-person at the Library. Reservations are kept track of in a Google calendar shared by staff and posted each day outside of The Gathering Place. Preference for scheduling is given to Library activities or programs, City meetings, and Library support groups. When the room is not otherwise in use it is available for use by anyone.

The Gathering Place is well used with groups such as Carmel Cares, the Carmel Crafts Guild, and PacRep meeting on the regular. In addition, the Library hosts programs such as Dungeons & Dragons for teens, Nature Journaling, Preserving your Family History, and many others.

Staff reports no issues with the policy or its enforcement. Several exemptions have been made, since the policy's adoption in extenuating circumstances on a case-by-case for individuals needing a place for zoom calls. These exemptions have been few and far between. However, space for zoom meetings/interviews is a continually expressed need. Staff have been researching opportunities for grant funding for a zoom pods, different pod models and their costs, and have identified a potential location for a zoom pod at the Harrison.

At this time staff have only a minor amendment to the policy. In the first paragraph a group is defined as "five (5)" or more people and later in the policy is defined as "two (2)" or more people. In 2021 the Trustees after lengthy discussion decided that a group was constituted by two (2) or more people.

FISCAL IMPACT:

ATTACHMENTS:

Attachment 1 - Bulletin Board Policy

Attachment 2 - The Gathering Place Policy

Bulletin Board Policy

The Library provides ~~a one Community Information~~ bulletin board in the Main Harrison Memorial Library ~~and one in the Park Branch Youth Services Department~~ for the posting of local ~~publications~~ flyers of community interest and Library policies. There ~~are two~~ is an additional bulletin boards located in the Main Harrison Memorial Library: ~~one~~ reserved for the exclusive use of the City of Carmel-by-the-Sea for meeting posting ~~and one reserved for the posting of library policies~~.

The Library supplies ~~these~~ this spaces in order to make cultural, educational, historical, and recreational ~~flyers~~ notices available to the public. The Library bulletin boards ~~is~~ are not available for personal, commercial, political, religious, or profit-making purposes; only nonprofit organization information will be accepted.

- To have a flyer posted a representative of the non-profit can submit their organization's flyer for review by staff. If the flyer is in conformance with the policy staff will post the flyer.
- Flyers can be submitted for review at either the Harrison Memorial Library or the Park Branch Library Administration Office. Items to be posted will be collected at the Main Library and Youth Services circulation desks.
- ~~All materials for the bulletin board must be stamped and dated by a library staff member. Anything that is not stamped and dated will be removed.~~
- Due to space ~~restrictions~~ constraints, no item larger than 12" x 16" can be posted. Smaller posters and flyers are accepted and encouraged.
- Flyers can be submitted for consideration for posting up to one (1) month in advance of the associated event. Flyers will be posted for no more than one (1) month or until the event, if applicable, has been completed. Wwith the exception of ongoing programs which benefit the community or library, ~~items may be left on the bulletin board until the event has been completed, or for no more than two weeks (whichever comes first).~~
- Only one copy of each flyer ~~item~~ will be posted.
- Information-Flyers will be displayed on the bulletin boards in the following priority order:

1. Library events and notices
2. Carmel Public Library Foundation and/or Friends of Harrison Memorial Library events and notices
3. Events and notices from educational, cultural, historical, or recreational nonprofit organizations.

The posting of information on the ~~Community Bulletin~~Library's Bulletin Board does not imply that the library endorses any particular cause or activity. The library reserves the right to remove any posted item.

5/2010

Introduction

The Harrison Memorial Library is aware of the need for meeting space for local groups. It is the goal of the Library to allow the use of the Gathering Place for small groups meetings. A group is defined as two (2) ~~5~~-or more people. The Library may grant priority for use of the Gathering Place for Library programs, Library support groups, and City meetings. When the Gathering Place is not being used for a scheduled meeting or activity, library users are welcome to use the room for quiet study, but must yield the Gathering Place for reserved use.

Room Usage Policies

- Groups no smaller than two (2) people and no larger than twenty (20) people may reserve the room.
- Reservations are limited to Library hours, ending 15 minutes before closing. No before/after hours use will be permitted.
- Reservations must be inclusive of set-up and clean-up time.
- The room may be reserved a maximum of one (1) year in advance and may be reserved for a maximum of two (2) hours per group.
- A representative of the group must check in at the information desk before their scheduled reservation.
- The room reservation will be released if the user does not arrive within fifteen (15) minutes of their reservation time or contact the library to let them know if group members will be later than 15 minutes.
- The Library is not responsible for items left unattended. The Library will consider items left unattended to be lost and will place them in the Library's Lost and Found. If it is an item of value like a wallet, laptop, or phone, the Police will be notified and pick the item up for storage at the Police Department.
- Users of the Gathering Place are responsible for leaving the room in a neat and orderly condition. Failure to do so may result in the denial of future requests to use the Gathering Place. Users cannot tape or tack materials to walls or windows.
- Users requiring support for using the room's technology must request staff assistance in advance. Staff may not be available day-of to assist with technology.
- The Library will not publicize any meetings or programs. The Library's contact information cannot be used as an official address for any organization using the meeting room. Any publicity made by the group for the meeting should include the following disclaimer: "This meeting (or program) is not sponsored or endorsed by the Harrison Memorial Library. The Library is not responsible for any information provided at or about events held in the Library meeting room."
- Permission to use the room does not imply Library endorsement of the goals, policies or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed appropriate.
- The Gathering Place is not to be used for commercial purposes. Commercial purposes include, but are not limited to the offering or solicitation of goods, services, or memberships.
- No group will be permitted use of the room if that usage would be disruptive of the programs and activities of the Library.
- All other Library policies and City policies regarding conduct in City facilities apply to usage of the Gathering Place. Alcoholic beverages and smoking are not permitted on Library premises.
- The Library may attend any meetings held in its facilities (except lawful executive sessions of government bodies) to verify that no illegal activities are taking place on the Library's premises. Illegal activity will result in immediate eviction and denial of future use of the Library's meeting room by groups or individuals violating this policy.

- Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.
- Denial, grant, or modification of an application for use of the Gathering Place may be appealed in writing by the applicant or by any person adversely affected by the decision to the Library Board of Trustees, whose decision shall be final. A signed, dated appeal must be received in writing within ten days of such denial and must include the person's name, address, date, and the person's reason for appealing the decision. A request for an appeal shall be submitted to the Library Director for inclusion on the agenda of the regular Library Board of Trustees meeting held the fourth Wednesday of each month.

Adopted August 2021, Reviewed December 2023