



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

Trustees Marie-Clare Gorham,  
Donna Jett, and Mary Jo Williams

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

**Special Meeting**  
**Wednesday, December 3, 2025**  
**9:00 AM**

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## HYBRID MEETING ATTENDANCE OPTIONS

This meeting will be held in person and via teleconference ("hybrid"). The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser.

<https://ci-carmel-ca-us.zoom.us/j/85788091005>  
Webinar ID: 857 8809 1005  
Passcode: 361860  
Dial in: (669) 444-9171

## HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or use the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to [lsfenton@ci.carmel.ca.us](mailto:lsfenton@ci.carmel.ca.us). Comments must be received at least 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

## CALL TO ORDER AND ROLL CALL

## ANNOUNCEMENTS

- 1) Announcements from the Trustees

## 2) Announcements from the Library Director

### **PUBLIC APPEARANCES**

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

### **ORDERS OF BUSINESS**

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

- 3) Approval of the Minutes for the October 22, 2025, Regular Meeting
- 4) Receive the Librarian's Report for October 2025
- 5) Receive the Treasurer's Report for October 2025 and approve the check register for August, September, and October 2025
- 6) Receive a progress report on the Harrison Memorial Library Restoration Project
- 7) Receive a report from the Carmel Public Library Foundation on recent activities
- 8) Approve FY 2025-2026 Budget Adjustment to Increase Pacific Library Partnership Delivery Services for Resource Sharing with Pacific Grove and Monterey Public Libraries.
- 9) 2026 Meeting Dates

### **ADJOURNMENT**

### **CORRESPONDENCE**

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This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, located on the NE corner of Ocean Avenue and Lincoln

Street, the Carmel-by-the-Sea Post Office, 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage (<http://www.ci.carmel.ca.us>) in accordance with applicable legal requirements.

**SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

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

**SPECIAL NOTICES TO PUBLIC**

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



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

**December 3, 2025**  
**ORDERS OF BUSINESS**

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

**SUBMITTED BY:** Leslie Fenton, Executive Assistant

**SUBJECT:** Approval of the Minutes for the October 22, 2025, Regular Meeting

**RECOMMENDATION:**

Approval of the Minutes for the October 22, 2025, Regular Meeting

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. HML Regular Meeting Minutes - October 22, 2025

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

**REGULAR MEETING MINUTES**

**Wednesday, October 22, 2025**

**CALL TO ORDER AND ROLL CALL**

PRESENT: Gorham, Jett, Williams  
ABSENT: None  
STAFF PRESENT: Melinda Cervantes, Interim Library & Community Activities Director  
Leslie Fenton, Acting Admin. Analyst

**PLEDGE OF ALLEGIANCE**

**ANNOUNCEMENTS**

**1) Announcements from the Trustees**

Trustee Jett announced the next Carmel Prepares presentation will be held on Saturday, November 8, 2025, at 10:00 a.m. She encouraged everyone to attend.

Trustee Williams introduced Interim Library & Community Activities Director Melinda Cervantes.

**2) Announcements from the Library Director**

Interim Library & Community Activities Director Cervantes announced that the library had been awarded a Groundworks grant for replacement window tinting film at the main library. The acceptance of the grant will be on the City Council Special Meeting Agenda on November 3, 2025, under Consent.

**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. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

None

**ORDERS OF BUSINESS**

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

- 3) Receive the Fiscal Year 2023-24 audit report and a presentation from auditor Sheldon Chavan, C.P.A., of Chavan & Associates, LLP.

Sheldon Chavan, C.P.A. of Chavan & Associates, presented the Fiscal Year 2023-2024 audit report.

- 4) Approval of the Minutes for the September 24, 2025, Regular Meeting

Trustee Jett moved to approve the Minutes for the September 24, 2025, Regular Meeting, seconded by Trustee Gorham and carried by the following roll call vote:

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

- 5) Receive the Librarian's Report for September 2025

Interim Library & Community Activities Director Cervantes presented the report. She also announced that patrons may experience some delays with book orders due to the closing of Baker & Taylor.

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

Interim Library & Community Activities Director Cervantes and Carmel Public Library Foundation Executive Director Fallon presented the update.

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

Carmel Public Library Foundation Executive Director Fallon presented the report.

- 8) Recommend Approval of the Agreement Between the City of Carmel-by-the-Sea, City of Monterey, and City of Pacific Grove for Public Library Resource Sharing

Interim Library & Community Activities Cervantes presented the report.

Trustee Gorham moved to approve the Agreement between the City of Carmel-by-the-Sea, City of Monterey, and City of Pacific Grove for Public Library Resource Sharing, seconded by Trustee Jett and carried by the following roll call vote:

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

## **FUTURE AGENDA ITEMS**

1. Renovation project update
2. Temporary location decision

## **ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned at 9:48 a.m.

Due to the holidays, the November and December Regular Meetings will be combined as a Special Meeting on Wednesday, December 3, at 9:00 a.m.

APPROVED:

ATTEST:

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Maryjo Williams  
President, Library Board of Trustees

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Leslie Fenton, Board Clerk



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

**December 3, 2025**  
**ORDERS OF BUSINESS**

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

**SUBMITTED BY:** Melinda Cervantes, Library and Community Activities Director

**SUBJECT:** Receive the Librarian's Report for October 2025

**RECOMMENDATION:**

Receive the Librarian's Report for October 2025

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. Librarians' Report - October 2025

