



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, March 26, 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/89439877475> Webinar ID: 894 3987 7475 Passcode: 947524 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 February 26, 2025, Regular Meeting and March 20, 2025 Special Meeting
2. Receive the Librarian's Report for February 2025
3. Receive the Treasurer's Report for February 2025 and approve the check register for February 2025
4. Receive a report from the Carmel Public Library Foundation on recent activities
5. Consideration of the dissolution of the Master Plan ad hoc committee
6. Receive a report from the Library Relocation Ad Hoc Committee
7. Consider options for FY 2025-2026 Budget and provide staff with direction
8. Receive Draft Strategic Plan for 2025-2027, discuss, and provide staff with direction
9. Review and reaffirm Library policies and provide staff with direction
10. Discuss Draft Agreement with Moore Rubel Yudell Regarding Harrison Memorial Library Centennial Restoration Project, if available, and provide comments to City Council.

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, February 26, 2025
9:00 AM

CALL TO ORDER AND ROLL CALL

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

PLEDGE OF ALLEGIANCE

Members of the public joined the Board in the Pledge of Allegiance.

Trustee Pardue moved to pull Items 7 and 8 under Orders of Business and continue to a date uncertain, seconded by Trustee Gorham and carried by the following roll call vote:

Public Appearances
Bob Delves

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

EXTRAORDINARY BUSINESS

Item A: Receive a Presentation from Robin Aeschliman on M. J. Murphy's role in the original design and construction of the Harrison Memorial Library

Public Appearances
Cindy Lloyd

PUBLIC APPEARANCES
None

ANNOUNCEMENTS

Item A: Announcements from the Trustees
Trustee Gorham announced that the Kid's Library has a lot of fun events going on and they are very well attended.

Item B: Announcements from the Library Director
None

ORDERS OF BUSINESS

Item 1: Approval of the Minutes for the January 22, 2025, Regular Meeting

Trustee Pardue moved to approve the Minutes for the January 22, 2025, Regular Meeting, seconded by Trustee Williams and carried by the following roll call vote:

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

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

Library & Community Activities Director Wright presented the report.

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

Treasurer Gorham presented the report.

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

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

Item 4: Receive the Monthly report out from Master Plan ad hoc committee and provide staff with direction

Library & Community Activities Director Wright presented the report.

Item 5: Receive a report from the Carmel Public Library Foundation on recent activities

Executive Director Alexandra Fallon presented the report.

Item 6: Authorization of the Carmel Public Library Foundation's use of the Harrison Memorial Library for the Donor Salute event Sunday, March 9, 2025 and the Sterling Circle event, Sunday, June 8, 2025 and recommendation that the City Council co-sponsor and approve the serving of alcohol for both events.

Trustee Pardue moved to authorize the Carmel Public Library Foundation's use of the Harrison Memorial Library for the Donor Salute event Sunday, March 9, 2025, and the Sterling Circle Event, Sunday, June 8, 2025, and recommend that the City Council co-sponsor and approve the serving of alcohol at both events, seconded by Trustee Williams and carried by the following roll call vote:

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

Item 7: Review the proposed contract between the City and the Carmel Public Library Foundation regarding the financing and administration of the Harrison Memorial Library Centennial Restoration project and make a recommendation to City Council.

Continued to a date uncertain.

Item 8: Review the proposed Professional Services Agreement for Architectural Services for the Harrison Memorial Library Centennial Restoration between the City and Moore Rubel Yudell and make a recommendation to Council.

Continued to a date uncertain.

FUTURE AGENDA ITEMS

- Disband Master Plan Ad-hoc Committee
- Policy Review
- Strategic Plan
- Draft Budget

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 10:03 a.m. The next Regular Meeting is scheduled for March 26, 2025.

Respectfully submitted,
 Leslie Fenton, Executive Assistant

Phil Pardue,
 President, Library Board of Trustees

Harrison Memorial Library Board of Trustees Meeting Minutes

SPECIAL MEETING
Thursday, March 20, 2025

9:00 AM

CALL TO ORDER AND ROLL CALL

PRESENT: Gorham, Krisher, Pardue, Williams
ABSENT: Murphy
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 Carmel Public Library Foundation Regarding Harrison Memorial Library Centennial Restoration ("Project") and provide comments to City Council.

City Attorney Brian Pierik presented the report.

Public Appearances
Chip Rerig, City Administrator
Alexandra Fallon

Trustee Pardue moved to forward the Draft Agreement with Carmel Public Library Foundation regarding Harrison Memorial Library Centennial Restoration ("Project") to the City Council, seconded by Trustee Gorham and carried by the following roll call vote:

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

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:17 a.m. The next Regular Meeting is scheduled for March 26, 2025.

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

February 28, 2025

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	4.67	1,758	2,163	14,448	13,804
Non-Fiction	-8.90	947	1,260	8,108	8,900
Magazines	35.40	72	61	524	387
Audio/Video	-3.99	884	991	8,141	8,479
ADULT CIRCULATION TOTAL:	-1.11	3,661	4,475	31,221	31,570
Juvenile Circulation:					
Fiction	4.49	1,910	2,127	18,726	17,921
Non-Fiction	13.89	489	703	5,199	4,565
Magazines	13.02	42	16	243	215
Audio/Video	8.09	151	150	1,256	1,162
JUVENILE CIRCULATION TOTAL:	6.54	2,592	2,996	25,424	23,863
CIRCULATION TOTAL:	2.19	6,253	7,471	56,645	55,433
ELECTRONIC CHECKOUTS:	75.14	10,853	12,225	90108	51,450
HOLD REQUESTS:	-11.19	783	990	6,833	7,694
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

February 28, 2025

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	9.25	1,517	1,715	12053	11032
Non-Residents:					
Monterey County	-22.02	4,413	5,540	41,013	52,593
Other Zip Codes	-8.19	323	364	3,769	4,105
NON-RESIDENT CIRCULATION TOTAL	-21.02	4,736	5,904	44,782	56,698
PATRON REGISTRATION:	Patron Data Base Purge 04/24				
Carmel by-the-Sea Residents	71.05	14	12	195	114
Monterey County Residents	-10.51	54	76	681	761
Other Borrowers	720.92	36	63	5,377	655
REGISTRATION TOTAL:	308.69	104	151	6,253	1,530
TOTAL # OF CARDHOLDERS:	32.52	16,426	16,324	16,426	12,395

Patron Visit Count					
HML Building	12.41	6,153	7,178	54,373	48,372
Park Branch Building					
Local History	-2.26	35	23	259	265
Youth Services Dept.	-2.67	3,923	5,528	36,396	37,393
PATRON VISIT TOTAL:	5.81	10,111	12,729	91,028	86,030

LIBRARIAN'S MONTHLY REPORT

February 28, 2025

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	19.40	645	983	8,480	7,102
Youth Services Desk	59.61	543	451	4,078	2,555
Local History Desk	39.20	70	115	625	449
TOTAL REFERENCE QUESTIONS:	30.45	1,258	1,549	13,183	10,106
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	-19.21	781	835	6,482	8,023
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	This YTD
Local History	-43.40	3	7	30	53
Park Branch	#DIV/0!	18	12	84	0
Harrison - Main	23.60	24	31	220	178
TOTALS:	44.59	45	50	334	231
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

February 28, 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)	10.00	7	4	33	30
TOTAL ATTENDANCE	36.15	238	188	1,288	946
SCHOOL AGE PROGRAMS (6-11 YRS)	-8.70	9	3	21	23
TOTAL ATTENDANCE	-42.84	182	46	599	1,048
TEEN PROGRAMS (12-18 YRS)	100.00	5	5	28	14
TOTAL ATTENDANCE:	164.18	40	36	177	67
ADULT PROGRAMS	38.10	5	5	29	21
TOTAL ATTENDANCE	64.63	378	439	2,267	1,377
OFFSITE PROGRAMS	50.00	1	1	9	6
TOTAL ATTENDANCE	55.09	196	231	1,188	766
LOCAL HISTORY PROGRAMS	500.00	0	2	12	2
TOTAL ATTENDANCE	8,093.75	0	371	1,311	16

Financial Statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
February 28, 2025

Table 1

Budget v Actuals FY 2024-2025					
July 2024 - Feb 2025					
		Total			
		Actual	Budget	Over Budget	
Income					
Total 2100 CARMEL LIBRARY FOUNDATION		\$183,159.48	\$244,000.00	-\$60,840.52	
		\$0.00	\$0.00	\$0.00	
28000 Uncategorized Revenue		\$0.00	\$0.00	\$0.00	
24000 Friends of HML		\$30,000.00	\$9,333.36	\$20,666.64	
23100 Interest Bradney		\$4,353.34	\$2,333.36	\$2,019.98	
23200 Interest - Other		\$39,193.83	\$20,000.00	\$19,193.83	
Total 23000 INTEREST INCOME		\$43,547.17	\$22,333.36	\$21,213.81	
25000 Library Operations		\$8,901.75	\$4,666.64	\$4,235.11	
TOTAL INCOME		\$265,708.40	\$280,333.36	-\$14,624.96	
Expenses					
30000 ADMINISTRATIO N					
Total 31000 Finance		\$7,628.27	\$6,716.72	\$911.55	
Total 32000 Library Promotions		\$3,282.42	\$5,366.72	-\$2,084.30	
Total 33000 Supplies		\$6,219.39	\$9,106.64	-\$2,887.25	
Total 34000 Organizational Development		\$13,571.52	\$11,533.36	\$2,038.16	

Table 1

Budget v Actuals FY 2023-2024					
Total 30000 ADMINISTRATIVE		\$30,701.60	\$32,723.44	-\$2,021.84	
40000 EQUIPMENT					
Total 40000 EQUIPMENT		\$14,659.34	\$21,466.72	-\$6,807.38	
50000 IT					
Total 50000 IT		\$2,574.44	\$2,866.64	-\$292.20	
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION		\$22,266.05	\$28,400.00	-\$6,133.95	
Total 62000 TEEN COLLECTION		\$4,667.23	\$6,333.36	-\$1,666.13	
Total 63000 KIDS COLLECTION		\$19,499.24	\$20,666.72	-\$1,167.48	
Total 64000 REFERENCE		\$3,207.12	\$3,400.00	-\$192.88	
Total 65000 ZIP BOOKS		\$11,030.17	\$12,666.64	-\$1,636.47	
Total 60000 HARD COPY MATERIAL		\$60,669.81	\$71,466.72	-\$10,796.91	
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES		\$33,492.19	\$38,306.64	-\$4,814.45	
70000 DATABASES					
Total 70000 DATABASES		\$7,308.48	\$7,553.44	-\$244.96	
72000 eMaterial					

Table 1

Budget v Actuals FY 2023-2024					
Total 72000 eMaterial		\$54,447.58	\$55,633.44	-\$1,185.86	
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS		\$8,493.44	\$12,000.08	-\$3,506.64	
Total 82000 TEEN PROGRAMS		\$3,129.77	\$6,333.36	-\$3,203.59	
Total 83000 KIDS PROGRAMS		\$20,235.63	\$23,000.08	-\$2,764.45	
Total 85000 LOCAL HISTORY PROGRAMS		\$10,724.29	\$15,000.00	-\$4,275.71	
Total 86000 SUMMER READING PROGRAM		\$0.00	\$0.00	\$0.00	
Total 80000 PROGRAMS		\$42,583.13	\$56,333.52	-\$13,750.39	
Total Expenses		\$246,436.57	\$286,350.56	-\$39,913.99	
Net Operating Income		\$19,271.83	-\$6,017.20	\$25,289.03	
Net income		\$19,271.83	-\$6,017.20	\$25,289.03	

Harrison Memorial Library

Balance Sheet

Attachment 1

As of February 28, 2025

		TOTAL
ASSETS		
Current Assets		
Bank Accounts		
10000 Wells Fargo Checking		196,945.26
12000 Petty Cash Main		260.00
13000 Petty Cash Park Branch		200.00
14000 LAIF		830,643.21
14100 LAIF - Operating Reserve		175,127.25
14200 LAIF - Equipment Replacement		100,000.00
14300 LAIF - Bradney		46,747.05
14400 LAIF - Evans Restricted Fund		123,000.00
Total 14000 LAIF		1,275,517.51
Total Bank Accounts		\$1,472,922.77
Total Current Assets		\$1,472,922.77
TOTAL ASSETS		\$1,472,922.77
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
11000 Accounts Payable		0.00
Total Accounts Payable		\$0.00
Total Current Liabilities		\$0.00
Total Liabilities		\$0.00
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		19,271.83
Total Equity		\$1,472,922.77
TOTAL LIABILITIES AND EQUITY		\$1,472,922.77

Check Detail Report
Harrison Memorial Library
February 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CATEGORY/PRODUCT/SERVICE CLEARED	CATEGORY/PRODUCT/SERVICE AMOUNT
10000 Wells Fargo Checking						
22966						
02/06/2025	Bill Payment (Check)	6963	Amazon Capital Services, Inc.		Reconciled	-\$557.65
02/06/2025	Bill Payment (Check)	6963	Amazon Capital Services, Inc.			-\$557.65
22967						
02/06/2025	Bill Payment (Check)	6964	BAKER & TAYLOR		Reconciled	-\$2,425.87
02/06/2025	Bill Payment (Check)	6964	BAKER & TAYLOR			-\$2,425.87
22968						
02/06/2025	Bill Payment (Check)	6965	BYWATER SOLUTIONS		Reconciled	-\$9,403.90
02/06/2025	Bill Payment (Check)	6965	BYWATER SOLUTIONS			-\$9,403.90
22969						
02/06/2025	Bill Payment (Check)	6966	INGRAM LIBRARY SERVICES		Reconciled	-\$104.14
02/06/2025	Bill Payment (Check)	6966	INGRAM LIBRARY SERVICES			-\$104.14
22970						
02/06/2025	Bill Payment (Check)	6967	John Paul Foster II		Cleared	-\$150.00
02/06/2025	Bill Payment (Check)	6967	John Paul Foster II			-\$150.00
22971						
02/06/2025	Bill Payment (Check)	6968	KANOPY		Reconciled	-\$2,348.00
02/06/2025	Bill Payment (Check)	6968	KANOPY			-\$2,348.00
22972						
02/06/2025	Bill Payment (Check)	6969	Midwest Tape		Reconciled	-\$118.83
02/06/2025	Bill Payment (Check)	6969	Midwest Tape			-\$118.83
22973						
02/06/2025	Bill Payment (Check)	6970	OVERDRIVE	Attachment 2	Reconciled	-\$57.38
02/06/2025	Bill Payment (Check)	6970	OVERDRIVE			-\$57.38
22974						
02/06/2025	Bill Payment (Check)	6971	ELIZABETH GARTON SCANLON		Reconciled	-\$4,369.96
02/06/2025	Bill Payment (Check)	6971	ELIZABETH GARTON SCANLON			-\$4,369.96
22975						
02/06/2025	Bill Payment (Check)	6972	Nick Williams		Reconciled	-\$400.00
02/06/2025	Bill Payment (Check)	6972	Nick Williams			-\$400.00
22976						
02/06/2025	Bill Payment (Check)	6973	GOLDEN GATE BOOKKEEPING		Reconciled	-\$750.00
02/06/2025	Bill Payment (Check)	6973	GOLDEN GATE BOOKKEEPING			-\$750.00
23001						
02/13/2025	Bill Payment (Check)	6974	Amazon Capital Services, Inc.		Reconciled	-\$984.99
02/13/2025	Bill Payment (Check)	6974	Amazon Capital Services, Inc.			-\$984.99
23002						
02/13/2025	Bill Payment (Check)	6975	Anthony Duncan		Cleared	-\$4,085.06
02/13/2025	Bill Payment (Check)	6975	Anthony Duncan			-\$4,085.06
23003						
02/13/2025	Bill Payment (Check)	6976	BAKER & TAYLOR		Reconciled	-\$1,690.45
02/13/2025	Bill Payment (Check)	6976	BAKER & TAYLOR			-\$1,690.45
23004						
02/13/2025	Bill Payment (Check)	6977	CENGAGE LEARNING INC/GALE		Reconciled	-\$24.25
02/13/2025	Bill Payment (Check)	6977	CENGAGE LEARNING INC/GALE			-\$24.25
23005						
02/13/2025	Bill Payment (Check)	6978	HANDLEY, BRENNEN		Reconciled	-\$250.00
02/13/2025	Bill Payment (Check)	6978	HANDLEY, BRENNEN			-\$250.00
23006						
02/13/2025	Bill Payment (Check)	6979	KAL-WEST		Reconciled	-\$200.00
02/13/2025	Bill Payment (Check)	6979	KAL-WEST			-\$200.00
23007						
02/13/2025	Bill Payment (Check)	6980	MaryLee Sunseri		Cleared	-\$300.00
02/13/2025	Bill Payment (Check)	6980	MaryLee Sunseri			-\$300.00
23008						
02/13/2025	Bill Payment (Check)	6981	Midwest Tape		Reconciled	-\$85.62
02/13/2025	Bill Payment (Check)	6981	Midwest Tape			-\$85.62
23009						
02/13/2025	Bill Payment (Check)	6982	OVERDRIVE		Reconciled	-\$2,413.86
02/13/2025	Bill Payment (Check)	6982	OVERDRIVE			-\$2,413.86
23010						
02/13/2025	Bill Payment (Check)	6983	SOCIETY OF AMERICAN ACHIVISTS		Cleared	-\$250.00
02/13/2025	Bill Payment (Check)	6983	SOCIETY OF AMERICAN ACHIVISTS			-\$250.00
23041						
02/20/2025	Bill Payment (Check)	6984	AASLH		Reconciled	-\$322.00
02/20/2025	Bill Payment (Check)	6984	AASLH			-\$322.00
23042						
02/20/2025	Bill Payment (Check)	6985	ALHAMBRA		Reconciled	-\$109.86
02/20/2025	Bill Payment (Check)	6985	ALHAMBRA			-\$109.86

