



February 28, 2024

To: Carmel-by-the-Sea City Council

The Library is currently open Monday through Friday 10:00 a.m. to 6:00 p.m. at both the Harrison and Park Branch locations. The Harrison Memorial Library Board of Trustees recommends that the Council increase the total number of Full-Time Equivalents (FTEs) from the 12.5 approved in the FY 2023-2024 budget to 13.75 FTEs for FY 2024-2025 - an increase of 1.25 FTEs. The proposed 1.25 FTE increase would be in hourly part-time staff, who provide flexibility with scheduling and keep costs down for the City since the positions are unbenefited.

As the City has rebounded from the pandemic, cuts to staffing levels have slowly been restored to pre-pandemic levels. However, the Library has not yet been restored to pre-pandemic staffing levels, which has impacted the Library's ability to restore hours on Saturdays - a particular point of pain for the community. The increase in staff would allow the library to restore Saturday hours in both library buildings - with limited hours on Mondays going forward. Saturday hours are important to help provide equitable access to library services and programs, especially for those who work during the week.

In addition, the Board would like to recommend that the Council include the Park Branch Library Window Replacements and dry rot treatment project, and the Library Facilities Master Plan Phase II-V project in the FY 2024-2025 Capital Improvement Plan.

The Park Branch Library Window Replacements and dry rot treatment project ensures the maintenance of the facility by treating windows that have become unsealed or have cracks which need to be replaced. The average lifespan of double-paned windows is between 8-20 years and these windows are well over 30 years old. The loss of integrity in the seals contributes to loss of heat in the building during the colder months, which detracts from the City's efforts to be as carbon-neutral as possible with regards to energy usage. In addition, the front of the building (south-facing) is showing significant signs of dry rot around the windows, including peeling paint and pieces of framing detaching from the building.

The Library Facilities Master Plan Phase II-V project complements the Library's Strategic Plan objective to develop facility plans for the Harrison Memorial and Park Branch library buildings. Carmel Public Library Foundation will be embarking on a significant fundraising campaign to support proposed renovations to both library buildings. The Harrison Memorial Library is 96 years old and the Park Branch Library was last significantly remodeled 35 years ago. Phases I-IV will encompass community outreach, conceptual designs, through construction documents. Renovations to the facilities are intended to ensure that both library facilities are able to continue to serve the community well into the future.

The Library Board of Trustees thanks the Council for their consideration of these recommendations to ensure that Library services continue to meet the needs of our community and that our facilities continue to be well maintained.

Sincerely,

John Krisher, President
Susan Murphy, Vice-President
Mary Jo Williams, Treasurer
Phil Pardue
Marie-Clare Treseder Gorham