



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, September 27, 2023

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/82864292315> Meeting ID: 828 6429 2315 Passcode:
828 6429 2315 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.

Prior to calling the meeting to order, the Board/Commission will conduct an on-site tour of inspection of the properties listed on the agenda and the public is welcome to join. After the tour is complete, the Board/Commission will begin the meeting in the City Council Chambers no earlier than the time noted on the agenda.

The COVID-19 Community Level for Monterey County as of the date of this agenda posting is [LOW/MEDIUM] (mask wearing not required). Seating will be limited and available on a first come first served basis.

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. Receive a report from the Carmel Public Library Foundation on recent activities
2. Approval of the Minutes for the August 23, 2023 Regular Meeting
3. Receive the Librarian's Report for July and August 2023 and a statistical study of library services over time
4. Receive the Treasurer's Report for August 2023 and approve the check registers for July and August 2023

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).

Harrison Memorial Library Board of Trustees Meeting
Minutes

REGULAR MEETING
Wednesday, August 23, 2023
9:00 AM

CALL TO ORDER AND ROLL CALL

PRESENT: Gorham, Krisher, Murphy, Pardue, Williams
ABSENT: None
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

ANNOUNCEMENTS

None

ORDERS OF BUSINESS

Item 1: Receive a report from the Carmel Public Library Foundation on recent activities

Carmel Public Library Foundation (CPLF) Executive Director Alex Fallon presented the report.

- CPLF Board is on summer hiatus
- Developing annual campaign and Monterey County Gives campaign statement
- Continue to work on rebranding/refresh
- Board retreat to be held September 14
- Recognition breakfast to be held September 8

Item 2: Approval of the Minutes for the June 28, 2023 Regular Meeting

Trustee Pardue moved to approve the Minutes for the June 28, 2023 Regular Meeting, seconded by Trustee Williams and carried by the following roll call vote:

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

ABSENT: None

ABSTAIN: None

Item 3: Receive the Librarian's Report for July 2023

This item was continued to the September meeting.

Item 4: Receive a year-end budget report for Fiscal Year 2022-2023

Library & Community Activities Director Wright presented the report.

FUTURE AGENDA ITEMS

- Librarian's Report – July and August
- EBook statistics and spending
- Treasurer's Report

ADJOURNMENT

Respectfully submitted,
Leslie Fenton, Executive Assistant

John Krisher,
President, Library Board of Trustees



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

September 27, 2023
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Receive the Librarian's Report for July and August 2023 and a statistical study of library services over time

RECOMMENDATION:

Receive the Librarian's Report for July and August 2023 and a statistical study of library services over time

BACKGROUND/SUMMARY:

In addition to including the regular monthly reports, staff has started an analysis of library services and usage overtime. This is included as Attachment 3. These charts were developed as a response to several of the the Trustees' ongoing discussions around pandemic recovery, the changing nature of library use and patron behavior, and eBook usage and costs.

Chart 1 is intended to track and compare library usage pre- and post-pandemic to provide a snapshot of recovery and return to "normal" after the pandemic. Foot traffic in both libraries and program attendance are back to pre-pandemic levels. Overall, circulation has rebounded. However, drilling down into those numbers - circulation of hardcopy materials is only two-thirds of what it was before the pandemic, but this is offset by the increase in electronic checkouts. Because of the significant increase in electronic checkouts during the pandemic, the Trustees' had expressed concern that, once the libraries were able to re-open, in-house library usage would not rebound and that patrons would stay away. Thankfully, this was not the case and the library buildings are seeing record foot traffic, robust program attendance, and regular use of the Gathering Place.

Chart 2 takes a step further back to provide a bigger snapshot of library statistics over time to examine internal and external factors affecting library usage and patron behaviors over a roughly 30 year span. In staff's opinion, the Library has responded well over the years to changes in technology, embracing new tools for information sharing, downturns in the economy spurring increased library usage, and even dealing with the implications of changes in car design. The Carmel Public Library has been and continues to be responsive to changing community needs.

With the increase in electronic checkouts showing no signs yet of decreasing, this raises another related issue - the costs of eBooks. The Trustees have been discussing this since before the pandemic when some publishers began putting embargoes on libraries purchasing eBooks immediately after publication for six or more, spurring further discussion of the cost of eBook licenses versus physical books. Staff has attached the staff report from

February 2023 (Attachment 4) that breaks this down in more detail and includes information on each of the eBook/streaming services offered by the Library.

One of the biggest questions that has been raised and not yet answered is: When do the prices for eBook licenses become either too cost prohibitive or restrictive or so conceptually/morally dubious (or a combination thereof) that the Library and Trustees would either agree to cap funding for these resources at a certain level or alternately begin to decrease the spending in this area?

Currently, the Library's usage is in alignment with our spending for both hardcopy materials and eBooks. The Library is also participating in the Palaces initiative, which provides a platform for libraries across the state to share eBooks in order to increase accessibility and leverage resources to assuage some of the high costs associated with eBooks. It cannot be stressed enough the level of accessibility that eBooks can provide. Text can be enlarged for those who are visually impaired and modified to aid those with dyslexia. While we do have large print books, they are often heavy and cumbersome and there is limited stock available for purchase. In addition, eBooks can offer an added layer of privacy and safety for those researching or reading sensitive topics that they may not want to disclose to those around them.

At this point the Library is in a good spot with eBook usage and spending and that in the next year or two this will naturally start to plateau and perhaps even decrease some in subsequent years. In the mid-2000s there was panic, especially after the release of the Kindle and subsequent surging eBook purchases, that print books were finally and officially dead. By 2017 this was reversing and print began to once again eclipse eBook purchases and the preference for the feel of a hardcopy book for many readers was made clear.

Barring a radical sea change in the publishing industry, the status quo for the current eBook model will likely continue for the foreseeable future. As stated in previous reports to the Trustees, staff continues to closely monitor eResource usage and to participate in professional discussion around this in wider library circles. However, at any time the Trustees desire to explore putting a cap on or decreasing the spending, staff can return in the future with an action item to explore that idea further.

FISCAL IMPACT:

There is no fiscal impact associated with receiving these reports.

ATTACHMENTS:

Librarian's Report - July 2023

Librarian's Report - August 2023

Library Stats Comparison Over Time

Staff Report Feb. 2023 on eResources

LIBRARIAN'S MONTHLY REPORT

July 31, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	-2.02	1,646	1,759	1,646	1,680
Non-Fiction	26.81	1,031	967	1,031	813
Magazines	1.82	56	49	56	55
Audio/Video	-3.09	940	890	940	970
ADULT CIRCULATION TOTAL:	4.41	3,673	3,665	3,673	3,518
Juvenile Circulation:					
Fiction	22.92	2,108	1,832	2,108	1,715
Non-Fiction	-7.75	512	446	512	555
Magazines	1,200.00	13	11	13	1
Audio/Video	229.79	155	104	155	47
JUVENILE CIRCULATION TOTAL:	20.28	2,788	2,393	2,788	2,318
CIRCULATION TOTAL:	10.71	6,461	6,058	6,461	5,836
ELECTRONIC CHECKOUTS:	26.05	5633	5,041	5633	4,469
HOLD REQUESTS:	-13.09	1062	943	1062	1,222
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

July 31, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	8.18	1283	1,238	1283	1,186
Non-Residents:					
Monterey County	4.97	4,476	4,473	4,476	4,264
Other Zip Codes	81.87	702	347	702	386
NON-RESIDENT CIRCULATION TOTAL	11.35	5,178	4,820	5,178	4,650
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	62.50	13	17	13	8
Monterey County Residents	-8.57	96	101	96	105
Other Borrowers	114.00	107	62	107	50
REGISTRATION TOTAL:	32.52	216	180	216	163
TOTAL # OF CARDHOLDERS:	8.05	11,397	11,180	11,397	10,548

Patron Visit Count					
HML Building	36.86	7,132	6,653	7,132	5,211
Park Branch Building	#DIV/0!				
Local History	21.21	40	20	40	33
Youth Services Dept.	28.30	5,622	6,249	5,622	4,382
PATRON VISIT TOTAL:	32.91	12,794	12,922	12,794	9,626

LIBRARIAN'S MONTHLY REPORT

July 31, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	12.75	920	826	920	816
Youth Services Desk	-24.75	380	355	380	505
Local History Desk	-33.73	55	40	55	83
TOTAL REFERENCE QUESTIONS:	-3.49	1355	1221	1355	1404
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	7.28	1,400	926	1,400	1,305
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-41.67	7	8	7	12
Park Branch	#DIV/0!				
Harrison - Main	29.17	16	28	16	12
TOTALS:	-6.25	23	36	23	24
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

July 31, 2023

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	0.00	2	4	2	2
TOTAL ATTENDANCE	15.50	462	310	462	400
PRESCHOOL PROGRAMS (0-5 YRS)	#DIV/0!	4	4	4	0
TOTAL ATTENDANCE	#DIV/0!	207	169	207	0
SCHOOL AGE PROGRAMS (6-11 YRS)	-81.25	3	2	3	16
TOTAL ATTENDANCE	-49.61	129	45	129	256
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	0	6	0	0
TOTAL ATTENDANCE:	#DIV/0!	0	6	0	0
ADULT PROGRAMS	#DIV/0!	1	3	1	0
TOTAL ATTENDANCE	#DIV/0!	52	71	52	0
OFFSITE PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
LOCAL HISTORY PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

August 31, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	0.43	1,849	1,646	3,495	3,480
Non-Fiction	27.60	1,239	1,031	2,270	1,779
Magazines	-46.79	27	56	83	156
Audio/Video	4.20	1,170	940	2,110	2,025
ADULT CIRCULATION TOTAL:	6.96	4,285	3,673	7,958	7,440
Juvenile Circulation:					
Fiction	41.74	2,514	2,108	4,622	3,261
Non-Fiction	15.06	588	512	1,100	956
Magazines	3,200	20	13	33	1
Audio/Video	124.44	148	155	303	135
JUVENILE CIRCULATION TOTAL:	39.17	3,270	2,788	6,058	4,353
CIRCULATION TOTAL:	18.85	7,555	6,461	14,016	11,793
ELECTRONIC CHECKOUTS:	46.63	6040	5633	11673	7961
HOLD REQUESTS:	-8.64	1022	1062	2,084	2,281
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

August 12, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	15.30	1551	1283	2834	2458
Non-Residents:					
Monterey County	16.52	5,568	4,476	10,044	8,620
Other Zip Codes	88.25	644	702	1,346	715
NON-RESIDENT CIRCULATION TOTAL	22.01	6,212	5,178	11,390	9,335
PATRON REGISTRATION:	Patron Data Base Purge 04/23				
Carmel by-the-Sea Residents	20.83	16	13	29	24
Monterey County Residents	-5.53	92	96	188	199
Other Borrowers	70.80	86	107	193	113
REGISTRATION TOTAL:	22.02	194	216	410	336
TOTAL # OF CARDHOLDERS:	8.31	11,586	11,397	11,586	10,697

Patron Visit Count					
HML Building	31.95	7,277	7,132	14,409	10,920
Park Branch Building	#DIV/0!				
Local History	41.51	35	40	75	53
Youth Services Dept.	24.16	5,873	5,622	11,495	9,258
PATRON VISIT TOTAL:	28.41	13,185	12,794	25,979	20,231

LIBRARIAN'S MONTHLY REPORT

August 31, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	4.86	892	920	1812	1728
Youth Services Desk	-12.87	270	380	650	746
Local History Desk	-13.19	70	55	125	144
TOTAL REFERENCE QUESTIONS:	0.00	1232	1355	2618	2618
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	4.20	1,552	1,400	2,952	2,833
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-45.00	4	7	11	20
Park Branch	#DIV/0!			0	0
Harrison - Main	13.64	22	16	38	33
TOTALS:	-8.49	26	23	49	53
OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

August 31, 2023

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	0.00	0	2	2	2
TOTAL ATTENDANCE	15.50	0	462	462	400
PRESCHOOL PROGRAMS (0-5 YRS)	#DIV/0!	0	4	4	0
TOTAL ATTENDANCE	#DIV/0!	0	207	207	0
SCHOOL AGE PROGRAMS (6-11 YRS)	-81.25	0	3	3	16
TOTAL ATTENDANCE	-49.61	0	129	129	256
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	1	0	1	0
TOTAL ATTENDANCE:	#DIV/0!	3	0	3	0
ADULT PROGRAMS	#DIV/0!	0	1	1	0
TOTAL ATTENDANCE	#DIV/0!	0	52	52	0
OFFSITE PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
LOCAL HISTORY PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0

Chart 1**Pre and Post Pandemic**

FY July-June	2018	2019	2020	2021	2022	2023
Adult Circulation	73,736	75,571	56,689	28,332	36,532	43,040
Kids Circulation	26,066	28,885	28,121	15,824	18,882	24,423
Electronic checkouts	14,257	16,165	28,121	45,642	55,414	60,314
TOTAL CIRCULATION	114,059	120,621	112,931	89,798	110,828	127,777
Patron visits	82,480	88,607	64,541	0	21,522	120,750
Questions	26,505	23,481	13,579	10,159	9,602	14,199
Programs	143	119	129	72	21	133
Program Attendance	5,255	4,572	5,214	1,593	2,172	5,039

Chart 2

Changing Library Services Over Time

FY July-June	1990	2001	2008	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Adult Circulation	95,655	70,784	63,864	96,412	102,622	102,836	95,544	81,184	79,218	73,736	75,571	56,689	28,332	36,532	43,040
Kids Circulation	29,839	32,829	28,755	53,868	53,008	50,391	45,304	32,953	27,758	26,066	28,885	28,121	15,824	18,882	24,423
Electronic checkouts	0	0	1,063	1,845	3,911	4,015	4,178	6,690	8,665	14,257	16,165	28,121	45,642	55,414	60,314
TOTAL CIRCULATION	125,494	103,613	93,682	152,125	159,541	157,242	145,026	120,827	115,641	114,059	120,621	112,931	89,798	110,828	127,777
Patron visits		99,096	79,020	112,128	94,466	127,617	96,441	87,209	84,626	82,480	88,607	64,541	0	21,522	120,750
Hardcopy Items	90,961	83,577	81,253	76,827	75,563	71,985	70,532	68,944	67,396	49,312	47,753	45,403	47,334	48,612	48,796

Developments in technology	Internet is becoming a thing		iPhone and Kindle released in 2007	iPad released in 2010				Fewer cars being made with CD players							
Library's use of technology		Library's first website launched 1998, public computers launched	First FY of OverDrive			First FY of Hoopla and Flipster		Libby (Overdrive) app launches		First FY of Kanopy					
			First year of recession	Recession	Recession	Recession						Pandemic. Libraries Closed. Re-open limited hours 09/2021			



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

February 22, 2023
ORDERS OF BUSINESS

TO:	Harrison Memorial Library Board of Trustees
SUBMITTED BY:	Ashlee Wright, Library and Community Activities Director
SUBJECT:	Receive a report on eResource usage and costs

RECOMMENDATION:

Receive a report on eResource usage and costs

BACKGROUND/SUMMARY:

Pre-pandemic usage of the Library's Overdrive, Kanopy, and Hoopla content was slowly and steadily increasing. The pandemic caused a huge surge in e-content engagement which is now slowly decreasing and recalibrating as in-person library services have been almost completely restored.

Here is a quick breakdown of Overdrive, Kanopy, and Hoopla usage for year-to-date for this fiscal year:

Overdrive/Libby App

The Northern California Digital Library is a consortium of libraries on the Central Coast and the Bay Area. Each library pays a base level subscription amount each year which supports the purchase of new titles and consortium staff time to curate the collection. The titles are available to all libraries in the consortium. In addition, libraries have the ability to purchase titles that are available only to their library cardholders, but can also be made available to the rest of the consortium. The cost to purchase individual titles through Overdrive varies based on the publisher. There are 29,703 unique titles in the consortium with 59,990 total items. To date the library has 1,890 titles and 1,959 items that have been purchased by the library.

Kanopy and Hoopla

Kanopy is a movie and television streaming service for public libraries and universities. There are 30,266 titles available through Kanopy. Hoopla also offers video streaming, in addition to music, ebooks and audiobooks. The most popular use of Hoopla is for audiobooks. Unlike Overdrive, Kanopy and Hoopla offer eResources on a pay per use basis. The average cost per use for Kanopy items is \$2.50 and there have been 8,276 videos played this fiscal year. The average cost per use for Hoopla items is \$1.99 and there have been 12,562 circulations.

NEW! The Palaces App

The Library received grant funding from the State Library in November 2023 to work with Lyris to opt into The Palaces Project and connect the library's Overdrive holdings. Through resource sharing with other libraries throughout the State, opting into The Palace Project has made 157,400 titles available to our library patrons. The library also has the option to purchase additional titles through Palaces, including some Amazon Marketplace titles which are generally not available through Overdrive that are sometimes requested by patrons.

The Palace Project name was chosen to highlight the central role of libraries in public life and the idea of public libraries as "Palaces of the People". The goal of The Palace Project, a new division of Lyris, is to support public libraries in their mission to provide equitable access to digital content, while restoring the direct relationship between library and patron. In addition this allows libraries to leverage resources by sharing content which will hopefully help to reduce some of the, at times, high costs associated with purchasing ebook licenses.

eResource Challenges

There are two major concerns that have been voiced over the course of the last few years at Trustee meetings regarding the purchase of ebooks: 1. Cost and 2. Decreased in-person library use. To this end staff has created a simple chart to look at library spending on e-

resources over the last years including, the percentage of collections budget put towards e-resources, the circulation of e-resources, as compared with the physical collections, and the number of in-person patron visits.

ACTUALS	FY 2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021	FY 2021/2022	FY 2022/2023	FY2022/2023 BUDGET
OverDrive	\$7,436	\$10,575	\$15,800	\$24,646	\$23,987	\$18,524	\$24,500
Hoopla	\$10,456	\$12,241	\$17,104	\$36,712	\$37,381	\$23,479	\$30,000
Kanopy	N/A	\$500	\$6,378	\$13,135	\$16,754	\$10,289	\$17,000
TOTAL	\$17,892	\$23,316	\$39,282	\$74,493	\$78,122	\$52,292	\$71,500
Percentage of that year's collection budget	11%	15%	28%	49%	47%	51%	40%
Percentage of overall circulation	12%	13%	24%	50%	46%	48%	
e-circulation	14,257	16,165	27,079	45,642	47,785	35,638	
Overall circulation	114,329	120,621	111,889	89,798	103,199	73,026	
Patron Count	82,480	88,607	64,541	0	26,466	65,344	

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Overall, spending on and circulation of e-resources has slowly been increasing year over year as mentioned previously, which was significantly accelerated by the pandemic. While purchasing ebooks is much more costly than hard copy books, it is staff's hope that opting into The Palaces Project will reduce some of the ebook spending with increased access to a huge statewide collection. For further reading on the challenges of ebook lending and purchasing, staff highly recommend reading [Available, but not accessible? Investigating publishers' e-lending licensing practices](#) published in Information Research journal. While the majority of the study focuses on Australian libraries and publishers, it does touch on lending/purchasing trends in the U.S. This is an ongoing study, but the preliminary conclusion is that it is complicated and is likely to be so until libraries and publishers can develop a model that better suits the needs of stakeholders.

In terms of in-person library usage, FY 2022-2023 has seen a complete restoration of foot traffic in both library buildings as compared with pre-pandemic usage - and that is without the addition of Saturday hours and with much higher e-resource usage as compared with pre-pandemic statistics. While circulation for print materials has not yet rebounded to pre-pandemic levels, patrons are using the library for meetings in The Gathering Place and attending more programs. This was a trend that was identified by the Institute for Museum and Library Services, which looks at annual statistics from libraries all over the country - a slight decrease in circulation of hard copy materials, but an increase in program attendance and other library uses.

In conclusion the library has recovered well from the pandemic and library usage across all fronts is great. Staff will continue to track updates in ebook purchasing models and costs and that evolves over time to ensure that library funds are being well spent.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Financial statements
Of
HARRISON MEMORIAL LIBRARY
For the Period Ended
August 31, 2023

Harrison Memorial Library

Balance Sheet

Attachment 1

As of August 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Wells Fargo Checking	179,178.93
12000 Petty Cash Main	260.00
13000 Petty Cash Park Branch	200.00
14000 LAIF	763,818.49
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	1,208,692.79
Total Bank Accounts	\$1,388,331.72
Total Current Assets	\$1,388,331.72
TOTAL ASSETS	\$1,388,331.72
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	1,025,378.57
Opening Balance Equity	0.00
Net Income	-62,300.92
Total Equity	\$1,388,331.72
TOTAL LIABILITIES AND EQUITY	\$1,388,331.72

Harrison Memorial Library

Budget v Actuals FY 2023-2024					
July- August 2023					
	Total				
	Actual	Budget	Over Budget		
Income					
Total 2100 CARMEL LIBRARY FOUNDATION	\$ 0.00	\$ 56,833.34	\$ (56,833.34)	Paid quarterly	
28000 Uncategorized Revenue	\$0.00	\$ 0.00	\$ 0.00		
24000 Friends of HML	\$ 0.00	\$ 4,166.66	\$ (4,166.66)		
23100 Interest Bradney	\$ 941.60	\$ 575.00	\$ 366.60	Higher interest rate	
23200 Interest - Other	\$ 8,511.86	\$ 3,241.66	\$ 5,270.20	“ . “	
Total 23000 INTEREST INCOME	\$ 9,453.46	\$ 3,816.66	\$ 5,636.80		
25000 Library Operations	\$ 477.96	\$ 1,500.00	\$ (1,022.04)		
TOTAL INCOME	\$ 9,931.42	\$ 66,316.66	\$ (56,385.24)		
Expenses					
30000 ADMINISTRATION					
Total 31000 Finance	\$ 8.98	\$ 1,495.82	\$ (1,486.84)		
Total 32000 Library Promotions	\$ 755.04	\$ 1,666.68	\$ (911.64)		
Total 33000 Supplies	\$ 2,242.40	\$ 1,973.32	\$ 269.08		
Total 34000 Organizational Development	\$ 9,706.12	\$ 3,349.98	\$ 6,356.14		
Total 30000 ADMINISTRATION	\$ 12,712.54	\$ 8,485.80	\$ 4,226.74		
40000 EQUIPMENT					
Total 40000 EQUIPMENT	\$ 1,107.66	\$ 5,750.00	\$ (4,642.34)		
50000 IT					
Total 50000 IT	\$ 754.71	\$ 1,833.34	\$ (1,078.63)		
60000 HARD COPY MATERIAL					
Total 61000 ADULT COLLECTION	\$ 7,707.56	\$ 7,399.98	\$ 307.58		
Total 62000 TEEN COLLECTION	\$ 1,620.86	\$ 1,416.66	\$ 204.20		
Total 63000 KIDS COLLECTION	\$ 1,956.88	\$ 4,416.66	\$ (2,459.78)		
Total 64000 REFERENCE	\$ 519.76	\$ 825.00	\$ (305.24)		
Total 65000 ZIP BOOKS	\$ 2,073.75	\$ 3,333.34	\$ (1,259.59)		
Total 60000 HARD COPY MATERIAL	\$ 13,878.81	\$ 17,391.64	\$ (3,512.83)		
66000 TECHNICAL SERVICES					
Total 66000 TECHNICAL SERVICES	\$ 14,359.20	\$ 6,496.66	\$ 7,862.54		
70000 DATABASES					
Total 70000 DATABASES	\$ 10,070.04	\$ 2,234.18	\$ 7,835.86	Annual subscriptions	
72000 eMaterial					
Total 72000 eMaterial	\$ 14,107.92	\$ 14,550.02	\$ (442.10)		
80000 PROGRAMS					
Total 81000 ADULT PROGRAMS	\$ 900.00	\$ 1,999.98	\$ (1,099.98)		
Total 82000 TEEN PROGRAMS	\$ 656.03	\$ 933.32	\$ (277.29)		
Total 83000 KIDS PROGRAMS	\$ 2,977.43	\$ 4,466.68	\$ (1,489.25)		
Total 85000 LOCAL HISTORY PROGRAMS	0	\$ 1,500.02	\$ (1,500.02)		
85400 ARCHIVAL STORAGE OFFSITE	\$ 708.00	\$ 666.66	\$ 41.34		
Total 86000 SUMMER READING PROGRAM	\$ 0.00	\$ 0.00	\$ 0.00		
Total 80000 PROGRAMS	\$ 5,241.46	\$ 9,566.66	\$ (4,325.20)		
Total Expenses	\$ 72,232.34	\$ 66,308.30	\$ 5,924.04		
Net Operating Income	\$ (62,300.92)	\$ 8.36	\$ (62,309.28)		
Net income	\$ (62,300.92)	\$ 8.36	\$ (62,309.28)		

Harrison Memorial Library

Attachment 2

Check Detail

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
07/05/2023	Bill Payment (Check)	6285	Amazon Capital Services, Inc.		C	-295.88
						-295.88
07/05/2023	Bill Payment (Check)	6286	BAKER & TAYLOR		C	-475.91
						-475.91
07/05/2023	Bill Payment (Check)	6287	HOOPLA		C	-
						4,049.94
						-
						4,049.94
07/05/2023	Bill Payment (Check)	6288	JACOB LUCE		C	-150.00
						-150.00
07/05/2023	Bill Payment (Check)	6289	OVERDRIVE		C	-27.50
						-27.50
07/05/2023	Bill Payment (Check)	6290	PEAK ENTERPRISES		C	-351.00
						-351.00
07/05/2023	Bill Payment (Check)	6291	MATTHEW HALLA		C	-
						1,550.00
						-
						1,550.00
07/05/2023	Bill Payment (Check)	6292	Matthew McGregor		C	-
						2,500.00
						-
						2,500.00
07/06/2023	Bill Payment (Check)	6293	KANOPY		C	-
						1,404.00
						-
						1,404.00
07/06/2023	Bill Payment (Check)	6294	A to Z Databases		C	-556.00
						-556.00
07/06/2023	Bill Payment (Check)	6295	CALIFA GROUP		C	-
						7,081.29
						-
						7,081.29
07/06/2023	Bill Payment (Check)	6296	DOMAIN LISTINGS		C	-288.00

Harrison Memorial Library

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Check Detail

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-288.00
07/06/2023	Bill Payment (Check)	6297	ENGAGED PATRONS		C	-495.00
						-495.00
07/06/2023	Bill Payment (Check)	6298	HIG		C	-335.00
						-335.00
07/06/2023	Bill Payment (Check)	6299	MONTEREY PENINSULA CYPRESSAIRES		C	-300.00
						-300.00
07/06/2023	Bill Payment (Check)	6300	OCLC		C	-
						8,876.86
						-
						8,876.86
07/06/2023	Bill Payment (Check)	6301	PACIFIC LIBRARY PARTNERSHIP		C	-
						8,641.00
						-
						8,641.00
07/06/2023	Bill Payment (Check)	6302	THE WALL STREET JOURNAL		C	-782.87
						-782.87
07/06/2023	Bill Payment (Check)	6303	TRAVELING LANTERN THEATRE COMPANY		C	-495.00
						-495.00
07/06/2023	Bill Payment (Check)	6304	Zoobean Inc.		C	-760.75
						-760.75
07/06/2023	Bill Payment (Check)	6306	Midwest Tape		C	-12.27
						-12.27
07/12/2023	Bill Payment (Check)	6307	ALHAMBRA		C	-46.45
						-46.45
07/12/2023	Bill Payment (Check)	6308	BAKER & TAYLOR		C	-
						3,376.64
						-
						3,376.64
07/12/2023	Bill Payment (Check)	6309	GOLDEN GATE BOOKKEEPING		C	-325.00
						-325.00

Harrison Memorial Library

Attachment 2

Check Detail

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/12/2023	Bill Payment (Check)	6310	KAL-WEST		C	-200.00 -200.00
07/12/2023	Bill Payment (Check)	6311	Midwest Tape		C	-297.25 -297.25
07/12/2023	Bill Payment (Check)	6312	WELLS FARGO 4798		C	- 5,045.39 - 5,045.39
07/12/2023	Bill Payment (Check)	6313	ALHAMBRA		C	-54.94 -54.94
07/12/2023	Bill Payment (Check)	6314	Amazon Capital Services, Inc.		C	-50.13 -50.13
07/12/2023	Bill Payment (Check)	6315	NEWS BANK		C	- 1,337.00 - 1,337.00
07/12/2023	Bill Payment (Check)	6316	OVERDRIVE		C	- 3,253.03 - 3,253.03
07/12/2023	Bill Payment (Check)	6317	PACIFIC GROVE SELF STORAGE		C	-354.00 -354.00
07/12/2023	Bill Payment (Check)	6318	TAYLOR SAFINA		C	- 1,000.00 - 1,000.00
07/20/2023	Bill Payment (Check)	6319	Midwest Tape		C	-68.77 -68.77
07/20/2023	Bill Payment (Check)	6320	Amazon Capital Services, Inc.		C	-796.32 -796.32
07/20/2023	Bill Payment (Check)	6321	ARSL		C	-150.00 -150.00

Harrison Memorial Library

Attachment 2

Check Detail

July 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
07/20/2023	Bill Payment (Check)	6322	OVERDRIVE		C	-352.68
						-352.68
07/26/2023	Bill Payment (Check)	6323	BAKER & TAYLOR			-
						2,134.74
						-
						2,134.74
07/26/2023	Bill Payment (Check)	6324	Midwest Tape			-32.76
						-32.76
07/26/2023	Bill Payment (Check)	6325	Amazon Capital Services, Inc.			-808.45
						-808.45
07/26/2023	Bill Payment (Check)	6326	OVERDRIVE			-
						2,319.08
						-
						2,319.08
07/26/2023	Bill Payment (Check)	6327	BRODART			-334.20
						-334.20
07/26/2023	Bill Payment (Check)	6328	OFFICE DEPOT			-395.29
						-395.29
07/27/2023	Bill Payment (Check)	6329	RAZZOLINK			-14.99
						-14.99
07/31/2023	Expense		STATE OF CALIFORNIA		C	-4.76
				FEDERAL TAX WITHHELD		4.76

Harrison Memorial Library

Attachment 3

Check Detail

August 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
08/15/2023	Bill Payment (Check)	6330	BAKER & TAYLOR		R	-10,048.63
						-10,048.63
08/15/2023	Bill Payment (Check)	6331	GOLDEN GATE BOOKKEEPING		R	-325.00
						-325.00
08/15/2023	Bill Payment (Check)	6332	ALHAMBRA		R	-111.89
						-111.89
08/15/2023	Bill Payment (Check)	6333	Amazon Capital Services, Inc.		R	-1,130.93
						-1,130.93
08/15/2023	Bill Payment (Check)	6334	Blackstone Publishing		R	-83.20
						-83.20
08/15/2023	Bill Payment (Check)	6335	BRODART		R	-304.76
						-304.76
08/15/2023	Bill Payment (Check)	6336	COPIES BY THE SEA		R	-115.04
						-115.04
08/15/2023	Bill Payment (Check)	6337	HOOPLA		R	-4,037.14
						-4,037.14
08/15/2023	Bill Payment (Check)	6338	Jon Krosnick			-600.00
						-600.00
08/15/2023	Bill Payment (Check)	6339	KAL-WEST		R	-200.00
						-200.00
08/15/2023	Bill Payment (Check)	6340	KANOPY		R	-1,760.00
						-1,760.00
08/15/2023	Bill Payment (Check)	6341	KATHLEEN O'CONNELL		R	-197.32
						-197.32
08/15/2023	Bill Payment (Check)	6342	LAKESHORE LEARNING MATERIALS, LLC		R	-557.26
						-557.26
08/15/2023	Bill Payment (Check)	6343	Midwest Tape		R	-117.03
						-117.03
08/15/2023	Bill Payment (Check)	6344	OVERDRIVE		R	-1,615.08
						-1,615.08

Harrison Memorial Library

Attachment 3

Check Detail

August 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
08/15/2023	Bill Payment (Check)	6345	PACIFIC GROVE SELF STORAGE		R	-354.00 -354.00
08/15/2023	Bill Payment (Check)	6346	WELLS FARGO 4798		R	-2,975.49 -2,975.49
08/23/2023	Bill Payment (Check)	6347	Amazon Capital Services, Inc.		R	-403.98 -403.98
08/23/2023	Bill Payment (Check)	6348	BAKER & TAYLOR		R	-3,101.76 -3,101.76
08/23/2023	Bill Payment (Check)	6349	DEMCO		C	-443.98 -443.98
08/23/2023	Bill Payment (Check)	6350	Midwest Tape		R	-153.71 -153.71
08/23/2023	Bill Payment (Check)	6351	OVERDRIVE		R	-770.91 -770.91
08/24/2023	Bill Payment (Check)	6352	OFFICE DEPOT		R	-672.79 -672.79
08/31/2023	Bill Payment (Check)	6353	Amazon Capital Services, Inc.		C	-411.84 -411.84
08/31/2023	Bill Payment (Check)	6354	BAKER & TAYLOR		C	-2,731.55 -2,731.55
08/31/2023	Bill Payment (Check)	6355	Midwest Tape		C	-311.12 -311.12
08/31/2023	Bill Payment (Check)	6356	PLAYAWAY PRODUCTS LLC		C	-10.93 -10.93
08/31/2023	Bill Payment (Check)	6357	RAZZOLINK			-14.99 -14.99
08/31/2023	Expense		STATE OF CALIFORNIA		R	-4.22
				FEDERAL TAX WITHHELD		4.22

Harrison Memorial Library

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Check Detail

August 2023