Check Detail Report
Harrison Memorial Library
February 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CATEGORY/PRODUCT/SERVICE CLEARED	CATEGORY/PRODUCT/SERVICE AMOUNT
23043						
02/20/2025	Bill Payment (Check)	6986	Amazon Capital Services, Inc.		Reconciled	-\$503.11
02/20/2025	Bill Payment (Check)	6986	Amazon Capital Services, Inc.			-\$503.11
23044						
02/20/2025	Bill Payment (Check)	6987	BAKER & TAYLOR		Reconciled	-\$2,522.15
02/20/2025	Bill Payment (Check)	6987	BAKER & TAYLOR			-\$2,522.15
23045						
02/20/2025	Bill Payment (Check)	6988	INGRAM LIBRARY SERVICES		Reconciled	-\$95.43
02/20/2025	Bill Payment (Check)	6988	INGRAM LIBRARY SERVICES			-\$95.43
23046						
02/20/2025	Bill Payment (Check)	6989	INVENGO AMERICAN CORP.		Reconciled	-\$36.00
02/20/2025	Bill Payment (Check)	6989	INVENGO AMERICAN CORP.			-\$36.00
23047						
02/20/2025	Bill Payment (Check)	6990	John Paul Foster II		Reconciled	-\$450.00
02/20/2025	Bill Payment (Check)	6990	John Paul Foster II			-\$450.00
23048						
02/20/2025	Bill Payment (Check)	6991	Megan Cassamas	Attachment 2	Reconciled	-\$300.00
02/20/2025	Bill Payment (Check)	6991	Megan Cassamas			-\$300.00
23049						
02/20/2025	Bill Payment (Check)	6992	Midwest Tape		Reconciled	-\$63.52
02/20/2025	Bill Payment (Check)	6992	Midwest Tape			-\$63.52
23050						
02/20/2025	Bill Payment (Check)	6993	OVERDRIVE		Reconciled	-\$721.70
02/20/2025	Bill Payment (Check)	6993	OVERDRIVE			-\$721.70
23051						
02/20/2025	Bill Payment (Check)	6994	PACIFIC GROVE SELF STORAGE		Reconciled	-\$407.00
02/20/2025	Bill Payment (Check)	6994	PACIFIC GROVE SELF STORAGE			-\$407.00
23052						
02/20/2025	Bill Payment (Check)	6995	WELLS FARGO 2675		Reconciled	-\$1,019.35
02/20/2025	Bill Payment (Check)	6995	WELLS FARGO 2675			-\$1,019.35
23071						
02/27/2025	Bill Payment (Check)	6996	Amazon Capital Services, Inc.		Cleared	-\$495.75
02/27/2025	Bill Payment (Check)	6996	Amazon Capital Services, Inc.			-\$495.75
23072						
02/27/2025	Bill Payment (Check)	6997	BAKER & TAYLOR		Cleared	-\$568.98
02/27/2025	Bill Payment (Check)	6997	BAKER & TAYLOR			-\$568.98
23073						
02/27/2025	Bill Payment (Check)	6998	BRODART		Cleared	-\$18.09
02/27/2025	Bill Payment (Check)	6998	BRODART			-\$18.09
23074						
02/27/2025	Bill Payment (Check)	6999	INGRAM LIBRARY SERVICES		Cleared	-\$212.44
02/27/2025	Bill Payment (Check)	6999	INGRAM LIBRARY SERVICES			-\$212.44
23075						
02/27/2025	Bill Payment (Check)	7000	MaryLee Sunseri		Cleared	-\$150.00
02/27/2025	Bill Payment (Check)	7000	MaryLee Sunseri			-\$150.00
23076						
02/27/2025	Bill Payment (Check)	7001	Midwest Tape		Cleared	-\$38.55
02/27/2025	Bill Payment (Check)	7001	Midwest Tape			-\$38.55
23077						
02/27/2025	Bill Payment (Check)	7002	NORTHEAST DOCUMENT CONSERVATION CENTER		Cleared	-\$260.00
02/27/2025	Bill Payment (Check)	7002	NORTHEAST DOCUMENT CONSERVATION CENTER			-\$260.00
23078						
02/27/2025	Bill Payment (Check)	7003	OVERDRIVE		Cleared	-\$33.87

Check Detail Report
Harrison Memorial Library
February 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	LINE DESCRIPTION	CATEGORY/PRODUCT/SERVICE CLEARED	CATEGORY/PRODUCT/SERVICE AMOUNT
02/27/2025	Bill Payment (Check)	7003	OVERDRIVE			-\$33.87
23155						
02/28/2025	Expense		STATE OF CALIFORNIA		Reconciled	-\$0.41
02/28/2025	Expense		STATE OF CALIFORNIA	FEDERAL TAX WITHHELD		\$0.41

Attachment 2



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

March 26, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

SUBJECT: Consideration of the dissolution of the Master Plan ad hoc committee

RECOMMENDATION:

Dissolve of the Master Plan ad hoc committee

BACKGROUND/SUMMARY:

The Ad Hoc Committee for the Library Master Plan made up of President John Krisher and Trustee Phil Pardue has served to work with the Library Director on the Master Plan Project, as funded by the City Council and subsequent the Request for Proposals for Architectural services, participation in the Architect Selection Committee, and negotiations with the Carmel Public Library Foundation (CPLF) for the funding of the renovation of the Harrison Memorial Library.

At the special meeting held March 20 the Trustees recommended Council's approval of the agreement between the City and the CPLF for project funding, concluding the work of the Ad Hoc Committee. As such as discussed at previous Trustee meetings, staff recommends that the Trustees dissolve the Master Plan Ad Hoc Committee.

Once a contract is approved with an architect for design services, a new Ad Hoc Committee can be formed to work with the City Council members appointed to oversee this project to represent the Trustees. This Committee will be committed to ensuring that the following guiding principles are of the utmost consideration for the renovation project:

1. Well maintained facilities that meet the patrons needs
2. Maximize service hours
3. No negative impact to the workforce (Library Staff)
4. No extra cost to the City residents
5. Minimal disruption to services.

FISCAL IMPACT:

N/A

ATTACHMENTS:



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

March 26, 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, made-up of Vice President MaryJo Williams and Treasurer Marie-Clare Gorham, have identified a location that has great potential, but still continue to investigate other potential possibilities.

Further, the Ad Hoc Committee has identified budget items that will need to be cost out to support a move, regardless of location:

1. Potential needed improvements to the identified space to make it workable for the library including physical upgrades, IT, etc.
2. Shelving and furniture needs - 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.
3. Moving and storage of remaining existing library materials.

It is highly likely that 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.

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

March 26, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

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

RECOMMENDATION:

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

BACKGROUND/SUMMARY:

This report is intended to give the Trustees a high level understanding of the current budget landscape at the State and Federal level and the potential impacts to library services in Carmel, so that the Trustees can give direction to staff with regards to developing the FY 2025-2026 budget. Depending on this direction staff will return to the Trustees with further budget development at which time the Trustees may or may not need to make priority decisions about specific programs and services. Further this report will hopefully provide the Trustees with a snapshot of the larger challenges facing libraries state and nationwide.

FISCAL IMPACT:

With the new presidential administration there have been many cuts or threats of cuts throughout the Federal government. While the Federal government seems far removed from our small town and the Carmel Public Libraries - libraries, including ours, benefit each year from funds from the Pacific Library Partnership, which receives funds from the State Library, which in turn receives Federal funding.

At this point in time there is much uncertainty over potential cuts to two sources of Federal funding for libraries that could and may likely impact our services:

1. Institute for Museum and Library Services (IMLS): A federal agency that administers discretionary federal programs and receives its funding through the annual appropriations process. It is one of several independent agencies whose spending limits each year are established in the Labor, Health and Human Services, Education, and Related Agencies Appropriations Act.
2. California State Library: State Library Oversees Both State Activities and Local Assistance Programs. Located in Sacramento, the State Library serves as the central library for state government. The State Library collects, preserves, and publicizes state literature and historical items. In addition, the State Library passes through state and federal funds to local libraries for specified purposes and provides related oversight and technical assistance. These local assistance programs fund literacy initiatives,

internet services, and resources sharing, among other activities. Around 95 percent of local library funding comes from local governments and the remaining 5 percent comes from the state and federal governments.

