



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

**March 20, 2025
ORDERS OF BUSINESS**

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Brian Pierik, City Attorney
SUBJECT:	Discuss Draft Agreement with Carmel Public Library Foundation Regarding Harrison Memorial Library Centennial Restoration ("Project") and provide comments to City Council.

RECOMMENDATION:

Discuss Draft Agreement with Carmel Public Library Foundation Regarding Harrison Memorial Library Centennial Restoration ("Project") and provide comments to City Council.

BACKGROUND/SUMMARY:

I. HARRISON MEMORIAL LIBRARY

Library service in Carmel-by-the-Sea began in 1906, when the Carmel Free Library Association began lending books from a little redwood building. For a fee of one dollar per year, people could borrow any one of 500 books from the Association's "Reading Room" heated by a wood burning stove.

The Harrison Memorial Library building opened in 1928 and was built by local contractor M.J. Murphy with input from California architect Bernard Maybeck, and financed by a bequest from Ella Reid Harrison as a memorial to her husband, California Supreme Court Justice Ralph Chandler Harrison.

The Library has had two additions: one in 1949, followed by another expansion in the 1970's. In 1988, the Crocker Bank located on the corner of Mission Street and 6th Avenue, 3 blocks away from the Harrison Library was purchased by Mayor Clint Eastwood to serve as the Children's Library and Local History repository.

The Library is a City Department and as such adheres to all City policies and procedures. The Library is governed by the Harrison Memorial Library Board of Trustees, appointed by the City Council, who approve the annual operating budget, approve and enforce library specific policies, have oversight of both Library facilities.

The Library has three funding sources: (1) The City of Carmel-by-the-Sea which funds staff salaries and building maintenance for both library buildings; (2) The Friends of Harrison Memorial Library which formed in 1971 and raises funds to support operations; and (3) The Carmel Public Library Foundation which was established in 1990 and provides for the majority of the Library's operating budget and additional special projects from time to time.

II. CARMEL PUBLIC LIBRARY FOUNDATION

The Carmel-By-The-Sea Public Library Foundation ("Foundation") was established in 1989 with the mission to keep the library open, relevant and thriving and to ensure free library service in perpetuity by providing funding for books, materials, programs, equipment and services.

In 1992, the City recognized the Carmel Public Library Foundation as an official City Support Group which are defined in Policy C89-47 as "associations of individuals who have voluntarily joined together in a unit whose sole or primary purpose is to provide assistance – monetary, social, cultural or otherwise – but not political – to the City or one of its departments."

Over time, the Foundation, in collaboration with the City and the Harrison Memorial Library Board of Trustees, has played a significant role in nurturing a thriving public library. This partnership has been crucial in meeting the diverse informational, educational, and cultural needs of Carmel's residents.

Additionally, the Foundation has funded special projects such as the Gathering Place project which provided a free meeting space for the community for the first time in many years (Cost estimated at approximately \$400,000) and Park Branch lobby renovation project (Cost estimated at approximately \$40,000 with contributions from the Rotary Club).

The Foundation is currently proposing to fund the Harrison Memorial Library Centennial Restoration Project ("Project"). The Project is intended to provide seismic, accessibility, technology and systems upgrades for the Harrison Memorial Library. It is staff's

understanding that the estimated Project costs including Architect Services and Construction Costs will be in the range \$15 million to \$20 million. However, the City has not entered into a contract with the Architect or the Construction Contractor so the Project costs are not known at this time. The Architect will be requested to prepare an Engineer's estimate which will help inform the Construction Costs, but the bids the City receives for the Construction work could be less, or more, than the Engineer's estimate.

III. CITY COUNCIL ACTIONS

January 8, 2024: A Staff Report was presented to the Council with a proposed Resolution reaffirming the City's public-private partnership with the Carmel Public Library Foundation. At that meeting, the Council adopted Resolution No. 2024-02 A Resolution of the City Council of the City of Carmel-by-the-Sea Reaffirming the City's Public-Private Partnership with the Carmel Public Library Foundation (Attachment 1).

July 8, 2024: A Staff Report was presented to the Council to receive and review the Request for Proposal for Architectural Services for the Harrison-Memorial Library. The City Council approved a Motion for Library Director Wright to return in August with a list of the Library Master Plan RFP evaluators, amend the RFP specifically in the criteria section calling out the necessity of a library consultant for the Project, and an agreement between the City and the Foundation outlining the Project funding obligations for Council approval.

August 6, 2024: A Staff Report was presented to the Council to Review the Request for Proposals (RFP) for Architect Services for the renovation of the Harrison Memorial Library and the list for the Architect Selection Committee. The Council approved a Motion to release the RFP for Architect Services for the renovation of the Harrison Memorial Library; approve the list of 19 people on the Architect Selection Committee; that the Foundation will enter into an agreement with the City to secure funding for the Project once the architect is selected; and acknowledge that the Foundation has committed to funding \$250,000 towards the initial architectural services agreement.

August 8, 2024: Request for Proposals for Architectural Services For The Harrison Memorial Library Renovation Project (RFP) was issued by the City. The City received six Proposals in response to the RFP. The City has not entered into a contract with any of the Proposers who responded to the RFP pending the City and Foundation entering into an Agreement as directed by the City Council on July 8, 2024.

February 4, 2025: A Staff Report was presented to the Council for discussion of a Draft Agreement presented by the Foundation regarding the Project. At that meeting, the Council gave direction regarding proposed revisions to the Draft Agreement to be discussed with the Foundation.

IV. DRAFT AGREEMENT REGARDING HARRISON MEMORIAL LIBRARY CENTENNIAL RESTORATION PROJECT

Since the City Council meeting on February 4, 2025, as directed by the City Council, there have been discussions with the Foundation regarding revisions to the Draft Agreement.

Attached is a revised Draft Agreement with the Foundation (Attachment 2). This Draft Agreement with the Foundation includes provisions regarding contract administration, approval processes, funding for the services of the Architect, funding for the Construction Contractor and other terms.

This Draft Agreement addresses the issues that were present in the previous Draft Agreement that was presented to the Council at its meeting on February 4, 2025.

V. RECOMMENDATION

Discuss the proposed Draft Agreement between the City and the Foundation regarding the Project and provide comments to the City Council which can be conveyed by staff to the City Council for its meeting on April 1, 2025.

FISCAL IMPACT:

No direct fiscal impact for this action.

ATTACHMENTS:

[Attachment 1 - Council Resolution 2024-002 A Resolution of the City Council of the City of Carmel-by-the-Sea Reaffirming the City's Public-Private Partnership with the Carmel Public Library Foundation.](#)

[Attachment 2 - Draft Agreement with Carmel-by-the-Sea Public Library Foundation](#)