# LIBRARIAN'S MONTHLY REPORT

October 31, 2025

<b>CIRCULATION</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
<b>Adult Circulation:</b>					
Fiction	-2.19	1,763	1,595	7,132	7,292
Non-Fiction	-6.29	907	857	3,932	4,196
Magazines	-28.99	45	38	196	276
Audio/Video	-21.21	837	747	3,400	4,315
<b>ADULT CIRCULATION TOTAL:</b>	<b>-8.83</b>	<b>3,552</b>	<b>3,237</b>	<b>14,660</b>	<b>16,079</b>
<b>Juvenile Circulation:</b>					
Fiction	3.33	2,707	2,361	11,056	10,700
Non-Fiction	-8.73	618	619	2,727	2,988
Magazines	33.33	24	46	188	141
Audio/Video	-13.19	173	105	612	705
<b>JUVENILE CIRCULATION TOTAL:</b>	<b>0.34</b>	<b>3,522</b>	<b>3,131</b>	<b>14,583</b>	<b>14,534</b>
<b>CIRCULATION TOTAL:</b>	<b>-4.48</b>	<b>7,074</b>	<b>6,368</b>	<b>29,243</b>	<b>30,613</b>
<b>ELECTRONIC CHECKOUTS:</b>	<b>9.94</b>	<b>11643</b>	<b>11,006</b>	<b>45,281</b>	<b>41,188</b>
<b>HOLD REQUESTS:</b>	<b>-5.87</b>	<b>807</b>	<b>829</b>	<b>3,338</b>	<b>3,546</b>
<b>INTERLIBRARY LOAN:</b>					
ILL to Other Libraries	<b>#DIV/0!</b>	0	0	0	0
ILL from Other Libraries	<b>#DIV/0!</b>	0	0	0	0

# LIBRARIAN'S MONTHLY REPORT

October 31, 2025

<b>CIRCULATION BY BORROWERS</b>	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>Residents: Carmel-by-the-Sea</b>	<b>0.19</b>	<b>1,557</b>	<b>1,378</b>	<b>5,939</b>	<b>5,928</b>
<b>Non-Residents:</b>					
Monterey County	-7.89	4,969	4,487	20,419	22,169
Other Zip Codes	11.09	548	503	2,795	2,516
<b>NON-RESIDENT CIRCULATION TOTAL</b>	<b>-5.96</b>	<b>5,517</b>	<b>4,990</b>	<b>23,214</b>	<b>24,685</b>
<b>PATRON REGISTRATION:</b>	Patron Data Base Purge 05/25				
Carmel by-the-Sea Residents	-54.20	13	15	60	131
Monterey County Residents	-32.33	48	106	291	430
Other Borrowers	-94.37	50	54	255	4,532
<b>REGISTRATION TOTAL:</b>	<b>-88.10</b>	<b>111</b>	<b>175</b>	<b>606</b>	<b>5,093</b>
<b>TOTAL # OF CARDHOLDERS:</b>	<b>5.72</b>	<b>16,197</b>	<b>16,094</b>	<b>16,197</b>	<b>15,320</b>

<b>Patron Visit Count</b>					
HML Building	<b>#DIV/0!</b>	7,022	6,195	30,603	0
Park Branch Building					
Local History	<b>#DIV/0!</b>	38	17	125	0
Youth Services Dept.	<b>#DIV/0!</b>	4,839	4,393	19,889	0
<b>PATRON VISIT TOTAL:</b>	<b>#DIV/0!</b>	<b>11,899</b>	<b>10,605</b>	<b>50,617</b>	<b>0</b>

# LIBRARIAN'S MONTHLY REPORT

October 31, 2025

<b>REFERENCE QUESTIONS</b>	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
Reference Desk	-11.82	962	989	4,431	5,025
Youth Services Desk	44.13	960	790	3,256	2,259
Local History Desk	-7.69	95	100	300	325
<b>TOTAL REFERENCE QUESTIONS:</b>	<b>4.97</b>	<b>2,017</b>	<b>1,879</b>	<b>7,987</b>	<b>7,609</b>
<b>ELECTRONIC SEARCH ACTIVITY</b>					
Public in-Library Computer Use:	#DIV/0!				0
Public WiFi Use:	-32.54	936	1,458	2,394	3,549
<b>VOLUNTEER HOURS</b>					
	<b>YTD Percentage Change</b>	<b>This Month</b>	<b>Last Month</b>	<b>This YTD</b>	<b>Last YTD</b>
Local History	-26.67	2	4	11	15
Park Branch	-100.00	0.00	0	0	31
Harrison - Main	-20.72	24	20	88	111
<b>TOTALS:</b>	<b>-36.94</b>	<b>26</b>	<b>24</b>	<b>99</b>	<b>157</b>

<b>OUTREACH SERVICES</b>					
Visits	#DIV/0!	0	2	0	0
Circulation	#DIV/0!	0	0	0	0

# LIBRARIAN'S MONTHLY REPORT

October 31, 2025

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
<b>SUMMER READING PROGRAMS</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>5</b>
<b>TOTAL ATTENDANCE</b>	<b>98.26</b>	<b>0</b>	<b>0</b>	<b>456</b>	<b>230</b>
<b>PRESCHOOL PROGRAMS (0-5 YRS)</b>	<b>53.85</b>	<b>8</b>	<b>6</b>	<b>20</b>	<b>13</b>
<b>TOTAL ATTENDANCE</b>	<b>43.69</b>	<b>264</b>	<b>177</b>	<b>786</b>	<b>547</b>
<b>SCHOOL AGE PROGRAMS (6-11 YRS)</b>	<b>166.67</b>	<b>3</b>	<b>2</b>	<b>8</b>	<b>3</b>
<b>TOTAL ATTENDANCE</b>	<b>269.72</b>	<b>237</b>	<b>77</b>	<b>403</b>	<b>109</b>
<b>TEEN PROGRAMS (12-18 YRS)</b>	<b>-7.69</b>	<b>4</b>	<b>4</b>	<b>12</b>	<b>13</b>
<b>TOTAL ATTENDANCE:</b>	<b>46.77</b>	<b>35</b>	<b>26</b>	<b>91</b>	<b>62</b>
<b>ADULT PROGRAMS</b>	<b>64.29</b>	<b>7</b>	<b>8</b>	<b>23</b>	<b>14</b>
<b>TOTAL ATTENDANCE</b>	<b>-6.80</b>	<b>169</b>	<b>206</b>	<b>918</b>	<b>985</b>
<b>OFFSITE PROGRAMS</b>	<b>50.00</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>
<b>TOTAL ATTENDANCE</b>	<b>-65.05</b>	<b>99</b>	<b>95</b>	<b>194</b>	<b>555</b>
<b>LOCAL HISTORY PROGRAMS</b>	<b>-25.00</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>4</b>
<b>TOTAL ATTENDANCE</b>	<b>-90.89</b>	<b>28</b>	<b>25</b>	<b>53</b>	<b>582</b>
<b>GATHERING PLACE RESERVATIONS</b>	<b>#DIV/0!</b>	<b>33</b>	<b>30</b>	<b>63</b>	<b>0</b>



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

**December 3, 2025**  
**ORDERS OF BUSINESS**

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

**SUBMITTED BY:** Leslie Fenton, Executive Assistant

**SUBJECT:** Receive the Treasurer's Report for October 2025 and approve the check register for August, September, and October 2025

**RECOMMENDATION:**

Receive the Treasurer's Report for October 2025 and approve the check register for August, September, and October 2025

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

1. October 2025 Financials
2. Check Register - August, September, October 2025

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

# Statement of Financial Position

## Harrison Memorial Library

As of October 31, 2025

DISTRIBUTION ACCOUNT	TOTAL
<b>Assets</b>	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	122,638.97
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	\$859,042.64
14100 LAIF - Operating Reserve	265,594.33
14200 LAIF - Equipment Replacement	100,000.00
14300 LAIF - Bradney	46,747.05
14400 LAIF - Evans Restricted Fund	123,000.00
<b>Total for 14000 LAIF</b>	<b>\$1,394,384.02</b>
<b>Total for Bank Accounts</b>	<b>\$1,517,482.99</b>
Other Current Assets	
<b>Total for Current Assets</b>	<b>\$1,517,482.99</b>
<b>Total for Assets</b>	<b>\$1,517,482.99</b>
<b>Liabilities and Equity</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
11000 Accounts Payable	575.50
<b>Total for Accounts Payable</b>	<b>\$575.50</b>
<b>Total for Current Liabilities</b>	<b>\$575.50</b>
<b>Total for Liabilities</b>	<b>\$575.50</b>
Equity	
15000 Restricted Funds	
15100 Temporarily Restricted	
15110 LAIF - Restricted - Operating Reserve	183,127.25
15120 LAIF - Equipment Replacement	100,000.00
15130 WF - Designated Gifts	0.00
15140 Broadband Equipment Grant	3,379.77
<b>Total for 15100 Temporarily Restricted</b>	<b>\$286,507.02</b>
15200 Permanently Restricted	46,747.05
15300 Evans Trust Book Fund	100,000.00
<b>Total for 15000 Restricted Funds</b>	<b>\$433,254.07</b>
Opening Balance Equity	
16000 Unrestricted Net Assets	1,087,569.75
Net Income	-3,916.33
<b>Total for Equity</b>	<b>\$1,516,907.49</b>
<b>Total for Liabilities and Equity</b>	<b>\$1,517,482.99</b>

	A	B	C	D	E	F	G	H	I	J
1	<b>Budget vs. Actuals: FY 2025-2026</b>									
2	<b>July - October 2025</b>									
3					<b>Actual</b>	<b>Budget</b>	<b>over budget</b>			
4	<b>INCOME</b>									
5	<b>20000 Revenue</b>									
6	<b>Total 21000 (CPLF)</b>									
7	21000 CPLF - Operating Expenses				\$ 91,500.00	122,000.00	\$(30,500.00)			
8	24000 Friends of HML					11666.68	\$(11,666.68)			
9	23100 Interest Bradney				\$ 2,876.08		\$ 2,876.08			
10	23200 Interest Other				\$ 25,890.45	\$ 8,333.32	\$ 17,557.13			
11	Total Interest Income				\$ 28,766.53	\$ 8,333.32	\$ 20,433.21			
12										
13										
14	<b>Total 20000Revenue</b>				<b>\$ 121,179.36</b>	<b>\$ 143,333.32</b>	<b>\$(22,153.96)</b>			
15	<b>EXPENSES</b>									
16										
17	<b>30000 ADMINISTRATION</b>									
18	<b>Total 30000 Administration</b>				<b>\$16,005.36</b>	<b>\$ 15,162.72</b>	<b>\$ 842.63</b>			
19										
20	<b>40000 Equipment</b>				<b>\$6,437.61</b>	<b>\$ 9,616.68</b>	<b>\$(3,179.07)</b>			
21										
22	<b>50000 IT</b>				<b>\$ 1,470.00</b>	<b>\$ 3,816.68</b>	<b>\$(2,346.68)</b>			
23										
24	<b>60000 HARD COPY MATERIAL</b>				<b>\$25,283.44</b>	<b>\$ 35,950.00</b>	<b>\$(10,666.56)</b>			
25										
26	<b>66000 TECHNICAL SERVICES</b>				<b>\$ 16,313.38</b>	<b>\$ 15,836.64</b>	<b>\$ 476.74</b>			
27										
28	<b>70000 DATA BASES</b>									
29	<b>Total 70000 DATA BASES</b>				<b>\$ 9,308.15</b>	<b>\$ 4,535.68</b>	<b>\$ 4,772.47</b>			
30	<b>Total 72000 eMaterial</b>				<b>\$ 31,222.47</b>	<b>\$ 29,266.00</b>	<b>\$ 1,855.83</b>			
31										
32										
33	<b>80000 PROGRAMS</b>									
34	<b>Total 80000 Programs</b>				<b>\$ 19,055.29</b>	<b>\$ 29,031.00</b>	<b>\$(9,976.39)</b>			
35										
36	<b>Total Expenses</b>				<b>\$125,095.69</b>	<b>\$143,316.72</b>	<b>\$(18,221.03)</b>			
37	<b>Net Operating Income</b>				<b>\$3,916.33</b>	<b>\$ 16.60</b>	<b>\$(3,932.93)</b>			
38	<b>Net Income</b>				<b>\$3,916.33</b>	<b>\$ 16.60</b>	<b>\$(3,932.93)</b>			
39										
40										
41	12/3/2025	Donna Jett						**		**

**Check Detail Report**  
**Harrison Memorial Library**  
August 1-October 31, 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
10000 Wells Fargo Checking						
23888						
08/07/2025	Bill Payment (Check)	7235	Amazon Capital Services, Inc.		Reconciled	-249.19
08/07/2025	Bill Payment (Check)	7235	Amazon Capital Services, Inc.			-249.19
23889						
08/07/2025	Bill Payment (Check)	7236	GOLDEN GATE BOOKKEEPING		Reconciled	-375.00
08/07/2025	Bill Payment (Check)	7236	GOLDEN GATE BOOKKEEPING			-375.00
23890						
08/07/2025	Bill Payment (Check)	7237	COPIES BY THE SEA		Reconciled	-874.00
08/07/2025	Bill Payment (Check)	7237	COPIES BY THE SEA			-874.00
23891						
08/07/2025	Bill Payment (Check)	7238	INGRAM LIBRARY SERVICES		Reconciled	-127.26
08/07/2025	Bill Payment (Check)	7238	INGRAM LIBRARY SERVICES			-127.26
23892						
08/07/2025	Bill Payment (Check)	7239	KANOPY		Reconciled	-2,366.00
08/07/2025	Bill Payment (Check)	7239	KANOPY			-2,366.00
23893						
08/07/2025	Bill Payment (Check)	7240	BAKER & TAYLOR		Reconciled	-2,909.71
08/07/2025	Bill Payment (Check)	7240	BAKER & TAYLOR			-2,909.71
23894						
08/07/2025	Bill Payment (Check)	7241	OVERDRIVE		Reconciled	-210.20
08/07/2025	Bill Payment (Check)	7241	OVERDRIVE			-210.20
23895						
08/07/2025	Bill Payment (Check)	7242	Midwest Tape		Reconciled	-508.44
08/07/2025	Bill Payment (Check)	7242	Midwest Tape			-508.44
23896						
08/07/2025	Bill Payment (Check)	7243	KAL-WEST		Reconciled	-200.00
08/07/2025	Bill Payment (Check)	7243	KAL-WEST			-200.00
23960						
08/21/2025	Bill Payment (Check)	7244	Amazon Capital Services, Inc.		Reconciled	-952.76
08/21/2025	Bill Payment (Check)	7244	Amazon Capital Services, Inc.			-952.76
23961						
08/21/2025	Bill Payment (Check)	7248	INGRAM LIBRARY SERVICES		Reconciled	-1,273.08
08/21/2025	Bill Payment (Check)	7248	INGRAM LIBRARY SERVICES			-1,273.08
23962						
08/21/2025	Bill Payment (Check)	7247	IMPERIAL COUNTY OFFICE OF EDUCATION		Reconciled	-1,470.00
08/21/2025	Bill Payment (Check)	7247	IMPERIAL COUNTY OFFICE OF EDUCATION			-1,470.00
23963						
08/21/2025	Bill Payment (Check)	7255	WELLS FARGO 2675		Reconciled	-686.32
08/21/2025	Bill Payment (Check)	7255	WELLS FARGO 2675			-686.32
23964						
08/21/2025	Bill Payment (Check)	7254	PRIMO BRANDS		Reconciled	-187.19
08/21/2025	Bill Payment (Check)	7254	PRIMO BRANDS			-187.19
23965						
08/21/2025	Bill Payment (Check)	7245	BAKER & TAYLOR		Reconciled	-808.72
08/21/2025	Bill Payment (Check)	7245	BAKER & TAYLOR			-808.72
23966						
08/21/2025	Bill Payment (Check)	7251	OVERDRIVE		Reconciled	-5,518.81
08/21/2025	Bill Payment (Check)	7251	OVERDRIVE			-5,518.81
23967						
08/21/2025	Bill Payment (Check)	7250	OCLC		Reconciled	-9,544.48
08/21/2025	Bill Payment (Check)	7250	OCLC			-9,544.48
23968						
08/21/2025	Bill Payment (Check)	7252	PACIFIC GROVE SELF STORAGE		Reconciled	-407.00
08/21/2025	Bill Payment (Check)	7252	PACIFIC GROVE SELF STORAGE			-407.00

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23969						
08/21/2025	Bill Payment (Check)	7249	Midwest Tape		Reconciled	-41.76
08/21/2025	Bill Payment (Check)	7249	Midwest Tape			-41.76
23970						
08/21/2025	Bill Payment (Check)	7246	BRODART		Reconciled	-188.55
08/21/2025	Bill Payment (Check)	7246	BRODART			-188.55
23971						
08/21/2025	Bill Payment (Check)	7253	PLAYAWAY PRODUCTS LLC		Reconciled	-84.06
08/21/2025	Bill Payment (Check)	7253	PLAYAWAY PRODUCTS LLC			-84.06
23995						
08/28/2025	Bill Payment (Check)	7256	Amazon Capital Services, Inc.		Reconciled	-855.77
08/28/2025	Bill Payment (Check)	7256	Amazon Capital Services, Inc.			-855.77
23996						
08/28/2025	Bill Payment (Check)	7259	INGRAM LIBRARY SERVICES		Reconciled	-455.29
08/28/2025	Bill Payment (Check)	7259	INGRAM LIBRARY SERVICES			-455.29
23997						
08/28/2025	Bill Payment (Check)	7260	MaryLee Sunseri		Reconciled	-150.00
08/28/2025	Bill Payment (Check)	7260	MaryLee Sunseri			-150.00
23998						
08/28/2025	Bill Payment (Check)	7257	BAKER & TAYLOR		Reconciled	-200.69
08/28/2025	Bill Payment (Check)	7257	BAKER & TAYLOR			-200.69
23999						
08/28/2025	Bill Payment (Check)	7262	OVERDRIVE		Reconciled	-60.75
08/28/2025	Bill Payment (Check)	7262	OVERDRIVE			-60.75
24000						
08/28/2025	Bill Payment (Check)	7261	Midwest Tape		Reconciled	-189.06
08/28/2025	Bill Payment (Check)	7261	Midwest Tape			-189.06
24002						
08/28/2025	Bill Payment (Check)	7258	INGRAM LIBRARY SERVICES		Reconciled	-31.33
08/28/2025	Bill Payment (Check)	7258	INGRAM LIBRARY SERVICES			-31.33
24004						
08/28/2025	Bill Payment (Check)	7220	Melinda Nakagawa		Reconciled	-500.00
08/28/2025	Bill Payment (Check)	7220	Melinda Nakagawa			-500.00
24006						
08/28/2025	Bill Payment (Check)	7263	ENVISIONWARE		Reconciled	-1,195.00
08/28/2025	Bill Payment (Check)	7263	ENVISIONWARE			-1,195.00
24235						
08/31/2025	Expense		STATE OF CALIFORNIA		Reconciled	-0.35
08/31/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.35
24026						
09/04/2025	Bill Payment (Check)	7264	Amazon Capital Services, Inc.		Reconciled	-587.98
09/04/2025	Bill Payment (Check)	7264	Amazon Capital Services, Inc.			-587.98
24027						
09/04/2025	Bill Payment (Check)	7267	COPIES BY THE SEA		Reconciled	-568.10
09/04/2025	Bill Payment (Check)	7267	COPIES BY THE SEA			-568.10
24028						
09/04/2025	Bill Payment (Check)	7268	INGRAM LIBRARY SERVICES		Reconciled	-141.27
09/04/2025	Bill Payment (Check)	7268	INGRAM LIBRARY SERVICES			-141.27
24029						
09/04/2025	Bill Payment (Check)	7266	CENGAGE LEARNING INC		Reconciled	-50.00
09/04/2025	Bill Payment (Check)	7266	CENGAGE LEARNING INC			-50.00
24030						
09/04/2025	Bill Payment (Check)	7269	KANOPY		Reconciled	-2,077.00
09/04/2025	Bill Payment (Check)	7269	KANOPY			-2,077.00
24031						
09/04/2025	Bill Payment (Check)	7265	BAKER & TAYLOR		Reconciled	-1,963.51
09/04/2025	Bill Payment (Check)	7265	BAKER & TAYLOR			-1,963.51

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24032						
09/04/2025	Bill Payment (Check)	7272	OVERDRIVE		Reconciled	-647.32
09/04/2025	Bill Payment (Check)	7272	OVERDRIVE			-647.32
24033						
09/04/2025	Bill Payment (Check)	7271	Michael Buffo		Reconciled	-600.00
09/04/2025	Bill Payment (Check)	7271	Michael Buffo			-600.00
24034						
09/04/2025	Bill Payment (Check)	7270	LAVENDER CREEK CO.		Reconciled	-600.00
09/04/2025	Bill Payment (Check)	7270	LAVENDER CREEK CO.			-600.00
24036						
09/04/2025	Bill Payment (Check)	7274	CYPRESS PAINTING & DECORATING, INC.		Reconciled	-4,640.00
09/04/2025	Bill Payment (Check)	7274	CYPRESS PAINTING & DECORATING, INC.			-4,640.00
24076						
09/17/2025	Bill Payment (Check)	7275	Amazon Capital Services, Inc.		Reconciled	-761.92
09/17/2025	Bill Payment (Check)	7275	Amazon Capital Services, Inc.			-761.92
24077						
09/17/2025	Bill Payment (Check)	7277	GOLDEN GATE BOOKKEEPING		Reconciled	-375.00
09/17/2025	Bill Payment (Check)	7277	GOLDEN GATE BOOKKEEPING			-375.00
24078						
09/17/2025	Bill Payment (Check)	7278	INGRAM LIBRARY SERVICES		Reconciled	-271.82
09/17/2025	Bill Payment (Check)	7278	INGRAM LIBRARY SERVICES			-271.82
24079						
09/17/2025	Bill Payment (Check)	7282	MaryLee Sunseri		Reconciled	-150.00
09/17/2025	Bill Payment (Check)	7282	MaryLee Sunseri			-150.00
24080						
09/17/2025	Bill Payment (Check)	7276	BAKER & TAYLOR		Reconciled	-1,154.81
09/17/2025	Bill Payment (Check)	7276	BAKER & TAYLOR			-1,154.81
24081						
09/17/2025	Bill Payment (Check)	7281	LAUREL THOMSEN		Reconciled	-400.00
09/17/2025	Bill Payment (Check)	7281	LAUREL THOMSEN			-400.00
24082						
09/17/2025	Bill Payment (Check)	7285	OVERDRIVE		Reconciled	-2,162.23
09/17/2025	Bill Payment (Check)	7285	OVERDRIVE			-2,162.23
24083						
09/17/2025	Bill Payment (Check)	7286	PACIFIC GROVE SELF STORAGE		Reconciled	-407.00
09/17/2025	Bill Payment (Check)	7286	PACIFIC GROVE SELF STORAGE			-407.00
24084						
09/17/2025	Bill Payment (Check)	7283	Midwest Tape		Reconciled	-127.42
09/17/2025	Bill Payment (Check)	7283	Midwest Tape			-127.42
24085						
09/17/2025	Bill Payment (Check)	7284	NEWS BANK		Reconciled	-1,800.00
09/17/2025	Bill Payment (Check)	7284	NEWS BANK			-1,800.00
24086						

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09/17/2025	Bill Payment (Check)	7280	KAL-WEST		Reconciled	-200.00
09/17/2025	Bill Payment (Check)	7280	KAL-WEST			-200.00
24087						
09/17/2025	Bill Payment (Check)	7279	John Paul Foster II		Reconciled	-500.00
09/17/2025	Bill Payment (Check)	7279	John Paul Foster II			-500.00
24089						
09/17/2025	Bill Payment (Check)	7287	CHS ASB		Reconciled	-60.00
09/17/2025	Bill Payment (Check)	7287	CHS ASB			-60.00
24241						
09/18/2025	Expense		STATE TREASURER'S OFFICE		Reconciled	-
						25,000.00
09/18/2025	Expense		STATE TREASURER'S OFFICE	WT SEQ195746 STATE TREASURERS OFFICE /BNF=STATE TREASURERS OFFICE SRF# OWXXXXXXXX020026 TRN#XXXXXXXX5746 RFB# OWXXXXXXXX020026	Uncleared	25,000.00
24242						
09/18/2025	Expense				Reconciled	-25.00
09/18/2025	Expense			WIRE TRANS SVC CHARGE - SEQUENCE: XXXXXXXX5746 SRF# OWXXXXXXXX020026 TRN#XXXXXXXX5746 RFB# OWXXXXXXXX020026		25.00

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24245						
09/24/2025	Expense				Reconciled	-25.00
09/24/2025	Expense			WIRE TRANS SVC CHARGE - SEQUENCE: XXXXXXXX2748 OWXXXXXXXX373252 TRN#XXXXXXXX2748 RFB# OWXXXXXXXX373252	SRF#	25.00
24246						
09/24/2025	Expense		STATE TREASURER'S OFFICE		Reconciled	-
						25,000.00
09/24/2025	Expense		STATE TREASURER'S OFFICE	WT SEQ#72748 STATE TREASURERS OFFICE /BNF=STATE TREASURERS OFFICE SRF# OWXXXXXXXX373252 TRN#XXXXXXXX2748 RFB# OWXXXXXXXX373252	Uncleared	25,000.00
24115						
09/25/2025	Bill Payment (Check)	7288	Amazon Capital Services, Inc.		Reconciled	-832.49
09/25/2025	Bill Payment (Check)	7288	Amazon Capital Services, Inc.			-832.49
24116						
09/25/2025	Bill Payment (Check)	7289	INGRAM LIBRARY SERVICES		Reconciled	-692.32
09/25/2025	Bill Payment (Check)	7289	INGRAM LIBRARY SERVICES			-692.32
24117						
09/25/2025	Bill Payment (Check)	7290	DEMCO		Reconciled	-167.91
09/25/2025	Bill Payment (Check)	7290	DEMCO			-167.91
24118						
09/25/2025	Bill Payment (Check)	7291	WELLS FARGO 2675		Reconciled	-1,066.75
09/25/2025	Bill Payment (Check)	7291	WELLS FARGO 2675			-1,066.75
24119						
09/25/2025	Bill Payment (Check)	7292	MaryLee Sunseri		Reconciled	-300.00
09/25/2025	Bill Payment (Check)	7292	MaryLee Sunseri			-300.00
24120						
09/25/2025	Bill Payment (Check)	7293	BAKER & TAYLOR		Reconciled	-498.57
09/25/2025	Bill Payment (Check)	7293	BAKER & TAYLOR			-498.57
24121						
09/25/2025	Bill Payment (Check)	7294	OVERDRIVE		Reconciled	-578.67
09/25/2025	Bill Payment (Check)	7294	OVERDRIVE			-578.67
24122						
09/25/2025	Bill Payment (Check)	7295	Midwest Tape		Reconciled	-149.78
09/25/2025	Bill Payment (Check)	7295	Midwest Tape			-149.78
24123						
09/25/2025	Bill Payment (Check)	7296	PENGUIN RANDOM HOSE LLC		Reconciled	-2,500.00
09/25/2025	Bill Payment (Check)	7296	PENGUIN RANDOM HOSE LLC			-2,500.00
24248						
09/30/2025	Expense		STATE OF CALIFORNIA		Reconciled	-0.28
09/30/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.28
24141						
10/02/2025	Bill Payment (Check)	7298	Amazon Capital Services, Inc.		Reconciled	-782.32
10/02/2025	Bill Payment (Check)	7298	Amazon Capital Services, Inc.			-782.32
24142						

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10/02/2025	Bill Payment (Check)	7300	INGRAM LIBRARY SERVICES		Reconciled	-95.54
10/02/2025	Bill Payment (Check)	7300	INGRAM LIBRARY SERVICES			-95.54
24143						
10/02/2025	Bill Payment (Check)	7301	KANOPY		Reconciled	-2,036.00
10/02/2025	Bill Payment (Check)	7301	KANOPY			-2,036.00
24144						
10/02/2025	Bill Payment (Check)	7297	ADAM SAMTUR		Reconciled	-275.00
10/02/2025	Bill Payment (Check)	7297	ADAM SAMTUR			-275.00
24145						
10/02/2025	Bill Payment (Check)	7302	MaryLee Sunseri		Cleared	-150.00
10/02/2025	Bill Payment (Check)	7302	MaryLee Sunseri			-150.00
24146						
10/02/2025	Bill Payment (Check)	7299	BAKER & TAYLOR		Reconciled	-52.61
10/02/2025	Bill Payment (Check)	7299	BAKER & TAYLOR			-52.61
24147						
10/02/2025	Bill Payment (Check)	7305	OVERDRIVE		Reconciled	-738.15
10/02/2025	Bill Payment (Check)	7305	OVERDRIVE			-738.15

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24148						
10/02/2025	Bill Payment (Check)	7304	OFFICE DEPOT		Reconciled	-109.23
10/02/2025	Bill Payment (Check)	7304	OFFICE DEPOT			-109.23
24149						
10/02/2025	Bill Payment (Check)	7303	NEWS BANK		Reconciled	-1,418.00
10/02/2025	Bill Payment (Check)	7303	NEWS BANK			-1,418.00
24151						
10/02/2025	Bill Payment (Check)	7306	AV TRANSFER		Reconciled	-20.00
10/02/2025	Bill Payment (Check)	7306	AV TRANSFER			-20.00
24250						
10/03/2025	Expense				Reconciled	-25.00
10/03/2025	Expense			WIRE TRANS SVC CHARGE - SEQUENCE: XXXXXXXX8381 OWXXXXXXXXX310095 TRN#XXXXXXXX8381 RFB# OWXXXXXXXXX310095	SRF#	25.00
24251						
10/03/2025	Expense		STATE TREASURER'S OFFICE		Reconciled	-
						11,000.00
10/03/2025	Expense		STATE TREASURER'S OFFICE	WT SEQ178381 STATE TREASURERS OFFICE /BNF=STATE TREASURERS OFFICE SRF# OWXXXXXXXXX310095 TRN#XXXXXXXX8381 RFB# OWXXXXXXXXX310095	Uncleared	11,000.00
24177						
10/13/2025	Bill Payment (Check)	7307	Amazon Capital Services, Inc.		Reconciled	-403.63
10/13/2025	Bill Payment (Check)	7307	Amazon Capital Services, Inc.			-403.63
24178						
10/13/2025	Bill Payment (Check)	7309	INGRAM LIBRARY SERVICES		Reconciled	-629.14
10/13/2025	Bill Payment (Check)	7309	INGRAM LIBRARY SERVICES			-629.14
24179						
10/13/2025	Bill Payment (Check)	7311	MaryLee Sunseri		Cleared	-150.00
10/13/2025	Bill Payment (Check)	7311	MaryLee Sunseri			-150.00
24180						
10/13/2025	Bill Payment (Check)	7308	BAKER & TAYLOR		Reconciled	-754.97
10/13/2025	Bill Payment (Check)	7308	BAKER & TAYLOR			-754.97
24181						
10/13/2025	Bill Payment (Check)	7313	OVERDRIVE		Reconciled	-1,578.86
10/13/2025	Bill Payment (Check)	7313	OVERDRIVE			-1,578.86
24182						
10/13/2025	Bill Payment (Check)	7312	Midwest Tape		Reconciled	-107.11
10/13/2025	Bill Payment (Check)	7312	Midwest Tape			-107.11
24183						
10/13/2025	Bill Payment (Check)	7310	KAL-WEST		Reconciled	-200.00
10/13/2025	Bill Payment (Check)	7310	KAL-WEST			-200.00
24186						
10/13/2025	Bill Payment (Check)	7314	KATHLEEN O'CONNELL		Reconciled	-772.23
10/13/2025	Bill Payment (Check)	7314	KATHLEEN O'CONNELL			-772.23
24220						
10/15/2025	Bill Payment (Check)	7315	Amazon Capital Services, Inc.		Reconciled	-634.34

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10/15/2025	Bill Payment (Check)	7315	Amazon Capital Services, Inc.			-634.34
24221						
10/15/2025	Bill Payment (Check)	7317	COPIES BY THE SEA		Reconciled	-147.49
10/15/2025	Bill Payment (Check)	7317	COPIES BY THE SEA			-147.49
24222						
10/15/2025	Bill Payment (Check)	7319	INGRAM LIBRARY SERVICES		Reconciled	-542.21
10/15/2025	Bill Payment (Check)	7319	INGRAM LIBRARY SERVICES			-542.21
24223						
10/15/2025	Bill Payment (Check)	7326	WELLS FARGO 2675		Reconciled	-1,054.27
10/15/2025	Bill Payment (Check)	7326	WELLS FARGO 2675			-1,054.27
24224						
10/15/2025	Bill Payment (Check)	7316	BAKER & TAYLOR		Reconciled	-1,443.66
10/15/2025	Bill Payment (Check)	7316	BAKER & TAYLOR			-1,443.66
24225						
10/15/2025	Bill Payment (Check)	7322	OVERDRIVE		Reconciled	-1,013.83
10/15/2025	Bill Payment (Check)	7322	OVERDRIVE			-1,013.83

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24226						
10/15/2025	Bill Payment (Check)	7323	PACIFIC GROVE SELF STORAGE		Reconciled	-407.00
10/15/2025	Bill Payment (Check)	7323	PACIFIC GROVE SELF STORAGE			-407.00
24227						
10/15/2025	Bill Payment (Check)	7318	Deborah Davis		Reconciled	-200.00
10/15/2025	Bill Payment (Check)	7318	Deborah Davis			-200.00
24228						
10/15/2025	Bill Payment (Check)	7321	Midwest Tape		Reconciled	-509.91
10/15/2025	Bill Payment (Check)	7321	Midwest Tape			-509.91
24229						
10/15/2025	Bill Payment (Check)	7324	PEAK ENTERPRISES		Reconciled	-354.60
10/15/2025	Bill Payment (Check)	7324	PEAK ENTERPRISES			-354.60
24230						
10/15/2025	Bill Payment (Check)	7320	John Paul Foster II		Reconciled	-450.00
10/15/2025	Bill Payment (Check)	7320	John Paul Foster II			-450.00
24231						
10/15/2025	Bill Payment (Check)	7325	PLAYAWAY PRODUCTS LLC		Reconciled	-1,326.10
10/15/2025	Bill Payment (Check)	7325	PLAYAWAY PRODUCTS LLC			-1,326.10
24271						
10/23/2025	Bill Payment (Check)	7333	Lisa Staalenburg		Cleared	-600.00
10/23/2025	Bill Payment (Check)	7333	Lisa Staalenburg			-600.00
24272						
10/23/2025	Bill Payment (Check)	7327	Amazon Capital Services, Inc.		Reconciled	-535.47
10/23/2025	Bill Payment (Check)	7327	Amazon Capital Services, Inc.			-535.47
24273						
10/23/2025	Bill Payment (Check)	7332	INGRAM LIBRARY SERVICES		Reconciled	-258.57
10/23/2025	Bill Payment (Check)	7332	INGRAM LIBRARY SERVICES			-258.57
24274						
10/23/2025	Bill Payment (Check)	7331	DEMCO		Reconciled	-259.93
10/23/2025	Bill Payment (Check)	7331	DEMCO			-259.93
24275						
10/23/2025	Bill Payment (Check)	7335	MINUTEMAN PRESS		Reconciled	-211.04
10/23/2025	Bill Payment (Check)	7335	MINUTEMAN PRESS			-211.04
24276						
10/23/2025	Bill Payment (Check)	7336	OVERDRIVE		Reconciled	-786.83
10/23/2025	Bill Payment (Check)	7336	OVERDRIVE			-786.83
24277						
10/23/2025	Bill Payment (Check)	7337	WORLD BOOK		Reconciled	-2,246.39
10/23/2025	Bill Payment (Check)	7337	WORLD BOOK			-2,246.39
24278						
10/23/2025	Bill Payment (Check)	7329	BACKSTAGE LIBRARY WORKS		Reconciled	-25.00
10/23/2025	Bill Payment (Check)	7329	BACKSTAGE LIBRARY WORKS			-25.00
24279						
10/23/2025	Bill Payment (Check)	7334	Megan Cassamas		Reconciled	-75.00
10/23/2025	Bill Payment (Check)	7334	Megan Cassamas			-75.00
24280						
10/23/2025	Bill Payment (Check)	7328	Anastasia Eichorn		Cleared	-150.00
10/23/2025	Bill Payment (Check)	7328	Anastasia Eichorn			-150.00
24281						
10/23/2025	Bill Payment (Check)	7330	Carly Riley		Reconciled	-75.00
10/23/2025	Bill Payment (Check)	7330	Carly Riley			-75.00
24312						
10/31/2025	Bill Payment (Check)	7338	Amazon Capital Services, Inc.		Cleared	-575.90
10/31/2025	Bill Payment (Check)	7338	Amazon Capital Services, Inc.			-575.90
24313						
10/31/2025	Bill Payment (Check)	7339	INGRAM LIBRARY SERVICES		Cleared	-1,073.83
10/31/2025	Bill Payment (Check)	7339	INGRAM LIBRARY SERVICES			-1,073.83

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24314						
10/31/2025	Bill Payment (Check)	7340	ADAM SAMTUR		Cleared	-275.00
10/31/2025	Bill Payment (Check)	7340	ADAM SAMTUR			-275.00
24315						
10/31/2025	Bill Payment (Check)	7341	MaryLee Sunseri		Uncleared	-150.00
10/31/2025	Bill Payment (Check)	7341	MaryLee Sunseri			-150.00
24316						
10/31/2025	Bill Payment (Check)	7342	BAKER & TAYLOR		Cleared	-347.38
10/31/2025	Bill Payment (Check)	7342	BAKER & TAYLOR			-347.38
24317						
10/31/2025	Bill Payment (Check)	7343	OVERDRIVE		Cleared	-920.73
10/31/2025	Bill Payment (Check)	7343	OVERDRIVE			-920.73
24318						
10/31/2025	Bill Payment (Check)	7344	KRIS ANGELIS		Cleared	-200.00
10/31/2025	Bill Payment (Check)	7344	KRIS ANGELIS			-200.00
24319						
10/31/2025	Bill Payment (Check)	7345	Megan Cassamas		Cleared	-75.00
10/31/2025	Bill Payment (Check)	7345	Megan Cassamas			-75.00
24320						
10/31/2025	Bill Payment (Check)	7346	Midwest Tape		Cleared	-188.68
10/31/2025	Bill Payment (Check)	7346	Midwest Tape			-188.68
24321						
10/31/2025	Bill Payment (Check)	7347	Carly Riley		Uncleared	-75.00
10/31/2025	Bill Payment (Check)	7347	Carly Riley			-75.00
24322						
10/31/2025	Bill Payment (Check)	7348	PLAYAWAY PRODUCTS LLC		Cleared	-88.48
10/31/2025	Bill Payment (Check)	7348	PLAYAWAY PRODUCTS LLC			-88.48
24383						
10/31/2025	Expense		STATE OF CALIFORNIA		Reconciled	-0.29
10/31/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		0.29



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

**December 3, 2025**  
**ORDERS OF BUSINESS**

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

**SUBMITTED  
BY:**

**SUBJECT:** Receive a progress report on the Harrison Memorial Library  
Restoration Project

**RECOMMENDATION:**

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

None



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

**December 3, 2025**  
**ORDERS OF BUSINESS**

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

**SUBMITTED  
BY:**

**SUBJECT:** Receive a report from the Carmel Public Library Foundation on recent activities

**RECOMMENDATION:**

**BACKGROUND / SUMMARY:**

**FISCAL IMPACT:**

**ATTACHMENTS:**

None



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

**December 3, 2025**  
**ORDERS OF BUSINESS**

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

**SUBMITTED BY:** Melinda Cervantes, Library and Community Activities Director

**SUBJECT:** Approve FY 2025-2026 Budget Adjustment to Increase Pacific Library Partnership Delivery Services for Resource Sharing with Pacific Grove and Monterey Public Libraries.

**RECOMMENDATION:**

Approve FY 2025-2026 Budget Adjustment to Increase Pacific Library Partnership (PLP) Delivery Services for Resource Sharing with Pacific Grove and Monterey Public Libraries

**BACKGROUND / SUMMARY:**

Since 2024, the cities of Monterey, Pacific Grove, and Carmel-by-the-Sea have been in discussion about sharing resources in anticipation of the closure of the Harrison Memorial Library for renovation. In addition to the recently approved Resource Sharing Agreement, delivery services between the three cities will increase from three days to five days each week, and library patrons will be able to place holds on items at all three libraries via a single search of the catalog.

An Agreement between the City of Carmel-by-the-Sea, the City of Monterey, and the City of Pacific Grove for public library resource sharing was unanimously approved by the Carmel Public Library Board of Trustees at their October 22, 2025, meeting.

As a member of the Pacific Library Partnership (PLP), the Carmel Public Library already receives delivery services three days each week. Increasing the weekly delivery services will allow library patrons to receive items placed on hold at either Harrison Memorial Library or the Park Branch Library more quickly and return them locally.

The delivery fees for the remainder of the Fiscal Year, January 1 through June 30, 2026, will total \$4,101.00. To cover the increase, staff recommends moving \$1562.00

from 33600 Alhambra and \$2539.00 from 34100 Staff Training/Conferences.

**FISCAL IMPACT:**

Budget Adjustment in the amount of \$4,101.00 for PLP delivery services for January 1 through June 30, 2026.

**ATTACHMENTS:**

None



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

**December 3, 2025**  
**ORDERS OF BUSINESS**

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

**SUBMITTED BY:** Leslie Fenton, Executive Assistant

**SUBJECT:** Adopt the 2026 Meeting Dates of the HML Board of Trustees

**RECOMMENDATION:**

Adopt a meeting calendar for 2026.

**BACKGROUND / SUMMARY:**

Each year, the Library Board of Trustees considers scheduling conflicts for regular meetings such as Car Week, Thanksgiving, and Christmas as they arise.

Staff is proposing the adoption of a 2026 meeting calendar in order to preempt the need for last-minute schedule changes and to provide Trustees and staff adequate notice of upcoming meetings throughout the year for planning purposes.

The proposed 2026 calendar (Attachment 1) includes the meeting dates, as well as agenda packet distribution dates. November and December remain challenges for scheduling because those meeting dates fall very close to the Thanksgiving and Christmas holidays, respectively, in 2026.

Staff is requesting further direction regarding setting meeting date(s) for November and December 2026.

**FISCAL IMPACT:**

There is no fiscal impact associated with this item.

**ATTACHMENTS:**

1. 2026 Meeting dates

# 2026 Calendar

January							February							March							April						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7	29	30	31	1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31	1	2	3	4	26	27	28	29	30	1	2

  

May							June							July							August						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6	28	29	30	1	2	3	4	26	27	28	29	30	31	1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	1	2	3	4	26	27	28	29	30	31	1	23	24	25	26	27	28	29
31	1	2	3	4	5	6															30	31	1	2	3	4	5

  

September							October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	1	2	3	1	2	3	4	5	6	7	29	30	1	2	3	4	5
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30	1	2	3	25	26	27	28	29	30	31	29	30	1	2	3	4	5	27	28	29	30	31	1	2

Thanksgiving Holiday

Christmas Holiday