3. Universal Service Administrative Co.(USAC): Administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC) including the E-rate program that provides a discount for internet services for public libraries and schools. Imperial County Office of Education is the broadband aggregator on behalf of the State Library for libraries and schools, issues, invoices, and applies for E-Rate.

IMLS AND CALIFORNIA STATE LIBRARY FUNDING

Approximately 70 percent of the State Library's ongoing budget is supported by the state General Fund. Nearly 25 percent comes from federal funds, from agencies like IMLS with the remainder coming from special funds and reimbursements. Due to projected deficits in the State's budget over the last three fiscal years the State Library budget has been a rollercoaster going from \$626 million in FY 2022-2023 to \$228.9 million for 2024-2025. Those cuts to the State's General Fund impacted programs like Lunch at the Library, Parks Pass Program and Dolly Parton Imagination Library, and grants for aging infrastructure for both broadband and building upgrades.

Carmel Library did need to reduce services funded by the State in either FY 2023-2024 or in FY 2024-2025. However, this was because the cut to the Parks Pass Program was delayed to December 31, 2025 and because the Pacific Library Partnership used reserve funds to offset the cuts to the California Library Services Act that subsidized Flipster costs.

With the cuts to the State budget above, and as of the writing of this staff report the elimination of IMLS and its funding altogether, the State Library will lose \$16 million of the remaining budget (Attachment 1), Carmel staff and patrons will be affected by the reduction/elimination of the following services:

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

In the case of Flipster and the Parks Pass program, the Library does have the option to continue to fund those programs independently bearing the full annual financial cost for each approximately \$5,000 for Flipster and \$7,500 for the Parks Pass Program (to maintain the 39 passes available for circulation).

Items 3-6 are a little less certain at this in terms of potential fiscal impact. New York Times articles can be accessed through other databases that the library could subscribe to, but the formatting would be completely different - more akin to scholarly articles and additional funds could be added to the training budget to offset the loss of access to CALL Academy. Northern California Digital Library consortium to which Carmel belongs purchases ebooks on behalf of the consortium (in addition to the books Carmel purchases individually) and it is unclear if this will be eliminated reducing access to digital materials in both Libby and through The Palaces Project.

E-RATE

In 2014 the Library began the process of connecting the library to the California Research & Education

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

Initially, the Library budgeted the full-cost of internet and the rebates budgeted as additional library income. In FY 2018-2019 the Library was offered the option to directly apply the rebate to the balance rather than receive a rebate check, which staff did. However, as seen with this FY there have been some delays with the E-rate disbursement. Further USAC is involved with several lawsuits at the Federal level and it is likely that there will be cuts or the elimination of E-Rate which means that the Library will bear the fully burdened cost of internet service going forward of approximately \$7,500-8,000 annually.

INTEREST INCOME

While interest income for FY 2023-2024 and 2024-2025 has been higher than anticipated, the current political climate and its effects on the financial realm make predictions even more challenging than in past years. Pre-pandemic, staff and the Trustees were incredibly conservative with interest income estimates as a source of supplemental income for the budget, especially coming out of the mid-2000s recession. This began to shift in FY 2019-2020 when interest rates increased and staff and the Trustees moved to more accurately account for interest income as a source of revenue.

FISCAL YEAR	INTEREST INCOME ACTUAL	INTEREST INCOME BUDGETED
2019-2020	\$26,867	\$4,000
2020-2021	\$9,899	\$8,000
2021-2022	\$3,311	\$10,850
2022-2023	\$20,658	\$2,900
2023-2024	\$45,795	\$22,900
2024-2025	\$43,547 (YTD)	\$33,500

OPTIONS

Understanding the challenges facing the greater library and financial landscape, staff are looking to the Trustees for their direction with regards to the FY 2025-2026 budget. With all of the uncertainty staff began working earlier this year on different budget scenarios for FY 2025-2026, as follows:

1. Returning to conservative estimates for interest income resulting in some belt tightening in certain areas of the budget, and anticipating some potential new expenses as identified above.
2. Status quo budget with interest income estimated at a similar rate, absorbing new expenses with some reduction in new equipment purchases and other areas of the budget.
3. No reductions and an increase to the overall income based on interest income YTD for this FY.

If the Trustees opt for Option 1 or Option 2 staff recommends that further discussion should be had as part of subsequent budget discussions with regards to the transfer of unanticipated interest income back into

reserves.

ATTACHMENTS:

Attachment 1 - CA State Library IMLS Funding

Attachment 2 - CSLA funding request

Save Federal Funding to California Libraries

Library Investment in California

Federal funding for libraries is guaranteed each year by Congress and authorized under law. In 2023-2024, California received **\$15.9 million in Library Services and Technology Act (LSTA) funding** from the Institute of Museum and Library Services, or **40 cents per Californian**. Federal funds support veterans, allow for group purchasing of materials, and improve literacy for job seekers. LSTA funding **fills gaps in library budgets and frees local funding** to meet local needs. Federal Communications Commission reimbursements - approximately \$10.8 million in 2023-2024 - **make broadband affordable for libraries and schools**.

500K+ literacy learners and their families

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



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

– Adult Learner,
Lincoln Public Library

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

– Adult Learner,
Riverside County Library System

43K+ Veteran one-on-one appointments

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



4,000+ annual job fair and workshop attendees

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



**150K
eBooks
available
for all
Californians**

Group purchasing frees up local library budgets.

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



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

– Public library worker

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

Grants to local libraries meet local needs.

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



**574K+
materials
checked out
annually**

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

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



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

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



Pacific Library Partnership

CALIFORNIA LIBRARY SERVICES ACT – 6120-211-0001

\$1.8 million increase requested (ongoing appropriation)

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

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

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

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

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

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

Pacific Library Partnership

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

The highest uses of CLSA funds statewide include:

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

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

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

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

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

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

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

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



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

March 26, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

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

RECOMMENDATION:

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

BACKGROUND/SUMMARY:

METHODOLOGY

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

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

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

While this work was happening staff also put up interactive displays in both library buildings asking our patrons what needed improvement and what other programs/services the Library could be providing and the responses were wide-ranging. These responses were compiled and appear in the Draft Strategic Plan on the last page (Attachment 2).

As the Committee worked it acknowledged and discussed two major factors that impact the completion of

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

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

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

MISSION STATEMENT

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

PROPOSED STRATEGIC PLAN

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

- Goal 1. Be a center for learning, enjoyment, community connection and support.
 - Strategy 1.1 Provide interesting and informative programs for all ages
 - Strategy 1.2 Broaden community impact by identifying community members' unique needs to shape Library services and exploring unmet needs in the community
 - Strategy 1.3 Develop outreach programs to underserved communities
 - Strategy 1.4 Share the library's story through outreach in the community
- Goal 2. Innovate to support equitable and inclusive access
 - Strategy 2.1 Improve and enhance the Library buildings to ensure they are best designed for use, and are welcoming and vibrant
 - Strategy 2.2 Improve cohesion between the library buildings and their surrounding gardens/green spaces - that are by their nature extensions of the library
 - Strategy 2.3 Align the days of hours and service with community needs
 - Strategy 2.4 Invest in adaptive technologies based on patron needs
- Goal 3. Maintain operational excellence
 - Strategy 3.1 Optimize public resources
 - Strategy 3.2 Staff feel empowered to provide exceptional services
- Goal 4. Improve the Library's environmental sustainability and resilience to climate change

- Strategy 4.1 Improve environmental sustainability of Library operations
- Strategy 4.2 Increase Library's resilience to climate change and other emergencies
- Strategy 4.3 Provide the community with resources and programs on environmental sustainability and climate resilience
- Strategy 4.4 Support the community in increasing its climate resilience

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

NEXT STEPS

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

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

FISCAL IMPACT:

N/A

ATTACHMENTS:

Attachment 1 - Strategic Plan



STRATEGIC PLAN 2025-2027

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

MISSION

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



INTRODUCTION

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

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

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

CARMEL PUBLIC LIBRARIES AT A GLANCE

SUPPORT & FUNDING

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

BOARD OF TRUSTEES

Oversight of buildings, budget, & policies



FRIENDS OF THE LIBRARY

Raises funds to support operations

CITY OF CARMEL

Funds staff salaries and building maintenance

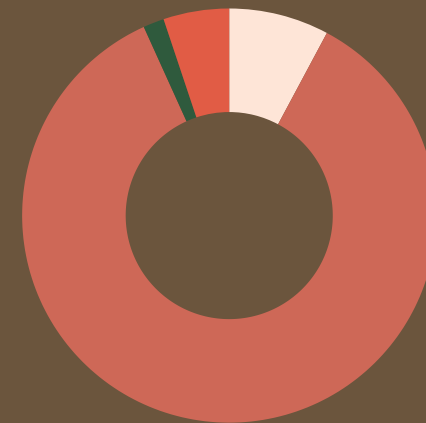
CARMEL PUBLIC LIBRARY FOUNDATION

Raises funds to support operations

BUDGET

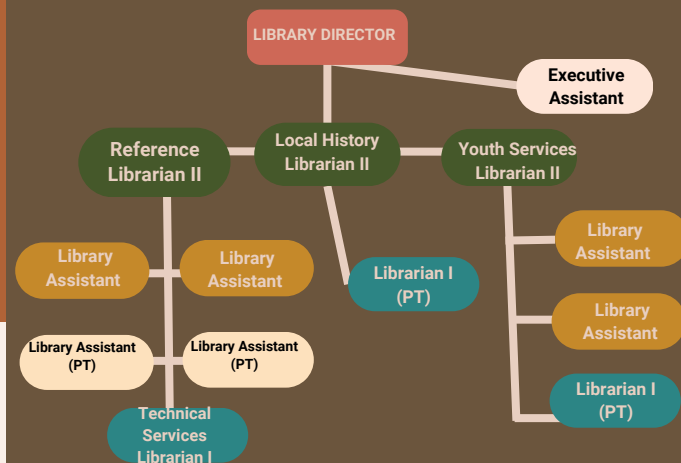
FY 2024/25 Total Income \$428,500

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

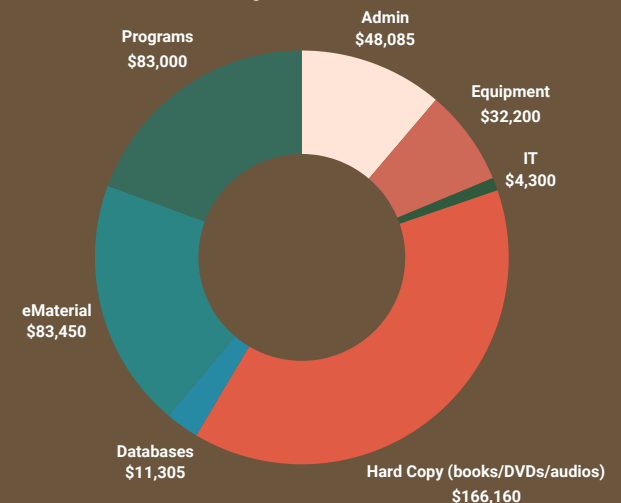


In addition to the generous contributions from library supporters, the City of Carmel funds library staff salaries. For FY 2024/25 the City approved 13.75 FTEs in the amount of \$1,545, 431

LIBRARY ORGANIZATION CHART



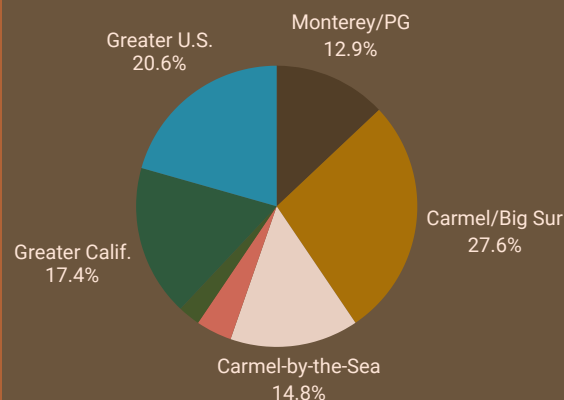
FY 2024/25 Total Expenditures \$428,500



CARMEL PUBLIC LIBRARIES AT A GLANCE

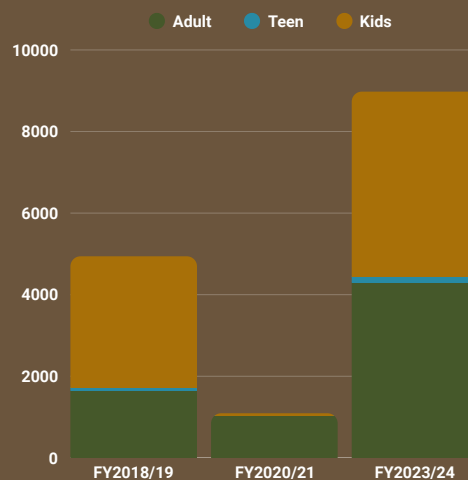
PATRONS

14,191 Total Cardholders (2024)



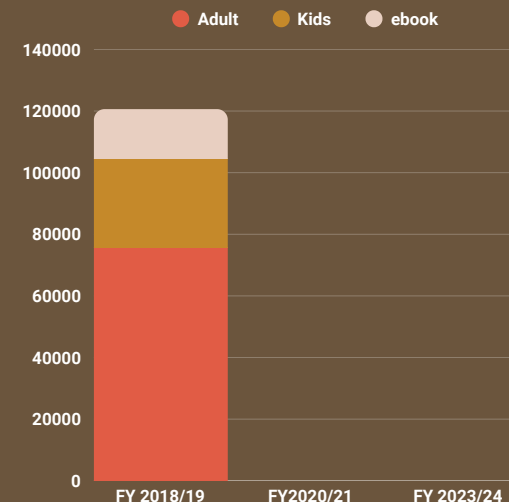
Carmel has an interesting make-up of users - the majority of whom are local. Many second homeowners from all over the world use our library while they are staying at their second home in town. The pandemic also saw an increase in online cards.

PROGRAM ATTENDANCE



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

CHECK-OUTS



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

LIBRARY VISITS

FY 2018/19 114,059

FY 2020/21 0

FY 2023/24 134,067



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

VOLUNTEERS

Volunteers help with shelving and special projects in Local History or the kids department.

FY 2018/19 964 hours

FY 2020/21 0 hours

FY 2023/24 352 hours



HARRISON MEMORIAL LIBRARY

HISTORY

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

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

In 1928, the new Harrison Memorial Library, built by M. J. Murphy with input from architect Bernard Maybeck, was completed.

The new library was soon pressed for space, and in 1949 the building was expanded all the way back to Sixth Avenue. In the decades following the expansion, the building saw minor renovations and updates, including changes to the staff offices and the garden.

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

SERVICES

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

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

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



PARK BRANCH - KIDS' DEPARTMENT

HISTORY

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

After major renovations, the new library opened in spring of 1989, with a large Kids Department, new staff offices and a dedicated Local History Department.

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

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

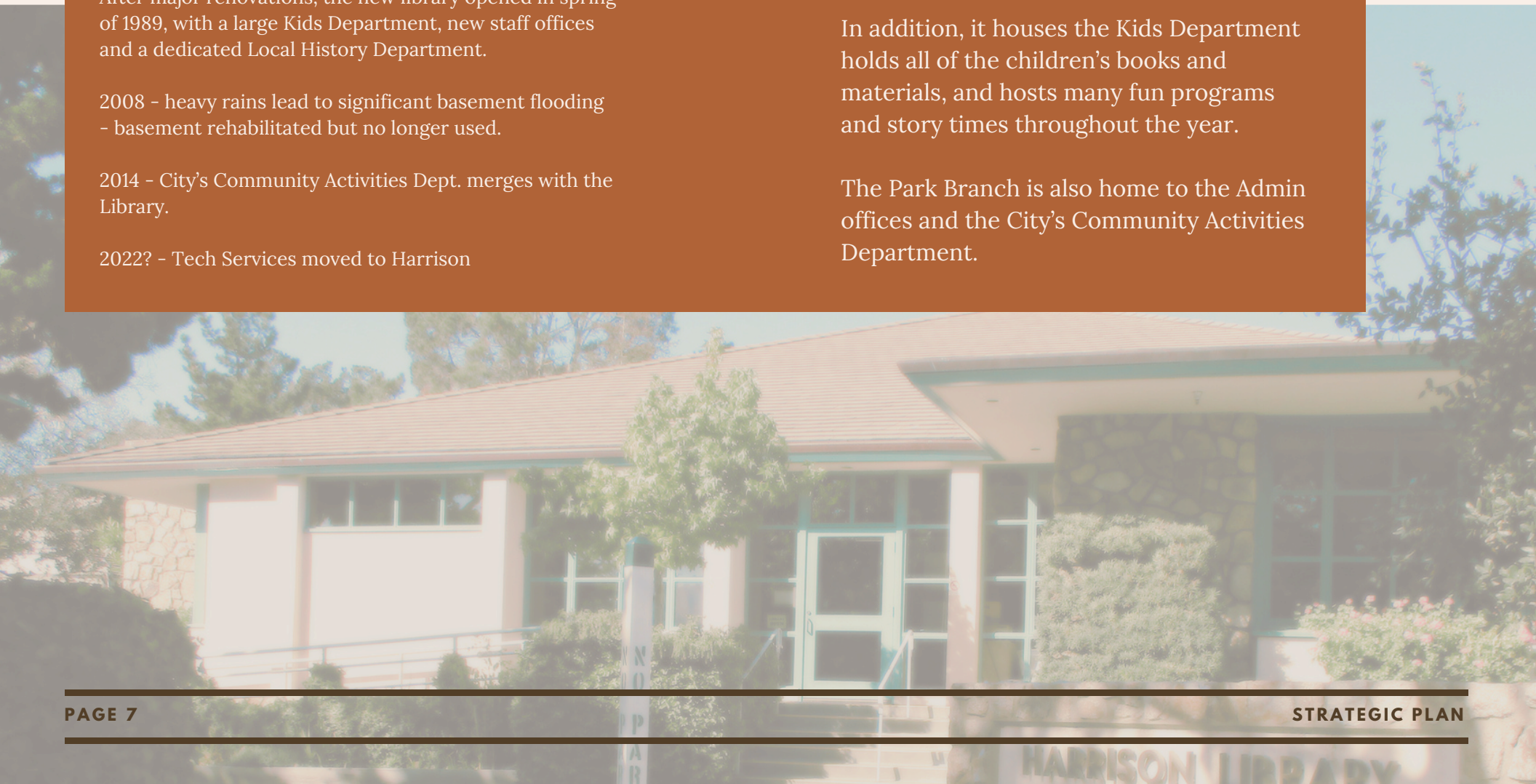
2022? - Tech Services moved to Harrison

SERVICES

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

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

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



PARK BRANCH - LOCAL HISTORY DEPARTMENT

HISTORY

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

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

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

SERVICES

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

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

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

STRATEGIC DIRECTION AND GOALS

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

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

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

Goal 2. Innovate to support equitable and inclusive access

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

STRATEGIC DIRECTION AND GOALS

Goal 3. Maintain operational excellence

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

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

- Strategy 4.1 Improve environmental sustainability of Library operations
- Strategy 4.2 Increase Library's 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

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, 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) Objective 1.2.3 Conduct surveys to help inform policy/procedure changes biannually (Ongoing)

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION		ACTIONABLE OBJECTIVES
GOAL 1 ♥ Be a center for learning, enjoyment, community connection and support.	Strategy 1.3 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)
	Strategy 1.4 Share the library's story through outreach in the community	Objective 1.4.1 Re-brand the library so that it is clear who we are, where we are, and what we do (2025) Objective 1.4.2 Develop a plan and strategy for marketing and communication of library services including, but not limited to social media, website, utilizing ads/columns in the Carmel Pine Cone, etc. (2026) Objective 1.4.3 Conduct outreach to community leaders to ensure understanding of the value of the Library and the importance of continued investment and support of Library services (Ongoing) Objective 1.4.4 Work with local realtors to distribute a welcome packet/brochure/bookmark for new community members (2027) Objective 1.4.5 Encourage community advocacy for the library (Ongoing)

IMPLEMENTATION PLAN

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

IMPLEMENTATION PLAN

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

IMPLEMENTATION PLAN

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

IMPLEMENTATION PLAN

GOALS AND STRATEGIC DIRECTION		ACTIONABLE OBJECTIVES
GOAL 4 ♥ Improve the Library's environmental sustainability and resilience to climate change	<u>Strategy 4.1</u> Improve environmental sustainability of Library operations	Objective 4.1.1 Investigate ways to reduce waste in library operations (paper, single-use plastics, Bring Your Water Bottle to the Library, Craft Supply Exchange, etc.) (2025-2026) Objective 4.1.2 Look for opportunities to switch to local/sustainable/Certified B/etc. companies and vendors when possible (2025-2026) Objective 4.1.2 Work with Public Works to identify opportunities to reduce energy consumption in library buildings by strategizing lighting upgrades, window replacements as needed (Ongoing)
	<u>Strategy 4.2</u> Increase Library's resilience to climate change and other 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 to climate change	<u>Strategy 4.3</u> Provide the community with resources and programs on environmental sustainability and climate resilience	Objective 4.3.1 Regularly host sustainability and climate 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 Library's resilience to climate change and other 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 Strategic Plan Committee, Library Board Trustees MaryJo Williams and Marie-Clare Gorham, Library staff Jeanette Campbell, Renee Martine, and Katie O'Connell, and community member Analis Bahn (CUSD), Kim Stemler (Carmel Foundation, Missy Jensen, and Sherry Williams, as well as the Trustees, City Council, and community for their continued care, feedback, and support.



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

March 26, 2025
ORDERS OF BUSINESS

TO: Harrison Memorial Library Board of Trustees

SUBMITTED BY: Ashlee Wright, Library and Community Activities Director

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

RECOMMENDATION:

Review and reaffirm Library policies and provide staff with direction

BACKGROUND/SUMMARY:

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

Policies under review are the following:

1. Fine Free Policy
2. Donation of Books and Other Materials Policy
3. Cash Handling Policy
- 4 Library Finance Policy

FINE-FREE POLICY

The Library's 2017-2020 Strategic Plan aimed to enhance user experience by making services more accessible. As part of this effort, in Spring 2019 the Board reviewed policies and a newly proposed Fine-Free Policy. At the May 2019 meeting the Trustees voted to eliminate overdue fines and processing fees for replacement materials, which took effect in July 2019. The decision was driven by benefits such as improved staff efficiency, reduced stress from fine collection, better patron relationships, and research suggesting that fines are not an effective incentive for returning materials and create barriers to access. Since adoption the Library has seen only minimal financial impact, as fines only accounted for 3.4% of revenue in 2019. Further there have been no adverse impacts to hold wait times, as a result of people not returning materials on time without the threat of fines. Staff recommend a minor update to the policy with regards to Inter-library loans, a service that the Library no longer offers:

DONATION OF BOOKS AND OTHER MATERIALS POLICY

Due to space constraints book donations are directed to the Friends of the Harrison Memorial Library. Staff propose additional language to clarify donations to the Local History Department. No other changes are recommended.

CASH HANDLING POLICY

In 2022 the Trustees amended the Cash Handling Policy to include language regarding underspending as follows:

Prior to the close of the fiscal year, June 30, if it is anticipated that the library will have unexpended funds of \$5,000 or more the Library Director shall notify the Executive Director of the Carmel Public Library Foundation of that amount and request that the Executive Director reduce the 4th quarter distribution by the amount that is anticipated to be unexpended at the close of the fiscal year.

This change was intended to ensure that unexpended funds were earning the maximum amount of interest and the Carmel Public Library Foundation has more flexibility than the Trustees with regards to investments and interest rates. However, a couple of factors are prompting staff to recommend that this be removed from the policy:

1. Over the last two years the Library has consistently had unexpended funds less than \$5,000
2. The timing of the disbursement checks and End-of-Year makes this challenging to actually execute

Staff recommends that this language be excised from the policy and that any unexpended funds be transferred to LAIF - which is already language currently included in the Policy.

LIBRARY FINANCE POLICY

The Library Finance Policy was last reviewed in 2023 which coincided with updates that were being made to the Municipal Code Chapter 3.12 Purchasing System. These updates largely impacted the Purchasing section of the Library policy and the appropriate minor updates have been included in that section for review.

In addition, staff is proposing the same amendment as proposed in the Cash Handling Policy with regards to investments, as the same language appears in the Finance Policy.

FISCAL IMPACT:

ATTACHMENTS:

- Attachment 1 - Fine Free Policy
- Attachment 2 - Donation of Books Policy
- Attachment 3 - Library Policy for Cash Handling
- Attachment 4 - Library Finance Policy

Fine Free Policy

Introduction

The library's goal is to make sure our patrons can enjoy all the books and services the library has to offer. Overdue fines can prevent some patrons, especially children, from checking out books and other materials from the library. The library wants to unblock accounts, encourage patrons to bring items back, and reduce barriers to access.

Notifications

Patrons are still responsible for returning items on time as a courtesy to other patrons. In order to help patrons return materials on time the library will send notices to patrons regarding check-out materials including upcoming due dates, overdue notifications, and bills for never-returned items.

Borrowing Privileges

Library cardholders may check out items for up to 21 days (3 weeks) and have the opportunity to renew each item up to two times. ~~Certain items are not eligible for renewal, including some items borrowed through Inter Library Loan and items with outstanding holds requests from other patrons.~~ Items with outstanding holds requests from other patrons are not eligible for renewal. Any materials not returned or renewed by the end of their borrowing period are considered overdue.

After 35 days overdue, the privilege of borrowing further physical materials (books, DVDs, audiobooks, playaways) will be suspended. In addition overdue item(s) will be considered lost and the patron will be billed the replacement cost. If the item(s) are returned undamaged, all related fees shall be removed from the account and borrowing privileges will be reinstated. If the item is not returned or is returned damaged the patron will be responsible for the monetary cost for the item.

Charges for never-returned or damaged items will be calculated at list price.

Should it become necessary staff may place limits on the number of items that can be checked out per patron.

Exclusions

This policy does not apply to fees for library services and products such as replacement library cards, copying, printing, or replacement costs for lost or damaged materials.

Library Policy for the Donation Of Books And Other

Materials

Attachment 2

Donations of books and other materials benefit the library and are greatly appreciated. The Friends of the Harrison Memorial Library (FOHML) accepts donations of books and materials in good condition on behalf of the Harrison Memorial Library. Books and materials donated to the FOHML are sold to generate funds for Library programming and for the purchase of new library materials.

- The FOHML accept the following types of books and media in good condition:
- Fiction and non-fiction of all types
- Collectibles - first editions, signed, rare and antiquarian books
- Picture books for infants and toddlers
- Books for children and young adults
- DVDs and CDs (music and audiobooks)

The FOHML cannot accept the following materials, or materials in poor condition (please recycle or dispose of):

- Vinyl records, music cassettes, VHS tapes or computer software
- Magazines or maps or yearbooks
- Reader's Digest Condensed Books
- Encyclopedias, textbooks or computer manuals older than 3 years
- Damaged, dirty, smelly or stained items
- Materials with excessive notes or highlighting
- Scratched or worn media

Materials donated to the FOHML must be unconditional and are non-returnable. The FOHML accept donations of materials at the Friends Book Room at Sunset Center (San Carlos and 10th).

Donations may not be placed in the Library book drops or left unattended on Library property. However, from time to time donations are made directly to the library by those unaware of this policy. Because of limitations of space, the library reserves the right to accept or discard, at its discretion, any materials donated directly to the Library.

Donations to the Local History Department are exempt from this policy and are considered on a case-by-case basis by the Local History Librarian in accordance with the Henry Meade Williams Local History Department Collection Development Policy.

(Adopted by the Harrison Memorial Library Board of Trustees March 2018)

Library Policy for Cash Handling and Receipting Money

Petty Cash and Receipts Of Money

The handling, recording and processing of petty cash, the receipt of money and the handling of cash for change at the Library conforms to City of Carmel-by-the-Sea Policy No. C89-26.

Authorized Personnel

The Library Director will designate staff authorized to handle, receipt or deposit money and provide current information, including name and position of authorized personnel, to the Administrative Services department as changes occur or at the start of each fiscal year.

Handling Of Cash And Checks

Only authorized staff members shall handle, receipt or deposit money. The Library will maintain a cash drawer at the circulation desk in the Main Library building and in the Park Branch to collect library operations revenue. Each cash drawer shall be locked in the fireproof safe unit in the Main Library and Park Branch at the end of the business day. At no time shall money be left unattended by personnel authorized to handle library cash receipts.

Security

The library shall maintain a fireproof safe in each building. Each library facility shall have a security alarm system.

Receipts and Deposit Transfers

The cash drawer receipts at both the Main Library building and the Park Branch shall be reconciled by the authorized personnel on Monday mornings and returned to the starting cash balance of \$100 for Main Library and \$50 for Park Branch. Cash and receipts in excess of starting cash will be transported to the Park Branch administrative office. Authorized personnel shall deposit library revenues to the library bank of record (Wells Fargo) every week on Monday. No personal checks are to be cashed or personal change made.

Return of Funds

Circulation desk staff are authorized to refund money collected for lost library materials, if the materials are subsequently found and returned to the library.

Ratification by Library Board of Trustees

The Library Board shall ratify a monthly financial statement prepared by an independent CPA firm, including a register of the month's payments, at their regular meeting.

Investment of Funds

Library reserve funds shall be invested in the California State Local Agency Investment Fund (LAIF), as approved by the Harrison Memorial Library Board of Trustees October 31, 1986. Authorized personnel shall transfer funds between the LAIF account and library Bank of Record checking accounts to fund library operations.

After the close of each fiscal year, unexpended funds from the operating budget shall be transferred to LAIF. ~~Prior to the close of the fiscal year, June 30, if it is anticipated that the library will have unexpended funds of \$5,000 or more the Library Director shall notify the Executive Director of the Carmel Public Library Foundation of that amount and request that the Executive Director reduce the 4th quarter distribution by the amount that is anticipated to be unexpended at the close of the fiscal year.~~

Procedure: Circulation Cash Drawer Funds

The Main Library building circulation desk cash drawer fund shall be \$100; the Park Branch Circulation desk cash drawer fund shall be \$50.

These funds are maintained for processing cash library transactions, including the following:

- 1) making change for payment for lost materials
- 2) issuing refunds for materials which are found and returned
- 3) funding petty cash transactions of \$20 or less for the purchase of newspapers which are not delivered, postage stamps, storytime craft supplies, or other small miscellaneous operating expenses.

These Funds Should be Handled as Follows:

1. The funds are kept in a cash drawer at the circulation desk in each building where materials are checked out. A staff person is always at the circulation station during business hours.
2. Monies are handled by authorized personnel only.
3. The cash is reconciled on Friday at both the Main Library Building and at Park Branch. The procedure is a two person check. Cash deposits are made weekly on Monday.
4. Funds will be subject to audit, at which time the established balance will be verified through cash and receipts.
5. No personal checks are to be cashed or personal change made.

The policies are maintained by employer, department, City and audit security.

(Approved by the Harrison Memorial Library Board of Trustees August 28, 2002) Revised October 26, 2022.

Library Finance Policy

The purpose of the Harrison Memorial Library's Finance Policy is to provide a framework for the Harrison Memorial Library Board of Trustees and staff for the fiscal operations of the Library, to assure sound fiscal management, and to outline responsibilities for management of the Library's funds. The Trustees and the staff understand it has an obligation to adhere to all California statutes and state-mandated accounting practices.

The Library is supported by the City of Carmel-by-the-Sea, the Carmel Public Library Foundation, and the Harrison Memorial Friends of the Library. The City of Carmel-by-the-Sea funds library staffing and other services in accordance with the Memorandum of Agreement between the City and the Board-Trustees. The Carmel Public Library Foundation and the Harrison Memorial Friends of the Library work to raise funds for 100% of the Library's operating budget including books, materials, programs, equipment, and services.

RATIFICATION BY THE LIBRARY BOARD OF TRUSTEES

The Trustees have financial oversight of the Library's operating budget. The Trustees shall ratify a monthly financial statement prepared by an independent CPA firm, including a register of the month's payments, at their regular meeting.

BUDGET AND REPORTING

Per the Trustee's' by-laws the Library has a Trustee-approved written budget. This budget is developed annually as a cooperative process between the Library Director and additional staff members with responsibility for budgetary elements, the Board Treasurer, and the Carmel Public Library Foundation.

On a monthly basis, the Library Director presents written reports on library operations to the Board of Trustees. These reports include such areas as finance, library usage, collection development, and programming in addition to any other relevant and pertinent information.

The Library maintains adequate records of library operations in a manner easily understood by the public as well as the Trustees and Library Director. This record of library operations is presented at each Trustee monthly meeting and clearly indicates the financial position of the library. In addition to the general financial position of the library, this record clearly indicates the current position of each budgetary line item including budgeted amount, receipts, monthly and year-to-date expenditures, and remaining budget.

AUTHORIZED PERSONNEL

The Library Director will designate staff authorized to handle, receipt or deposit money and provide current information, including name and position of authorized personnel, to the Administrative Services department as changes occur or at the start of each fiscal year.

PURCHASING

Purchases of the Library are governed by the City of Carmel-by-the-Sea Municipal Code Chapter 3.12. It is the policy of the Trustees, in addition to any statutory requirements, use the most responsible business practices in its purchases.

Purchases Up To \$5,000

- Purchases valued up to \$5,000 may be made by designated staff members with attention to lowest possible cost and highest possible quality, performance, and service capacity.

Purchases \$5,000 to ~~\$24,999~~ \$60,000

- The Library Director will approve or oversee all purchases between \$5,000 and \$24,999 for approved budget line items.

- Purchases not included in the annual budget that are between \$5,000 and ~~\$24,999~~ \$60,000 will be presented to the Trustees for approval.
- These purchases or contracts may be made without competitive bid requirements, but will, ~~whenever possible and required,~~ be based on at least three documented price quotes.

~~Purchases Exceeding \$25,000 to \$59,999 \$60,000~~

- ~~Purchases and contracts that are approved budget line items exceeding \$25,000 \$60,000 will require City Administrator approval and may be made without competitive bid requirements, but will, whenever possible and required, be based on at least three documented price quotes.~~
- ~~Purchases not included in the annual budget exceeding \$25,000 will be presented to the Trustees for approval and will require City Administrator approval and may be made without competitive bid requirements, but will, whenever possible and required, be based on at least three documented price quotes.~~

Purchases Exceeding \$60,000

- Purchases and contracts exceeding \$60,000 require approval by the Trustees and City Council and a formal competitive bid unless exempt under applicable exceptions.

In an extreme emergency, such as a condition that threatens the safety of the public or staff, or the integrity of the Library's building or other major property, the Library Director may make purchases over \$25,000 per vendor to restore stability to the situation. The director will document the circumstances surrounding the emergency and the response.

RECEIPTS AND DISBURSEMENTS

The handling, recording, and processing of petty cash, the receipt of money, and the handling of cash for change at the Library conform to City Policy No. C89-26.

Only authorized staff members shall handle, receipt, or deposit money. The Library will maintain a cash drawer at the circulation desk in the Main Library building and in the Park Branch to collect library operations revenue. At no time shall money be left unattended by personnel authorized to handle library cash receipts.

1. All monies received shall be deposited as soon as is practicable.
2. Employee expense reimbursements will be submitted, approved, processed, and paid.
3. Two (2) of any designated signers shall sign any check drawn on a Library account.
4. Disbursement checks may be signed by authorized staff signers although final approval of expenses rests with the Board of Trustees.
5. The Board of Trustees authorizes electronic payment of regular ongoing expenses, such as recurring online services from organizations that do not issue invoices
6. The Board of Trustees authorizes the following cash balances:
 - a. The Harrison Memorial Library building service desk cash drawer fund shall be \$100;
 - b. The Park Branch Library service desk cash drawer fund shall be \$50.
7. The Library Director shall maintain a corporate credit card account for library expenses. Designated staff shall be authorized cardholders, at the Library Director's discretion.

The library shall maintain a fireproof safe in each building. Each library facility shall have a security alarm system. Each cash drawer shall be locked in the fireproof safe unit in either the Harrison Memorial Library or Park Branch Library at the end of the business day.

The cash drawer receipts at both the Harrison Memorial Library and the Park Branch Library shall be reconciled by the authorized personnel on Monday mornings and returned to the starting cash balance of \$100 for Main and \$50 for Park Branch. Cash and receipts in excess of starting

cash will be transported to the Park Branch administrative office. Authorized personnel shall deposit library revenues to the library bank of record (Wells Fargo) every week on Monday. No personal checks are to be cashed or personal change made.

Service desk staff are authorized to refund money collected for lost library materials if the materials are subsequently found and returned to the library.

TRAVEL AND TRAINING

Procedures for travel and training for Library staff conform to City Policy No. C2007-02.

1. When using privately owned vehicles for library-related business, staff will be reimbursed for tolls, parking fees, and mileage using the IRS-approved rate.
2. Travel, whether by private or commercial vehicle, shall be done at the lowest possible total cost, with consideration for staff time pursuant to
3. Cost of lodging will be fully reimbursed at GSA per diem rates, upon presentation of appropriate documentation.
4. Meal expenses will be reimbursed in full, up to the GSA per diem rate, for the following:
 - a. Full day events
 - b. When lunch is included in the registration fee for local events
 - c. For overnight stays
5. The cost of alcoholic beverages shall not be reimbursed.

GIFTS AND DONATIONS TO THE LIBRARY

Receipt of gifts and donations to the Library conform to City Policy No. 2017-02 "Donation and Gift Policy". The Library welcomes gifts and encourages those wishing to donate to the Library to donate to the Carmel Public Library Foundation. All donations are subject to the approval of the Library Director, Trustees, and/or City Council. In addition:

- Offers of donations of cash or items valued at \$2,499 or below may be accepted by the City Administrator or his/her designee (Library Director).
- Offers of donations of cash or items valued at \$2,500 or more must be accepted by the Board and the City Council.

Donations valued at more than \$10,000 shall be accepted through a written donation agreement consistent with guidelines set forth in City Policy No. 2017-02 and approved by the Trustees and the City Council.

Tax-deductible contributions in support of the Library may also be made through the Carmel Public Library Foundation and the Friends of the Harrison Memorial Library, which are 501(c)3 organizations.

Exceptions

Regular disbursements from the Carmel Public Library Foundation and the Friends of the Library for the Library's annual operating expenses are exempt from the provisions of this section and City Policy No. 2017-02.

DISPOSAL OF SURPLUS LIBRARY MATERIALS

Purchases of the Library are governed by the City of Carmel-by-the-Sea Municipal Code Chapter 3.12. Library property (i.e., print and non-print materials, equipment, supplies, and/or any personal property whether purchased by the Library or donated) which in the judgment of the Library Director is no longer necessary or useful for library purposes may be disposed of in the following manner:

- Discarded
- Given to local philanthropic, educational, cultural, government, or other not-for-profit organizations.
- Traded in on new equipment

- Made available for sale
- Items valued at \$1,000 or more will be displayed at the Library and/or a public notice of its availability, the date, and terms of the proposed sale posted

INVESTMENT OF FUNDS

Library reserve funds shall be invested in the California State Local Agency Investment Fund (LAIF), as approved by the Trustees October 31, 1986. Authorized personnel shall transfer funds between the LAIF account and library Bank of Record checking accounts to fund library operations.

After the close of each fiscal year, unexpended funds from the operating budget shall be transferred to LAIF. ~~Prior to the close of the fiscal year, June 30, if it is anticipated that the library will have unexpended funds of \$5,000 or more the Library Director shall notify the Executive Director of the Carmel Public Library Foundation of that amount and may request that the Executive Director reduce the 4th quarter distribution by the amount that is anticipated to be unexpended at the close of the fiscal year.~~

FUND BALANCE POLICY

The Fund Balance Policy set forth in the Trustee's by-laws Articles VII-IX establish a minimum level at which the projected year-end fund balance of each fund should be maintained. This policy is established to provide financial stability, cash flow for operations, and the assurance that the Library will be able to respond to emergencies with fiscal strength. Any departure from this policy, under whatever compelling circumstances, must be approved by four or more members of the Library Trustees. Per the Trustee's by-laws:

Unrestricted Operating Reserve

1. The Board shall maintain a permanent "Unrestricted Operating Reserve" equal to six months of expenditures from the current fiscal year's Unrestricted Fund Operating Budget. This reserve will be maintained for Unrestricted Fund Operating Budget expenditures the following fiscal year.
2. Any Unrestricted Funds that exceed the established "Unrestricted Operating Reserve" for the current fiscal year may be used for capital projects or one-time expenditures to fund library service objectives, following a vote of four or more members of the Board.
3. Unrestricted gifts of \$200 or under, made directly to the Harrison Library, shall be placed in the Unrestricted Fund Operating Budget.
4. Unrestricted gifts over \$200, made directly to the Harrison Library, shall be categorized as "Donations-Unrestricted" and placed in the Unrestricted Operating Reserve.

Any departure from the above policy, under whatever compelling circumstances, must be approved by four or more members of the Trustees.

Restricted Operating Reserves

1. The Board shall maintain a permanent "Restricted Operating Reserve" equal to six months of expenditures from the current fiscal year's Restricted Fund Operating Budget. This reserve will be maintained for Restricted Fund Operating Budget expenditures in the following fiscal year.
2. An "Equipment Replacement Reserve Fund" shall be maintained to fund major equipment replacement expenditures that cannot be financed within the annual Restricted Fund Operating Budget.
 - a. Expenditures from and additions to the Equipment Replacement. Reserve must be approved by a vote of four members of the Library Board.
 - b. Any expenditure made from the Equipment Replacement Reserve shall be refunded to the Reserve within five fiscal years of the original expenditure.

Refund payments to the Equipment Replacement Reserve must begin in the fiscal year immediately following the expenditure.

- c. The Equipment Replacement Reserve Fund goal shall be established as \$100,000.
3. Any restricted gift or bequest in any amount, made directly to the Harrison Library, shall be administered in accordance with the restrictions attached by the donor. Any donor gift or bequest restricted to an endowment shall be categorized as "Endowment (donor source name) – Restricted"
4. Restricted funds shall not be used for Unrestricted Operating Budget expenses; however, income derived from these funds may be so used.

REVENUE SHORTFALL

The Library Director is responsible for regularly monitoring revenue and expenditures. If, during the year, projections suggest that revenue will not meet expectations and fund target(s) will not be met at year-end, then the Director will take one or more of the following actions to reach the goals established in the budget:

- Review expenses with the Treasurer
- Reduce operational expenditures, where appropriate, while maintaining the adopted budget goals; and
- Present to the Trustees other expenditure control options, including those that might modify the goals established in the adopted budget, such as the use of unrestricted operating reserves or the request of additional funds from the Carmel Public Library Foundation.

This policy will be reviewed every three years.

Revised 10.26.2022, 06.28.2023



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

March 26, 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: