



## **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

### **SPECIAL MEETING Wednesday, May 7, 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/88443925340> Webinar ID: 884 4392 5340 Passcode: 632835 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](mailto: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 Trustees. Matters not appearing on Trustees' agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names in order they may be identified in the minutes of the meeting.

### **ORDERS OF BUSINESS**

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

1. Discuss Draft Agreement with Moore Rubel Yudell Regarding Harrison Memorial

Library Centennial Restoration Project, if available, and provide comments to City Council.

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

## **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).



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

May 7, 2025  
ORDERS OF BUSINESS

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

**SUBMITTED BY:** Brian Pierik, City Attorney

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

## RECOMMENDATION:

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

## BACKGROUND/SUMMARY:

This item will be issued under separate cover.

## FISCAL IMPACT:

## ATTACHMENTS:



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

May 7, 2025  
ORDERS OF BUSINESS

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

**SUBMITTED BY:** Ashlee Wright, Library and Community Activities Director

**SUBJECT:** Receive the Proposed Fiscal Year 2025-2026 budget and provide direction

### RECOMMENDATION:

Receive the Proposed Fiscal Year 2025-2026 budget and provide direction

### BACKGROUND/SUMMARY:

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

### FISCAL IMPACT:

#### Income

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

##### *Interest Income*

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

##### *Library Operations*

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

##### *Friends of the Library (FOL)*

The FOL raises funds for the Library through book sales at the Farmers' Market, Park Branch lobby, and in the bookroom, with additional special book sales in the book room from time to time. All these things have been incredibly successful in FY 2024-2025 the FOL provided the Library with \$30,000,

\$8,000 more than anticipated. Due to their continued and increasing success staff is anticipating \$35,000 in income from the FOL for FY 2025-2026.

#### *Carmel Public Library Foundation (CPLF)*

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

### **Expenditures**

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

#### *Administration, Equipment, and IT*

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

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

#### *Programs*

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

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

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

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

#### *Hard Copy Materials*

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

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

#### *eMaterial*

The Northern California Digital Library (OverDrive/Libby App) is a consortium of libraries in the Central Coast and Bay Area, where each library pays an annual subscription to support new licenses for titles and staff curation. Titles are available to all consortium libraries, with the option for libraries to purchase additional licenses for titles for their own cardholders that can also be shared with the consortium. In addition the Library also subscribes to magazines through OverDrive via Newsstand. Staff recommends allocating funds that had been previously put towards Hoopla towards (Hoopla sunsetted at the end of September 2024) ebook purchasing.

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

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

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

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

## **FOR DISCUSSION/DIRECTION**

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.

## **ATTACHMENTS:**

Attachment 1 - Proposed FY 2025-2026

## Harrison Memorial Library Proposed FY 2025-2026

	FY 24-25 Actual	FY 24-25 Adjusted Budget (01/2025)	Proposed FY 25-26
<b>Income</b>			
20000 Revenue			
21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)			
21100 CPLF - Operating Expenses	274,500.00	366,000.00	366,000.00
Total 21000 CARMEL PUBLIC LIBRARY FOUNDATION (CPLF)	<b>\$ 274,500.00</b>	<b>\$ 366,000.00</b>	<b>\$366,000.00</b>
23000 INTEREST INCOME			
23100 Interest - Bradney	4,353.34	3,500.00	\$0.00
23200 Interest - Other	39,192.10	30,000.00	\$25,000.00
Total 23000 INTEREST INCOME	<b>\$ 43,548.67</b>	<b>\$ 33,500.00</b>	<b>\$25,000.00</b>
24000 Friends of HML	22,000.00	22,000.00	\$35,000.00
25000 Library Operations	9,481.48	7,000.00	\$4,000.00
28000 Uncategorized Revenue		0.00	
Total 20000 Revenue	<b>\$ 349,530.15</b>	<b>\$ 428,500.00</b>	<b>\$430,000.00</b>
Total Income	<b>\$ 349,530.15</b>	<b>\$ 428,500.00</b>	<b>\$430,000.00</b>
Gross Profit	<b>\$ 349,530.15</b>	<b>\$ 428,500.00</b>	<b>\$430,000.00</b>
<b>Expenses</b>			
30000 ADMINISTRATION			
31000 Finance			
31100 Bookkeeping	3,375.00	4,875.00	\$4,875.00
31200 Audit Services	5,000.00	5,000.00	\$5,250.00
31600 Bank Charges/Returned Checks	43.63	200.00	\$100.00
Total 31000 Finance	<b>\$ 8,418.63</b>	<b>\$ 10,075.00</b>	<b>\$10,225.00</b>
32000 Library Promotions			
32200 Canva, Constant Contact	1,884.00	2,000.00	\$2,000.00
32300 Print Advertising	970.00	3,050.00	\$3,000.00
32400 Printing / Copy Services	2,625.00	3,000.00	\$2,500.00
Total 32000 Library Promotions	<b>\$ 5,479.00</b>	<b>\$ 8,050.00</b>	<b>\$7,500.00</b>
33000 Supplies	21.02		
33100 Library Cards	1,200.16	1,500.00	\$1,500.00
33200 Postage	199.92	350.00	\$300.00
33300 Office Supplies - General	2,820.46	6,060.00	\$4,313.00
33400 Misc Supplies	583.09	2,500.00	\$1,500.00
33500 Emergency Supplies	1,437.06	1,500.00	\$500.00
33600 Alhambra	1,197.28	1,750.00	\$1,750.00
Total 33000 Supplies	<b>\$ 7,458.99</b>	<b>\$ 13,660.00</b>	<b>\$9,863.00</b>
34000 Organizational Development			
34100 Staff Training/Conferences	4,223.34	6,000.00	\$6,500.00
34200 Mileage		300.00	\$200.00
34300 Memberships	772.00	1,600.00	\$1,500.00
34400 MOBAC/PLP Membership	8,641.00	8,700.00	\$8,700.00
34500 Volunteer / Donor Acknowledgement	142.72	200.00	\$500.00
34600 Meeting Hosting		500.00	\$500.00
Total 34000 Organizational Development	<b>\$ 13,779.06</b>	<b>\$ 17,300.00</b>	<b>\$17,900.00</b>
Total 30000 ADMINISTRATION	<b>\$ 35,135.68</b>	<b>\$ 49,085.00</b>	<b>\$45,488.00</b>

<b>40000 EQUIPMENT</b>			
41000 Furniture	13,695.82	15,000.00	\$14,000.00
42000 Signage	378.44	500.00	
45000 Staff Computers		2,000.00	\$2,000.00
46000 Equipment	841.58	2,000.00	\$0.00
47000 Maintenance Contracts (self-check machines, copier)	12,795.90	12,700.00	\$12,850.00
<b>Total 40000 EQUIPMENT</b>	<b>\$ 27,711.74</b>	<b>\$ 32,200.00</b>	<b>\$28,850.00</b>
<b>50000 IT</b>			
53000 Security (Lastpass)		1,000.00	\$1,000.00
54000 Software (Adobe, Office, etc.)	1,175.00	1,820.56	\$2,300.00
55000 Internet (CENIC)	1,479.44	1,479.44	\$8,500.00
<b>Total 50000 IT</b>	<b>\$ 2,654.44</b>	<b>\$ 4,300.00</b>	<b>\$11,800.00</b>
<b>60000 HARD COPY MATERIAL</b>			
<b>61000 ADULT COLLECTION</b>			
61100 Audio	2,173.27	4,500.00	\$4,500.00
61200 DVD	2,014.20	3,500.00	\$3,500.00
61300 Fiction	9,356.54	14,000.00	\$14,000.00
61400 Non-fiction	6,437.59	11,000.00	\$10,000.00
61500 Large Print	2,875.82	4,000.00	\$4,500.00
61600 Graphic Novels	121.33	1,000.00	\$1,000.00
61700 Newspapers	3,880.45	3,600.00	\$4,000.00
61800 Book Club	564.56	1,000.00	\$750.00
<b>Total 61000 ADULT COLLECTION</b>	<b>\$ 27,423.76</b>	<b>\$ 42,600.00</b>	<b>\$42,250.00</b>
<b>62000 TEEN COLLECTION</b>			
62100 Fiction	1,730.49	2,000.00	\$2,500.00
62200 Non-fiction	482.60	1,500.00	\$1,000.00
62300 Graphic Novels	3,545.48	5,000.00	\$3,000.00
<b>Total 62000 TEEN COLLECTION</b>	<b>\$ 5,758.57</b>	<b>\$ 8,500.00</b>	<b>\$6,500.00</b>
<b>63000 KID'S COLLECTION</b>			
63100 Wonderbooks, braille, etc.		0.00	\$1,000.00
63200 DVD	1,333.66	2,000.00	\$2,000.00
63300 Fiction	9,828.02	14,000.00	\$14,000.00
63400 Non-fiction	8,145.89	11,000.00	\$11,000.00
63500 Graphic Novels	2,137.92	4,000.00	\$4,000.00
<b>Total 63000 KID'S COLLECTION</b>	<b>\$ 21,445.49</b>	<b>\$ 31,000.00</b>	<b>\$32,000.00</b>
<b>64000 REFERENCE</b>			
64100 Reference		0.00	\$0.00
64200 Continuations - General	1,140.27	2,000.00	\$2,000.00
64300 Continuations - Travel	2,525.79	3,000.00	\$3,000.00
64400 Professional Collection	60.50	100.00	\$100.00
<b>Total 64000 REFERENCE</b>	<b>\$ 3,726.56</b>	<b>\$ 5,100.00</b>	<b>\$5,100.00</b>
<b>65000 PURCHASE SUGGESTIONS/ZIP BOOKS</b>			
65100 Purchase Suggestions/Zip Books	13,390.13	19,000.00	\$21,000.00
<b>Total 65000 PURCHASE SUGGESTIONS/ZIP BOOKS</b>	<b>\$ 13,390.13</b>	<b>\$ 19,000.00</b>	<b>\$21,000.00</b>
<b>66000 TECHNICAL SERVICES</b>			
66100 OCLC Cataloging	9,199.49	21,000.00	\$21,000.00
66200 Materials Processing	17,654.52	22,000.00	\$22,500.00
66300 Replacements	5,952.75	7,500.00	\$6,000.00
66400 Amazon Prime Membership		160.00	\$160.00
66500 Book Delivery	1,800.00	3,000.00	\$3,000.00
66600 Magazines (EBSCO)	3,653.28	3,800.00	\$3,850.00



Total 66000 TECHNICAL SERVICES	\$	38,260.04	\$	57,460.00	\$56,510.00
Total 60000 HARD COPY MATERIAL	\$	71,744.51	\$	163,660.00	\$163,360.00
70000 DATABASES					
71200 Ancestry			1,550.00		\$1,600.00
71300 AtoZ		489.00	1,350.00		\$1,350.00
71400 Book Browse		241.50	230.00		\$250.00
71500 EBSCO Databases (Califa)		4,805.98	4,670.00		\$4,900.00
71800 Gale Virtual Red Hosting Fees		50.00	50.00		\$50.00
71910 Newsbank		1,377.00	1,400.00		\$2,652.00
71920 FIMo (Sanborn replacement)		345.00	335.00		\$350.00
71940 Value Line			1,720.00		\$1,750.00
Total 70000 DATABASES	\$	7,308.48	\$	11,305.00	\$12,902.00
72000 eMaterial					
72100 Overdrive (subscription)		4,583.72	4,550.00		\$4,600.00
72200 EBooks		36,522.38	46,400.00		\$52,500.00
72300 Kanopy		18,599.00	23,000.00		\$27,200.00
73400 Hoopla		6,710.67	9,000.00		\$0.00
72500 Flipster (EBSCO-emagazines)			500.00		\$0.00
72600 NY Times Online					\$2,500.00
Total 72000 eMaterial	\$	66,415.77	\$	83,450.00	\$86,800.00
80000 PROGRAMS					
81000 ADULT PROGRAMS			0.00		
81100 Programs (performers)		7,309.63	11,000.00		\$11,500.00
81200 Supplies		3,309.56	3,500.00		\$5,000.00
81300 Summer Reading		901.50	3,500.00		\$3,500.00
Total 81000 ADULT PROGRAMS	\$	11,520.69	\$	18,000.00	\$20,000.00
82000 TEEN PROGRAMS					
82100 Programs		1,638.38	3,500.00		\$2,500.00
82200 Supplies		2,972.29	4,000.00		\$4,250.00
82300 Summer Reading		1,356.29	2,000.00		\$2,250.00
Total 82000 TEEN PROGRAMS	\$	5,966.96	\$	9,500.00	\$9,000.00
83000 KIDS PROGRAMS					
83100 Programs (performers)		8,156.89	9,500.00		\$10,800.00
83200 Supplies		3,943.61	5,000.00		\$5,000.00
83300 Author Visit		5,143.77	10,500.00		\$9,500.00
83400 Summer Reading		6,649.62	9,500.00		\$10,000.00
Total 83000 KIDS PROGRAMS	\$	23,893.89	\$	34,500.00	\$35,300.00
85000 LOCAL HISTORY PROGRAMS					
85100 Local History Supplies		1,933.59	2,000.00		\$750.00
85200 Oral History Program		4,800.00	8,500.00		\$8,500.00
85400 Archival Storage Off-site		4,070.00	4,500.00		\$4,500.00
85500 Other		5,522.88	7,500.00		\$2,750.00
Total 85000 LOCAL HISTORY PROGRAMS	\$	16,326.47	\$	22,500.00	\$16,500.00
Total 80000 PROGRAMS	\$	97,172.53	\$	84,500.00	\$80,800.00
Total Expenses	\$	308,143.15	\$	428,500.00	\$430,000.00
Net Operating Income	\$	41,387.00	\$	428,500.00	\$430,000.00
Net Income	\$	41,387.00	\$	428,500.00	\$0.00