



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, May 28, 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/83882225668> Webinar ID: 838 8222 5668 Passcode: 503927 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 April 23, 2025, Regular Meeting and May 7, 2025, Special Meeting
2. Receive the Librarian's Report for April 2025
3. Receive the Treasurer's Report for April 2025 and approve the check register for April 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. Adopt the 2025-2027 Strategic Plan
8. Adopt the Fiscal Year 2025-2026 budget
9. Consideration of two budget adjustments: 1. \$5,300 from 83000 Author Visit to 41000 Furniture for Children's bench seating re-upholstery; and 2. \$1,500 from 66100 OCLC Cataloging to 62100 Teen Fiction for Teen Wonderbooks

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).

REGULAR MEETING
Wednesday, April 23, 2025

9:00 AM

CALL TO ORDER AND ROLL CALL

PRESENT: Krisher, Murphy, Pardue, Williams
ABSENT: Gorham
STAFF PRESENT: Ashlee Wright, Library & Community Activities Director
Leslie Fenton, Executive Assistant

PLEDGE OF ALLEGIANCE

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

Trustee Pardue moved to pull Item #5 under Orders of Business and continue to a date uncertain, seconded by Trustee Williams and carried by the following roll call vote:

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

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees
The Trustees collectively thanked the Carmel Public Library Foundation for an excellent fundraiser.

Item B: Announcements from the Library Director
None

ORDERS OF BUSINESS

Item 1: Approval of the Minutes for the March 26, 2025, Regular Meeting

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

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

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

Library & Community Activities Director Wright presented the report.

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

Library & Community Activities Director Wright presented the report.

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

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

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

Library & Community Activities Director Wright presented the report.

Item 7: Receive a presentation on the Draft Strategic Plan for 2025-2027, discuss, and provide staff with direction

Library & Community Activities Director Wright presented the report.

Goal 1 – 1.1

- Mission Statement “To remain the heart of our Community”
- Children’s not kid’s
- Add Carmel Valley or change to Carmel Unified School District

Goal 1 – 1.2

- Correct objective numbers
- Remove Objective 1.2.3
- Collaborate with CPLF – getting word out

Goal 2 – 2.4.1

- Large print collection
- Remove date under strategy

Goal 3 – 3.1.3

- Add “and other community groups”

Goal 4

- Remove “to climate change”
- Correct objective numbers

Goal 4 – 4.2.1

- Continuity – how to rebuild after

Item 8: Consider Federal and State budget cut impacts to the Library for FY 2025-2026 and provide staff with direction.

- Park Passes – nonessential service
- Flipster – eliminate
- NY Times – TBD – primary news source
- CALL Academy – keep as status quo – funds in training budget
- Ebook purchasing – TBD – increase Overdrive budget
- E-rate funding – internet is an essential service – budget funds for a year of service

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

Library & Community Activities Director Wright presented the report.

Trustee Pardue moved to approve the Bulletin Board and Gathering Place Policies as amended and presented, seconded by Trustee Williams and carried by the following roll call vote:

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

ABSTAIN: None

FUTURE AGENDA ITEMS

- Special budget meeting on Wednesday, May 7
- Architect agreement

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 11:12 a.m.
The next Regular Meeting is scheduled for May 28, 2025.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

SPECIAL MEETING
Wednesday, May 7, 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.

PUBLIC APPEARANCES

None

ORDERS OF BUSINESS

Item 1: Discuss Draft Agreement with Moore Rubel Yudell Regarding Harrison Memorial Library Centennial Restoration Project, if available, and provide comments to City Council.

Trustee Murphy moved to continue the item to a date uncertain, 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 Proposed Fiscal Year 2025-2026 budget and provide direction

Library & Community Activities Director Wright presented the report.

Item 3: Receive a report out on the City Council Fiscal Year 2025-2026 Proposed budget, discuss, and provide staff with direction for any response to any proposed changes in library services

Library & Community Activities Director Wright presented the report.

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:50 a.m. The next Regular Meeting is scheduled for May 28, 2025.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

April 30, 2025

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	3.05	1,742	1,766	17,956	17,425
Non-Fiction	-10.06	974	1,030	10,112	11,243
Magazines	13.33	37	68	629	555
Audio/Video	-3.38	996	1,044	10,181	10,537
ADULT CIRCULATION TOTAL:	-2.22	3,749	3,908	38,878	39,760
Juvenile Circulation:					
Fiction	1.26	2,670	2,079	23,475	23,183
Non-Fiction	4.11	655	525	6,379	6,127
Magazines	12.55	34	28	305	271
Audio/Video	1.93	156	118	1,530	1,501
JUVENILE CIRCULATION TOTAL:	1.95	3,515	2,750	31,689	31,082
CIRCULATION TOTAL:	-0.39	7,264	6,658	70,567	70,842
ELECTRONIC CHECKOUTS:	-25.81	11,063	11,890	48,377	65,203
HOLD REQUESTS:	-13.00	755	758	8,346	9,593
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

April 30, 2025

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	10.21	1,586	1,655	15,295	13,878
Non-Residents:					
Monterey County	-20.49	5,312	4,681	51,006	64,150
Other Zip Codes	-12.81	366	322	4,457	5,112
NON-RESIDENT CIRCULATION TOTAL	-19.92	5,678	5,003	55,463	69,262
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	55.47	7	11	213	137
Monterey County Residents	-16.13	72	53	806	961
Other Borrowers	547.28	48	51	5476	846
REGISTRATION TOTAL:	234.10	127	115	6,495	1,944
TOTAL # OF CARDHOLDERS:	83.98	16,667	16,545	16,667	9,059

Patron Visit Count					
HML Building	13.41	8,449	7,960	70,782	62,410
Park Branch Building	#DIV/0!				
Local History	0.99	30	17	306	303
Youth Services Dept.	-3.51	5,339	4,367	46,102	47,780
PATRON VISIT TOTAL:	6.06	13,818	12,344	117,190	110,493

LIBRARIAN'S MONTHLY REPORT

April 30, 2025

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	15.33	887	954	10,321	8,949
Youth Services Desk	63.53	750	495	5,323	3,255
Local History Desk	25.83	90	45	760	604
TOTAL REFERENCE QUESTIONS:	28.08	1,727	1,494	16,404	12,808
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-13.52	958	834	8,274	9,567
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-35.09	6	1	37	57
Park Branch	#DIV/0!	13	13	110	0
Harrison - Main	10.18	26	29	249	226
TOTALS:	39.93	45	43	396	283

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

LIBRARIAN'S MONTHLY REPORT

April 30, 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)	31.58	9	8	50	38
TOTAL ATTENDANCE	40.28	310	234	1,832	1,306
SCHOOL AGE PROGRAMS (6-11 YRS)	21.21	11	8	40	33
TOTAL ATTENDANCE	-42.12	230	434	1,263	2,182
TEEN PROGRAMS (12-18 YRS)	66.67	3	4	35	21
TOTAL ATTENDANCE:	134.38	23	25	225	96
ADULT PROGRAMS	53.57	7	7	43	28
TOTAL ATTENDANCE	87.04	377	328	2,972	1,589
OFFSITE PROGRAMS	71.43	1	2	12	7
TOTAL ATTENDANCE	526.69	225	66	1,479	236
LOCAL HISTORY PROGRAMS	500.00	4	2	18	3
TOTAL ATTENDANCE	6,838.10	80	66	1,457	21

Harrison Memorial Library

Balance Sheet As of April 30, 2025

Attachment 1

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	214,764.20
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	844,748.94
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	1,304,623.24
Total Bank Accounts	\$1,519,847.44
Total Current Assets	\$1,519,847.44
TOTAL ASSETS	\$1,519,847.44
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	5,141.31
Total Accounts Payable	\$5,141.31
Total Current Liabilities	\$5,141.31
Total Liabilities	\$5,141.31
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	61,055.19
Total Equity	\$1,514,706.13
TOTAL LIABILITIES AND EQUITY	\$1,519,847.44

Check Detail Report

Harrison Memorial Library

April 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking						
23248						
04/03/2025	Bill Payment (Check)	7046	Amazon Capital Services, Inc.	Attachment 2	Reconciled	-1,390.68
04/03/2025	Bill Payment (Check)	7046	Amazon Capital Services, Inc.		-1,390.68	
23249						
04/03/2025	Bill Payment (Check)	7047	BAKER & TAYLOR		Reconciled	-1,302.06
04/03/2025	Bill Payment (Check)	7047	BAKER & TAYLOR			-1,302.06
23250						
04/03/2025	Bill Payment (Check)	7048	BRODART		Reconciled	-111.76
04/03/2025	Bill Payment (Check)	7048	BRODART			-111.76
23251						
04/03/2025	Bill Payment (Check)	7049	CENGAGE LEARNING INC/GALE		Reconciled	-76.65
04/03/2025	Bill Payment (Check)	7049	CENGAGE LEARNING INC/GALE			-76.65
23252						
04/03/2025	Bill Payment (Check)	7050	DANTE RONDO MOST		Reconciled	-200.00
04/03/2025	Bill Payment (Check)	7050	DANTE RONDO MOST			-200.00
23253						
04/03/2025	Bill Payment (Check)	7051	DEMCO		Reconciled	-107.63
04/03/2025	Bill Payment (Check)	7051	DEMCO			-107.63
23254						
04/03/2025	Bill Payment (Check)	7052	INGRAM LIBRARY SERVICES		Reconciled	-577.99
04/03/2025	Bill Payment (Check)	7052	INGRAM LIBRARY SERVICES			-577.99
23255						
04/03/2025	Bill Payment (Check)	7053	KANOPY		Reconciled	-2,283.00
04/03/2025	Bill Payment (Check)	7053	KANOPY			-2,283.00
23256						
04/03/2025	Bill Payment (Check)	7054	MaryLee Sunseri		Reconciled	-150.00
04/03/2025	Bill Payment (Check)	7054	MaryLee Sunseri			-150.00
23257						
04/03/2025	Bill Payment (Check)	7055	Megan Cassamas		Reconciled	-150.00
04/03/2025	Bill Payment (Check)	7055	Megan Cassamas			-150.00
23258						
04/03/2025	Bill Payment (Check)	7056	Melinda Nakagawa		Reconciled	-500.00
04/03/2025	Bill Payment (Check)	7056	Melinda Nakagawa			-500.00
23259						
04/03/2025	Bill Payment (Check)	7057	Midwest Tape		Reconciled	-301.93
04/03/2025	Bill Payment (Check)	7057	Midwest Tape			-301.93
23260						
04/03/2025	Bill Payment (Check)	7058	OVERDRIVE		Reconciled	-452.46
04/03/2025	Bill Payment (Check)	7058	OVERDRIVE			-452.46
23261						
04/03/2025	Bill Payment (Check)	7059	PEAK ENTERPRISES		Reconciled	-347.40
04/03/2025	Bill Payment (Check)	7059	PEAK ENTERPRISES			-347.40
23283						
04/10/2025	Bill Payment (Check)	7060	Amazon Capital Services, Inc.		Reconciled	-581.02
04/10/2025	Bill Payment (Check)	7060	Amazon Capital Services, Inc.			-581.02
23284						
04/10/2025	Bill Payment (Check)	7061	BAKER & TAYLOR		Reconciled	-1,530.50
04/10/2025	Bill Payment (Check)	7061	BAKER & TAYLOR			-1,530.50
23285						
04/10/2025	Bill Payment (Check)	7062	COPIES BY THE SEA		Reconciled	-808.45
04/10/2025	Bill Payment (Check)	7062	COPIES BY THE SEA			-808.45

Check Detail Report

Harrison Memorial Library

April 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CLEARED	AMOUNT
23286						
04/10/2025	Bill Payment (Check)	7063	GOLDEN GATE BOOKKEEPING		Reconciled	-375.00
04/10/2025	Bill Payment (Check)	7063	GOLDEN GATE BOOKKEEPING			-375.00
23287						
04/10/2025	Bill Payment (Check)	7064	JESSICA EVE BUNN	Attachment 2	Reconciled	-100.00
04/10/2025	Bill Payment (Check)	7064	JESSICA EVE BUNN			-100.00
23288						
04/10/2025	Bill Payment (Check)	7065	KAL-WEST		Reconciled	-200.00
04/10/2025	Bill Payment (Check)	7065	KAL-WEST			-200.00
23289						
04/10/2025	Bill Payment (Check)	7066	OFFICE DEPOT		Reconciled	-108.73
04/10/2025	Bill Payment (Check)	7066	OFFICE DEPOT			-108.73
23290						
04/10/2025	Bill Payment (Check)	7067	OVERDRIVE		Reconciled	-2,107.17
04/10/2025	Bill Payment (Check)	7067	OVERDRIVE			-2,107.17
23291						
04/10/2025	Bill Payment (Check)	7068	SUSAN BRADLEY		Reconciled	-450.00
04/10/2025	Bill Payment (Check)	7068	SUSAN BRADLEY			-450.00
23292						
04/10/2025	Bill Payment (Check)	7069	VANGUARD		Reconciled	-599.03
04/10/2025	Bill Payment (Check)	7069	VANGUARD			-599.03
23316						
04/17/2025	Bill Payment (Check)	7070	Amazon Capital Services, Inc.		Reconciled	-226.33
04/17/2025	Bill Payment (Check)	7070	Amazon Capital Services, Inc.			-226.33
23317						
04/17/2025	Bill Payment (Check)	7071	INGRAM LIBRARY SERVICES		Reconciled	-98.81
04/17/2025	Bill Payment (Check)	7071	INGRAM LIBRARY SERVICES			-98.81
23318						
04/17/2025	Bill Payment (Check)	7072	BAKER & TAYLOR		Reconciled	-1,321.51
04/17/2025	Bill Payment (Check)	7072	BAKER & TAYLOR			-1,321.51
23319						
04/17/2025	Bill Payment (Check)	7073	OVERDRIVE		Reconciled	-422.77
04/17/2025	Bill Payment (Check)	7073	OVERDRIVE			-422.77
23320						
04/17/2025	Bill Payment (Check)	7074	ALHAMBRA		Reconciled	-139.86
04/17/2025	Bill Payment (Check)	7074	ALHAMBRA			-139.86
23321						
04/17/2025	Bill Payment (Check)	7075	PACIFIC GROVE SELF STORAGE		Reconciled	-407.00
04/17/2025	Bill Payment (Check)	7075	PACIFIC GROVE SELF STORAGE			-407.00
23322						
04/17/2025	Bill Payment (Check)	7076	Megan Cassamas		Reconciled	-150.00
04/17/2025	Bill Payment (Check)	7076	Megan Cassamas			-150.00
23323						
04/17/2025	Bill Payment (Check)	7077	Midwest Tape		Reconciled	-844.67
04/17/2025	Bill Payment (Check)	7077	Midwest Tape			-844.67
23326						
04/21/2025	Bill Payment (Check)	7078	WELLS FARGO 2675		Reconciled	-3,362.23
04/21/2025	Bill Payment (Check)	7078	WELLS FARGO 2675			-3,362.23
23340						
04/24/2025	Bill Payment (Check)	7079	Eva Sinotte		Uncleared	-200.00
04/24/2025	Bill Payment (Check)	7079	Eva Sinotte			-200.00
23341						
04/24/2025	Bill Payment (Check)	7080	Amazon Capital Services, Inc.		Reconciled	-248.59
04/24/2025	Bill Payment (Check)	7080	Amazon Capital Services, Inc.			-248.59

Check Detail Report

Harrison Memorial Library

April 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CLEARED	AMOUNT
23342						
04/24/2025	Bill Payment (Check)	7081	LINH KHUU		Reconciled	-400.00
04/24/2025	Bill Payment (Check)	7081	LINH KHUU			-400.00
23343						
04/24/2025	Bill Payment (Check)	7082	BAKER & TAYLOR	Attachment 2	Reconciled	-1,408.17
04/24/2025	Bill Payment (Check)	7082	BAKER & TAYLOR			-1,408.17
23344						
04/24/2025	Bill Payment (Check)	7083	OVERDRIVE		Uncleared	-403.24
04/24/2025	Bill Payment (Check)	7083	OVERDRIVE			-403.24
23345						
04/24/2025	Bill Payment (Check)	7084	Megan Cassamas		Cleared	-150.00
04/24/2025	Bill Payment (Check)	7084	Megan Cassamas			-150.00
23346						
04/24/2025	Bill Payment (Check)	7085	Midwest Tape		Uncleared	-656.86
04/24/2025	Bill Payment (Check)	7085	Midwest Tape			-656.86
23451						
04/30/2025	Expense		STATE OF CALIFORNIA		Reconciled	-0.40
04/30/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.40



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

May 28, 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.

FISCAL IMPACT:

ATTACHMENTS:



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

May 28, 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

May 28, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Adopt the 2025-2027 Strategic Plan

RECOMMENDATION:

Adopt the 2025-2027 Strategic Plan

BACKGROUND/SUMMARY:

At March regular meeting the Trustees received the Draft Strategic Plan for 2025-2027 and provided brief comments. At its April regular meeting the Trustees did an in depth review of the plan and provided staff with further direction. Staff posted the plan to the Library's website, sent out an eblast and shared the plan with the Carmel Residents Association for further sharing power. Very little public comment was received - mostly gentle wordsmithing of which those changes have been made.

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. Anais 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.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment 1 - Strategic Plan



STRATEGIC PLAN 2025-2027

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

MISSION

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

The background image shows the Harrison Memorial Library, a building with a terracotta tiled roof and stone walls. A large tree is on the left, and a dog is sitting in the foreground among yellow and white flowers. An American flag is visible in the top left corner.

INTRODUCTION

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

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

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

CARMEL PUBLIC LIBRARIES AT A GLANCE

SUPPORT & FUNDING

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

BOARD OF TRUSTEES

Oversight of buildings, budget, & policies



FRIENDS OF THE LIBRARY

Raises funds to support operations

CITY OF CARMEL

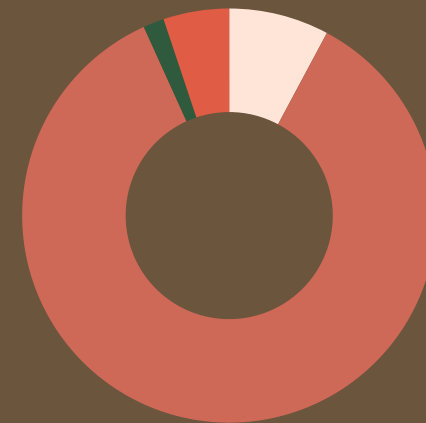
Funds staff salaries and building maintenance

CARMEL PUBLIC LIBRARY FOUNDATION
Raises funds to support operations

BUDGET

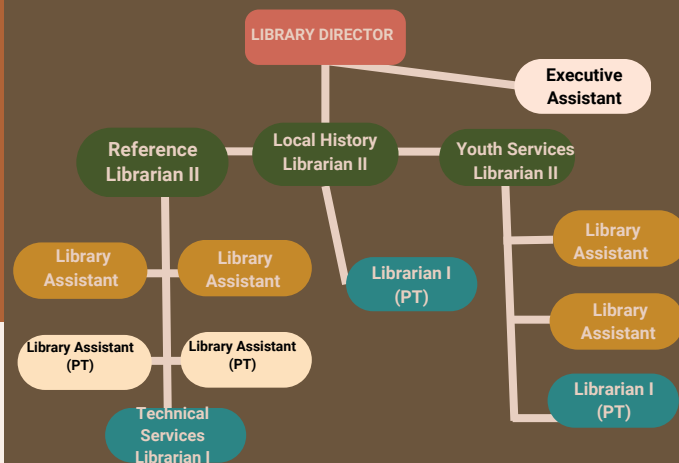
FY 2024/25 Total Income \$428,500

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

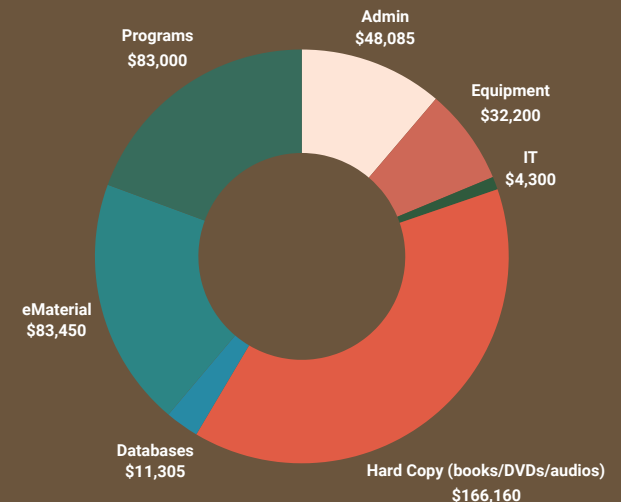


In addition to the generous contributions from library supporters, the City of Carmel funds library staff salaries. For FY 2024/25 the City approved 13.75 FTEs in the amount of \$1,545,431

LIBRARY ORGANIZATION CHART



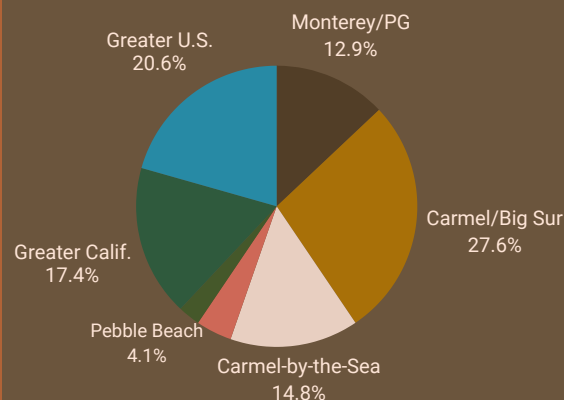
FY 2024/25 Total Expenditures \$428,500



CARMEL PUBLIC LIBRARIES AT A GLANCE

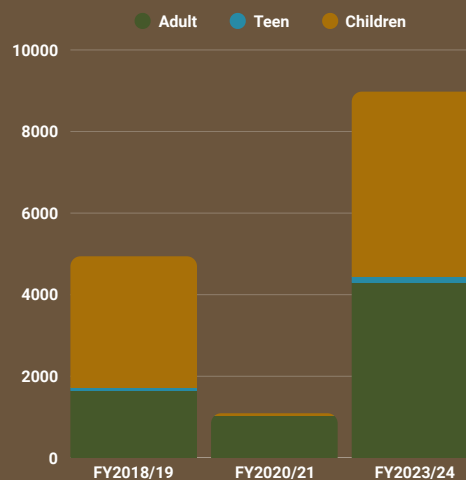
PATRONS

14,191 Total Cardholders (2024)



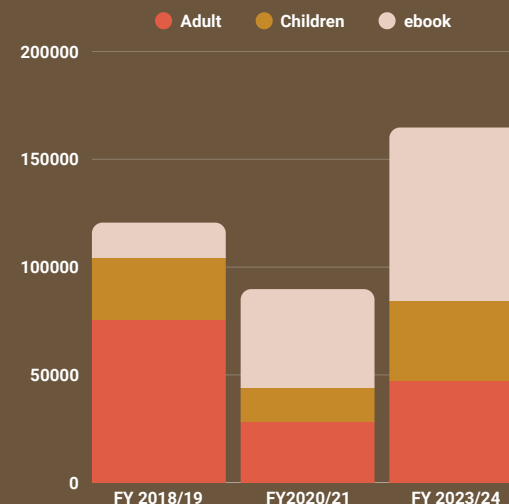
Carmel has an interesting make-up of users - the majority of whom are local. Many second homeowners from all over the world use our library while they are staying at their second home in town. The pandemic also saw an increase in online cards.

PROGRAM ATTENDANCE



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

CHECK-OUTS



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

LIBRARY VISITS

FY 2018/19 **114,059**

FY 2020/21 **0**

FY 2023/24 **134,067**

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

VOLUNTEERS

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

FY 2018/19 **964 hours**

FY 2020/21 **0 hours**

FY 2023/24 **352 hours**



HARRISON MEMORIAL LIBRARY

HISTORY ♥

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

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

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

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

SERVICES & ACTIVITIES ♥

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

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

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

PARK BRANCH LIBRARY

CHILDREN'S LIBRARY & HENRY MEADE WILLIAMS LOCAL HISTORY DEPARTMENT

HISTORY ♥

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

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

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

SERVICES & ACTIVITIES ♥

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

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

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

STRATEGIC DIRECTION AND GOALS

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

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

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

Goal 2. Innovate to support equitable and inclusive access

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

STRATEGIC DIRECTION AND GOALS

Goal 3. Maintain operational excellence

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

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

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

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION		ACTIONABLE OBJECTIVES
GOAL 1 ♥ Be a center for learning, enjoyment, community connection and support.	<u>Strategy 1.1</u> 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, 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) Objective 1.1.3 Continue to learn from and build on established programs and explore new program ideas as they arise (Ongoing)
	<u>Strategy 1.2</u> Broaden community impact by identifying community members' unique needs to shape Library services and exploring unmet needs in the community	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)

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)

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION		ACTIONABLE OBJECTIVES
GOAL 1 ♥ Be a center for learning, enjoyment, community connection and support.	<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	<u>Strategy 2.3</u> Align the days of hours and service with community needs	Objective 2.3.1 Restore Saturday hours (2025)
	<u>Strategy 2.4</u> Invest in adaptive technologies based on patron needs (2026)	Objective 2.4.1 Continue to invest in Wonderbook, large print and audio collections, and explore options for a braille collection.

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION		ACTIONABLE OBJECTIVES
GOAL 3 ♥ Maintain operational excellence	<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, Friends of the Library, and other community organizations to identify projects that could provide opportunities for special grant or 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> Continue for the staff to 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	<u>Strategy 4.1</u> Improve environmental sustainability of Library operations	Objective 4.1.1 Investigate ways to reduce waste in library operations (paper, single-use plastics, Bring Your Water Bottle to the Library, Craft Supply Exchange, etc.) (2025-2026) Objective 4.1.2 Look for opportunities to switch to local/sustainable/Certified B/etc. companies and vendors when possible (2025-2026) Objective 4.1.2 Work with Public Works to identify opportunities to reduce energy consumption in library buildings by strategizing lighting upgrades, window replacements as needed (Ongoing)
	<u>Strategy 4.2</u> Increase Library's preparedness for emergencies	Objective 4.2.1 Develop Continuity of Operations Plan for the Library (2025-2026) Objective 4.2.2 Create a special collections evacuation plan to improve the safety of our local history collections in case of an emergency (2025-2026) Objective 4.2.3 Prioritize staff training on disaster recovery topics, such as salvaging water-damaged materials (Ongoing)

IMPLEMENTATION PLAN

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

PROGRAM IDEAS

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

Park Branch - Kids' Department

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

Harrison Memorial Library

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

ACKNOWLEDGMENTS

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



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

May 28, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Adopt the Fiscal Year 2025-2026 budget

RECOMMENDATION:

Adopt the Fiscal Year 2025-2026 budget

BACKGROUND/SUMMARY:

The budget for FY 2025-2026 proposes largely status quo expenditures, with some recalibration between line items, as well as a recalibration in expectations income for Fiscal Year (FY) 2025-2026.

FISCAL IMPACT:

At the May 7 special meeting the Trustees reviewed the proposed fiscal year 2025-2026 budget and provided staff with feedback. Some minor line item adjustments have been made to account for updated information re: small increases to annual subscription costs. There is still no new information to report out regarding the State Library and the New York Times subscription at this time.

Income

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

Interest Income

As of the writing of this, interest rates have slowly started to come down to 4.48% from 4.71% as reported in the 2nd quarter. With the lowering interest rates, staff recommend considering a conservative stance given the uncertainty of the current market and predicted impacts of forthcoming tariffs and have estimated \$25,000 in interest income for FY 2025-2026.

Library Operations

Library Operations funds include monies taken in by library staff and include: small donations, printing/copying fees, lost/damaged book replacements, and California Library Services Act (CLSA) disbursements from the State Library through the Pacific Library Partnership. The Library received \$2,571 in CLSA funds in FY 2024-2025. Anticipating that CLSA funds will be completely eliminated, staff is estimating \$4,000 in library operations income for next fiscal year, a reduction of \$3,000 from the current FY.

Friends of the Library (FOL)

The FOL raises funds for the Library through book sales at the Farmers' Market, Park Branch lobby, and in the bookroom, with additional special book sales in the book room from time to time. All these things have been incredibly successful in FY 2024-2025 the FOL provided the Library with \$30,000, \$8,000 more than anticipated. Due to their continued and increasing success staff is anticipating \$35,000 in income from the FOL for FY 2025-2026.

Carmel Public Library Foundation (CPLF)

The CPLF funds provide for a majority of the operating budget. Funds are disbursed on a quarterly basis. The FY 2024-2025 disbursement was \$366,000, an increase of \$25,000 over the previous fiscal year to combat increasing costs due to inflation. For the purposes of the preliminary review staff has not proposed any increases at this time.

Expenditures

There are no proposed increases or major changes to expenditures proposed for FY 2025-2026.

Administration, Equipment, and IT

No substantive changes are proposed for Administration, which encompasses Finance, Library Promotions, Supplies, and Organizational Development.

For the Equipment budget, staff are proposing budgeting \$14,000 in funds for the replacement of the circulation desk in the Children's Department with a desk that is ergonomic and allows staff to better interact with children using the department and asking questions.

Programs

The Kids' Library now has weekly story times and Friday nights at the Library featuring movies, games, Legos, and crafts. The annual author visit was another success and building this program has been a great way to strengthen our relationship with the school district. In addition, staff has an excellent slate of performers lined-up for Summer Reading.

Teen programming continues to build, with the addition of a Dungeons & Dragons club, crochet club, embroidery and other arts and crafts.

The monthly music program at the Harrison Library continues to be popular, as well as the craft and game programs. This year staff also launched a monthly bingo program to much success and are looking forward to continuing to explore additional creative program ideas.

The Local History Oral History program continues collecting interviews, both audio and video format - the video format requiring the assistance of a videographer. The Local History Librarian has also held preservation programs aimed at teaching the public how to preserve family treasures.

Hard Copy Materials

Children's hard copy circulation continues to be robust, however adult circulation has not yet reached pre-pandemic levels, though it continues to slowly move in that direction. Contributing to this is the continued lack of Saturday hours, an obstacle to access for those who work during the week, which staff is continuing to hope to restore.

Overall, hard copy circulation is 38% of circulation between hard copy and eResources and is proposed to make up 66% of spending for FY 2025-2026. Staff proposes to hold hard copy spending to the same amount as the previous Fiscal Year with some recalibration between line items.

eMaterial

The Northern California Digital Library (OverDrive/Libby App) is a consortium of libraries in the Central Coast and Bay Area, where each library pays an annual subscription to support new licenses

for titles and staff curation. Titles are available to all consortium libraries, with the option for libraries to purchase additional licenses for titles for their own cardholders that can also be shared with the consortium. In addition the Library also subscribes to magazines through OverDrive via Newsstand. Staff recommends allocating funds that had been previously put towards Hoopla towards (Hoopla sunsetted at the end of September 2024) ebook purchasing.

The Palace Project integrates OverDrive holdings with public domain publications and other free titles to provide patrons access to 157,400 titles through statewide resource sharing. The project, emphasizing libraries as "Palaces of the People," aims to support equitable digital content access, restore direct library-patron relationships, and reduce ebook licensing costs by leveraging shared resources. Amazon titles for both ebooks and audios are available for license through Palace. At this point it is unclear what impacts the State and Federal cuts will have on Palaces and whether there will be costs associated with participating in this program going forward.

Kanopy is a movie and television streaming service for public libraries and universities which offers streaming on a pay-per-use basis. Kanopy usage is primarily for popular BBC programs, other British television, classic movies, and documentaries that are very popular with Carmel patrons. It becomes increasingly challenging for staff to source physical DVDs, as streaming services in particular delay releasing titles by sometimes years, if they are released at all. Staff recommends continuing to provide the Kanopy service and to increase funding from the Hoopla offset.

Based on discussion at the last Trustees meeting and in consultation with the President and Vice President of the Board staff has included a nominal sum for the NY Times subscription previously provided to for free libraries through State funding. Staff are expecting estimated costs mid-month.

In addition, based on direction at the last month's Trustees meeting re: local funding for Flipster, and by consensus of participating libraries Flipster will be discontinued after June 30, 2025. As mentioned previously the Library has print subscriptions to all Flipster titles and some of the Flipster titles through Newsstand/OverDrive.

ATTACHMENTS:

Attachment 1 - Budget FY 2025-2026

Harrison Memorial Library Proposed FY 2025-2026

	FY 24-25 Actual	FY 24-25 Adjusted Budget (01/2025)	Proposed FY 25-26
Income			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			
21100 CPLF - Operating Expenses	274,500.00	366,000.00	366,000.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	\$ 274,500.00	\$ 366,000.00	\$366,000.00
23000 INTEREST INCOME			
23100 Interest - Bradney	5,763.92	3,500.00	\$0.00
23200 Interest - Other	51,892.17	30,000.00	\$25,000.00
Total 23000 INTEREST INCOME	\$ 57,656.09	\$ 33,500.00	\$25,000.00
24000 Friends of HML	22,000.00	23,000.00	\$35,000.00
25000 Library Operations	9,482.45	7,000.00	\$4,000.00
28000 Uncategorized Revenue		0.00	
Total 20000 Revenue	\$ 363,638.54	\$ 429,500.00	\$430,000.00
Total Income	\$ 363,638.54	\$ 429,500.00	\$430,000.00
Gross Profit	\$ 363,638.54	\$ 429,500.00	\$430,000.00
Expenses			
30000 ADMINISTRATION			
31000 Finance			
31100 Bookkeeping	3,750.00	4,875.00	\$4,875.00
31200 Audit Services	5,000.00	5,000.00	\$5,250.00
31600 Bank Charges/Returned Checks	44.03	200.00	\$100.00
Total 31000 Finance	\$ 8,794.03	\$ 10,075.00	\$10,225.00
32000 Library Promotions			
32200 Canva, Constant Contact	2,041.00	2,000.00	\$2,000.00
32300 Print Advertising	970.00	3,050.00	\$3,000.00
32400 Printing / Copy Services	3,106.85	3,000.00	\$2,500.00
Total 32000 Library Promotions	\$ 6,117.85	\$ 8,050.00	\$7,500.00
33000 Supplies			
33100 Library Cards	1,200.16	1,500.00	\$1,500.00
33200 Postage	199.92	350.00	\$300.00
33300 Office Supplies - General	4,093.17	6,060.00	\$4,313.00
33400 Misc Supplies	679.44	2,500.00	\$1,500.00
33500 Emergency Supplies	1,437.06	1,500.00	\$500.00
33600 Alhambra	1,197.28	1,750.00	\$1,750.00
Total 33000 Supplies	\$ 8,807.03	\$ 13,660.00	\$9,863.00
34000 Organizational Development			
34100 Staff Training/Conferences	4,479.54	7,000.00	\$6,500.00
34200 Mileage	250.60	300.00	\$200.00
34300 Memberships	772.00	1,600.00	\$1,500.00
34400 MOBAC/PLP Membership	8,641.00	8,700.00	\$8,700.00
34500 Volunteer / Donor Acknowledgement	142.72	200.00	\$500.00
34600 Meeting Hosting		500.00	\$500.00
Total 34000 Organizational Development	\$ 14,285.86	\$ 18,300.00	\$17,900.00
Total 30000 ADMINISTRATION	\$ 38,004.77	\$ 50,085.00	\$45,488.00

40000 EQUIPMENT			
41000 Furniture	13,695.82	15,000.00	\$14,000.00
42000 Signage	587.58	500.00	
45000 Staff Computers		2,000.00	\$2,000.00
46000 Equipment	1,518.86	2,000.00	\$0.00
47000 Maintenance Contracts (self-check machines, copier)	12,795.90	12,700.00	\$12,850.00
Total 40000 EQUIPMENT	\$ 28,598.16	\$ 32,200.00	\$28,850.00
50000 IT			
53000 Security (Lastpass)	612.00	1,000.00	\$650.00
54000 Software (Adobe, Office, etc.)	1,194.80	1,820.56	\$2,300.00
55000 Internet (CENIC)	1,479.44	1,479.44	\$8,500.00
Total 50000 IT	\$ 3,286.24	\$ 4,300.00	\$11,450.00
60000 HARD COPY MATERIAL			
61000 ADULT COLLECTION			
61100 Audio	2,244.76	4,500.00	\$4,500.00
61200 DVD	2,550.69	3,500.00	\$3,500.00
61300 Fiction	10,127.64	14,000.00	\$14,000.00
61400 Non-fiction	7,213.20	11,000.00	\$10,000.00
61500 Large Print	3,118.84	4,000.00	\$4,500.00
61600 Graphic Novels	140.48	1,000.00	\$1,000.00
61700 Newspapers	3,880.45	3,600.00	\$4,000.00
61800 Book Club	646.08	1,000.00	\$750.00
Total 61000 ADULT COLLECTION	\$ 29,922.14	\$ 42,600.00	\$42,250.00
62000 TEEN COLLECTION			
62100 Fiction	1,890.46	2,000.00	\$3,000.00
62200 Non-fiction	682.48	1,500.00	\$1,000.00
62300 Graphic Novels	5,064.21	5,000.00	\$3,000.00
Total 62000 TEEN COLLECTION	\$ 7,637.15	\$ 8,500.00	\$7,000.00
63000 KID'S COLLECTION			
63100 Wonderbooks, braille, etc.		0.00	\$1,500.00
63200 DVD	1,397.37	2,000.00	\$2,000.00
63300 Fiction	10,172.46	14,000.00	\$14,000.00
63400 Non-fiction	8,571.47	11,000.00	\$11,000.00
63500 Graphic Novels	2,271.36	4,000.00	\$4,000.00
Total 63000 KID'S COLLECTION	\$ 22,412.66	\$ 31,000.00	\$32,500.00
64000 REFERENCE			
64100 Reference		0.00	\$0.00
64200 Continuations - General	1,300.52	2,000.00	\$2,000.00
64300 Continuations - Travel	2,706.40	3,000.00	\$3,000.00
64400 Professional Collection	60.50	100.00	\$100.00
Total 64000 REFERENCE	\$ 4,067.42	\$ 5,100.00	\$5,100.00
65000 PURCHASE SUGGESTIONS/ZIP BOOKS			
65100 Purchase Suggestions/Zip Books	14,155.61	19,000.00	\$21,000.00
Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS	\$ 14,155.61	\$ 19,000.00	\$21,000.00
66000 TECHNICAL SERVICES			
66100 OCLC Cataloging	9,199.49	21,000.00	\$12,000.00
66200 Materials Processing	20,183.08	22,000.00	\$22,500.00
66300 Replacements	6,248.54	7,500.00	\$6,000.00
66400 Amazon Prime Membership	151.86	160.00	\$160.00
66500 Book Delivery	2,000.00	3,000.00	\$3,000.00
66600 Magazines (EBSCO)	3,653.28	3,800.00	\$3,850.00

Total 66000 TECHNICAL SERVICES	\$	41,436.25	\$	57,460.00	\$47,510.00
Total 60000 HARD COPY MATERIAL	\$	119,631.23	\$	163,660.00	\$155,360.00
70000 DATABASES					
71200 Ancestry			1,550.00		\$1,600.00
71300 AtoZ		489.00	1,350.00		\$1,350.00
71400 Book Browse		241.50	230.00		\$255.00
71500 EBSCO Databases (Califa)		4,805.98	4,670.00		\$5,000.00
71800 Gale Virtual Red Hosting Fees		50.00	50.00		\$50.00
71910 Newsbank		1,377.00	1,400.00		\$3,232.00
71920 FIMo (Sanborn replacement)		345.00	335.00		\$350.00
71940 Value Line		1,820.00	1,720.00		\$1,820.00
Total 70000 DATABASES	\$	9,128.48	\$	11,305.00	\$13,657.00
72000 eMaterial					
72100 Overdrive (subscription)		4,595.68	4,550.00		\$4,600.00
72200 EBooks		39,618.80	46,400.00		\$53,000.00
72300 Kanopy		20,698.00	23,000.00		\$28,000.00
73400 Hoopla		6,710.67	9,000.00		\$0.00
72500 Flipster (EBSCO-emagazines)		0.00	500.00		\$0.00
72600 NY Times Online					\$2,500.00
Total 72000 eMaterial	\$	71,623.15	\$	83,450.00	\$88,100.00
80000 PROGRAMS					
81000 ADULT PROGRAMS			0.00		
81100 Programs (performers)		9,459.63	11,000.00		\$12,500.00
81200 Supplies		3,453.31	3,500.00		\$6,000.00
81300 Summer Reading		1,665.08	3,500.00		\$4,500.00
Total 81000 ADULT PROGRAMS	\$	14,578.02	\$	18,000.00	\$23,000.00
82000 TEEN PROGRAMS					
82100 Programs		1,638.38	3,500.00		\$3,500.00
82200 Supplies		3,271.65	4,000.00		\$5,545.00
82300 Summer Reading		1,526.34	2,000.00		\$2,250.00
Total 82000 TEEN PROGRAMS	\$	6,436.37	\$	9,500.00	\$11,295.00
83000 KIDS PROGRAMS					
83100 Programs (performers)		8,806.89	9,500.00		\$10,800.00
83200 Supplies		4,563.63	5,000.00		\$6,000.00
83300 Author Visit		5,143.77	10,500.00		\$9,500.00
83400 Summer Reading		6,717.75	9,500.00		\$10,000.00
Total 83000 KIDS PROGRAMS	\$	25,232.04	\$	34,500.00	\$36,300.00
85000 LOCAL HISTORY PROGRAMS					
85100 Local History Supplies		1,960.90	2,000.00		\$750.00
85200 Oral History Program		5,400.00	8,500.00		\$8,500.00
85400 Archival Storage Off-site		4,477.00	4,500.00		\$4,500.00
85500 Other		5,522.88	7,500.00		\$2,750.00
Total 85000 LOCAL HISTORY PROGRAMS	\$	17,360.78	\$	22,500.00	\$16,500.00
Total 80000 PROGRAMS	\$	55,746.94	\$	84,500.00	\$87,095.00
Total Expenses	\$	326,018.97	\$	429,500.00	\$430,000.00
Net Operating Income	\$	37,619.57	\$	429,500.00	\$430,000.00
Net Income	\$	37,619.57	\$	429,500.00	\$0.00



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

May 28, 2025
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Consideration of two budget adjustments: 1. \$5,300 from 83000 Author Visit to 41000 Furniture for Children's bench seating re-upholstery; and 2. \$1,500 from 66100 OCLC Cataloging to 62100 Teen Fiction for Teen Wonderbooks

RECOMMENDATION:

Approved two budget adjustments: 1. \$5,300 from 83000 Author Visit to 41000 Furniture for Children's bench seating re-upholstery; and 2. \$1,500 from 66100 OCLC Cataloging to 62100 Teen Fiction for Teen Wonderbooks

BACKGROUND/SUMMARY:

FY 2024-2025 BUDGET REVIEW YEAR-TO-DATE

In September 2024, the Trustees approved a budget adjustment for Strategic Planning services in the amount of \$8,000 from reserves. Due to unforeseen circumstances only \$1,000 was expended, which resulted in an increase in the overall budget bottom line from \$428,500 to \$429,500.

In January 2025, the Trustees approved a series of internal budget adjustments throughout the budget to rebalance some spending areas. In addition, the Trustees approved a \$15,000 transfer to reserves - \$7,000 from the unexpended Strategic Planning funds from reserves and \$8,000 in unanticipated income from the Friends of the Library.

FISCAL IMPACT:

Income

The quarterly disbursements from the Carmel Public Library Foundation are as expected. Income from Library Operations is slightly more than anticipated due to an unanticipated donation of \$5,000 directly to the library.

The Friends of the Library provided an additional \$8,000 over the \$22,000 estimated, for a total of \$30,000. In January, that \$8,000 was transferred to Restricted Operating Reserves and is no longer reflected as income.

Local Agency Investment Fund (LAIF) interest rates increased in the first and second quarters of this FY

year, 4.55% and 4.71% respectively, resulting in additional unanticipated revenue. Despite the fact that quarter three shows that interest rates are slowly starting to decrease, with 4.48% reported in March, staff are estimating approximately \$20,000-25,000 in additional interest income by the end of the FY year.

Expenditures

At this point overall spending is at 78%, part of this due to as of yet unexpended funds for Summer Reading. Administration is on track to be under budget. Hard copy materials spending is on track to expend all of the funds before the end of the fiscal year, as is Technical Services. Most databases and other services that span spending areas and that are billed annually have been received and paid, with Ancestry remaining.

REQUESTED PROPOSED BUDGET ADJUSTMENTS

The bench seating in the Children's Department is getting close to 40 years old and is quite threadbare in places. Staff obtained quotes for reupholstery which will cost \$5,500. Staff proposes moving \$5,300 from 83000 Author Visit (This came in under budget this year) to 41000 Furniture.

The Teen Services Librarian has requested funds in the amount of \$1,500 to start a Wonderbooks collection for the teens. Given the popularity of the Wonderbooks collection with children of all ages at the Children's Library staff recommends funding this request as we are currently under budget and because of the timing with Summer Reading. Staff proposes moving \$1,500 from 66100 OCLC Cataloging to 62100 Teen Fiction.

ATTACHMENTS: