



CITY OF CARMEL-BY-THE-SEA HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

Trustees John Krisher, Susan Murphy, Phil Pardue,
and President Tara Twomey

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

REGULAR MEETING Wednesday, February 22, 2023

9:00 AM

THIS MEETING IS VIA TELECONFERENCE AND IN-PERSON AT CITY HALL.

Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body.

To that end, this meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenue. To participate via teleconference click the following link to attend via Zoom (or copy and paste link in your browser): <https://ci-carmel-ca-us.zoom.us/j/81407151231?> Meeting ID:814 0715 1231 Passcode: 513449 Dial: +1 669 444 9171

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on February 17, 2023 is LOW. Per Urgency Ordinance 2022-006, wearing a face mask to attend a meeting of a legislative body inside a City facility is optional when the community level is low. Seating will be limited and available on a first come first served basis.

Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Commission or the public may ask that any items be considered individually for purposes of Commission discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

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.

- 3.** Appointment of a temporary President and Vice President.
- 4.** Receive a report from the Carmel Public Library Foundation on recent activities
- 5.** Approval of the Minutes for the January 25, 2023 Special Meeting
- 6.** Receive the Librarian's Report for January 2023
- 7.** Receive the Treasurer's Report and approve the check register for December 2022 and January 2023
- 8.** Receive a report on eResource usage and costs

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).



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: Appointment of a temporary President and Vice President.

RECOMMENDATION:

Appoint of a temporary President and Vice President.

BACKGROUND/SUMMARY:

In January Trustee Twomey submitted her resignation to the Library Director from the Harrison Memorial Library Board of Trustees effective at the end of the month. In addition the Board has had an ongoing vacancy over the course of this year. The City Clerk has opened a recruitment to fill the vacancies which closes February 24.

Officers of the Board of Trustees consist of a President, Vice President, and Treasurer. Elections occur annually at the December Board meeting; elected officers begin their terms in January. However, Trustee Twomey's resignation will leave the board without a President, a key position.

The Harrison Memorial Library Board of Trustees By-Laws, Article IV -- Officers of the Board of Trustees -- states the following:

- A. Officers of the Board of Trustees shall consist of a President, a Vice President and a Treasurer, who shall perform their appropriate duties.
- B. Officers shall be elected at the annual meeting, or at such other meeting as may be necessary to serve for a period of one year or until a successor has been seated. Election of officers shall occur in June, or in July if a meeting is cancelled or no meeting is held, with prior notification to the City Clerk.
- C. No member of the Board shall be elected President for more than two consecutive full terms.

Because the method of appointing new Board officers was established by practice only, and was not stipulated in Library Board By-Laws or City regulations, the Board of Trustees, at its April 25, 2012 meeting, adopted the following guidelines regarding election of officers:

PROCEDURE REGARDING THE ANNUAL ELECTION OF OFFICERS HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

Per the City of Carmel-by-the-Sea, in an effort to maintain consistency all elections of Boards, Committees and Commissions should occur in June. If a June election is not possible due to a meeting cancellation, a July election may be held upon prior notice to the City Clerk.

Elected positions of the Library Board of Trustees consist of a President, Vice President, and Treasurer. Officers terms begin in July; positions are held for one year or until a successor has been appointed. Per Library Board By-Laws, no member of the Board shall be elected President for more than two consecutive full terms.

The election of officers is an agendaized Order of Business. Due to Brown Act restrictions, nominations are made, discussed and voted on at the December meeting.

It has been customary for the Vice President to succeed the President and for the Treasurer position to be held by a new Board member. The rationale for choosing a new Board member as Treasurer is that it provides a good introduction to Board finances and operations.

This method of appointing new Board officers has been established by practice only; it is not stipulated in Library Board By-Laws or City Regulations.

FISCAL IMPACT:

There is no financial impact associated with this item.

ATTACHMENTS:

Harrison Memorial Library Board of Trustees Meeting
Minutes

REGULAR MEETING
Wednesday, January 25, 2023

9:00 AM

THIS MEETING IS VIA TELECONFERENCE AND IN-PERSON AT CITY HALL.

Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body.

To that end, this meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenue. To participate via teleconference <https://ci-carmel-ca-us.zoom.us/j/82287782978> Meeting ID: 822 8778 2978 Passcode: 564692 Dial: +1 669 444 9171

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on January 20, 2023, is LOW. Per Urgency Ordinance 2022-006, wearing a face mask to attend a meeting of a legislative body inside a City facility is optional when the community level is low. Seating will be limited and available on a first come first served basis.

CALL TO ORDER AND ROLL CALL

PRESENT: Krisher, Murphy, Pardue, Twomey
ABSENT: None
STAFF PRESENT: Ashlee Wright, Library & Community Activities Director
Leslie Fenton, Executive Assistant

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: Announcements from the Trustees

Trustee Murphy announced that the Friends was back at the Thursday Farmers' Market.

Trustee Twomey announced that she would be resigning her position on the Board due to a job opportunity.

Item B: Announcements from the Library Director

Library & Community Activities Director Wright announced the following:

- Thank you to Trustee Twomey for her years of service on the Board and we wish her the best of luck in her new endeavor.
- The City Clerk will be noticing the vacancies on the Board.
- CPLF will be sending around a sign-up sheet for Trustees to sign up to attend their meeting.
- The library received star status from the Library Journal for 2020. This is year four of receiving five stars.
- The library has a lot of projects and programs going on – movie night, story time, teen collection, and oral history.
- Interviewing for the last open position, Librarian II (Reference) next Tuesday.

ORDERS OF BUSINESS

Item 3: Receive a report from the Carmel Public Library Foundation on recent activities

Carmel Public Library Foundation Executive Director Alexandra Fallon presented the report.

- Congratulations and thank you to Trustee Twomey for her service on the Board.
- Congratulation to Library on star status. Ad being placed in Pine Cone.
- The Foundation has hired a grant writer.
- Monterey County Gives fundraiser raised \$45,000.
- Design firm of Jerry Takigawa has been selected for the library branding project.
- April 18 – annual fundraiser “The Educated Edition”.
- Reinstating the Donor Salute on March 5.
- Community night program with Douglas Brinkley on February 8.

Item 4: Approval of the Minutes for the December 7, 2022 Special Meeting

Trustee Krisher moved to approve the minutes for the December 7, 2022 Special Meeting, seconded by Trustee Murphy and carried by the following roll call vote:

AYES: Krisher, Murphy, Pardue, Twomey
 NOES: None
 ABSENT: None
 ABSTAIN: None

Item 5: Receive the Librarian's Report for November and December 2022

Library & Community Activities Director Wright presented the reports.

Item 6: Receive the Treasurer's Report and approve the check register for November 2022

Library & Community Activities Director Wright and Treasurer Krisher presented the report.

Trustee Murphy moved to approve the check register for November 2022, seconded by Trustee Pardue and carried by the following roll call vote:

AYES: Krisher, Murphy, Pardue, Twomey
NOES: None
ABSENT: None
ABSTAIN: None

Item 7: Consideration of a request for a second budget adjustment for FY 2022-2023

Library & Community Activities Director Wright presented the report.

Trustee Krisher moved to approve the second round of budget adjustments for FY 2022-2023, seconded by Trustee Murphy and carried by the following roll call vote:

AYES: Krisher, Murphy, Pardue, Twomey
NOES: None
ABSENT: None
ABSTAIN: None

Item 8: Receive a report on the Library's Strategic Plan

Library & Community Activities Director Wright presented the report.

- RFID training tomorrow
- Thank you to Friends being at the market
- Newsletter is send out every other week
- Welcome packet – keep conversation going
- Four librarians will be attending Harwood training sessions
- Looking at holding Community Conversations in Spring
- Look at digital resources
- Looking at Saturday hours in spring including Local History
- Future – programs & outreach, streamlining services

FUTURE AGENDA ITEMS

- Digital resources – Ebooks
- December & January financials

- Election of interim president

ADJOURNMENT

There being no further business before the Board, the meeting was adjourned at 9:48 am.
The next Regular Meeting is scheduled for February 22, 2023.

Respectfully submitted,
Leslie Fenton, Executive Assistant

Tara Twomey,
President, Library Board of Trustees

LIBRARIAN'S MONTHLY REPORT

January 31, 2023

CIRCULATION	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Adult Circulation:					
Fiction	18.15	1,901	1,278	11,216	9,493
Non-Fiction	30.00	1,228	782	6,326	4,866
Magazines	40.07	23	88	430	307
Audio/Video	20.05	1,009	807	6,346	5,286
ADULT CIRCULATION TOTAL:	21.88	4,161	2,955	24,318	19,952
Juvenile Circulation:					
Fiction	10.35	1,407	1,015	9,352	8,475
Non-Fiction	60.79	464	300	3,002	1,867
Magazines	-45.45	4	0	12	22
Audio/Video	38.31	154	110	704	509
JUVENILE CIRCULATION TOTAL:	20.21	2,029	1,425	13,070	10,873
CIRCULATION TOTAL:	21.29	6,190	4,380	37,388	30,825
ELECTRONIC CHECKOUTS:	27.72	7,787	6,546	35,638	27,904
HOLD REQUESTS:	-20.10	1,104	941	7,340	9,187
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

January 31, 2023

CIRCULATION BY BORROWERS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Residents: Carmel-by-the-Sea	0.76	1394	1,093	8527	8463
Non-Residents:					
Monterey County	30.39	4,468	3,106	27,098	20,782
Other Zip Codes	31.05	328	181	1,777	1,356
NON-RESIDENT CIRCULATION TOTAL	30.43	4,796	3,287	28,875	22,138
PATRON REGISTRATION:	Patron Data Base Purge 09/19				
Carmel by-the-Sea Residents	29.51	24	3	79	61
Monterey County Residents	109.09	124	81	667	319
Other Borrowers	176.11	41	37	312	113
REGISTRATION TOTAL:	114.60	189	121	1,058	493
TOTAL # OF CARDHOLDERS:	14.29	11,390	11,198	11,390	9,966

Patron Visit Count					
HML Building	429.80	5,123	3,994	33,833	6,386
Park Branch Building	#DIV/0!				
Local History	#DIV/0!	15	17	153	0
Youth Services Dept.	666.70	5,164	3,679	31,358	4,090
PATRON VISIT TOTAL:	523.75	10,302	7,690	65,344	10,476

LIBRARIAN'S MONTHLY REPORT

January 31, 2023

REFERENCE QUESTIONS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Reference Desk	98.20	1,039	718	5,845	2,949
Youth Services Desk	10.31	212	161	1,819	1,649
Local History Desk	26.40	76	43	474	375
TOTAL REFERENCE QUESTIONS:	63.64	1,327	922	8,138	4,973
ELECTRONIC SEARCH ACTIVITY					
Public in-Library Computer Use:	#DIV/0!	0	0	0	0
Public WiFi Use:	146.36	645	617	6,398	2,597
VOLUNTEER HOURS	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
Local History	-13.92	7	9	68	79
Park Branch	-100.00	0.00	0	0	25
Harrison - Main	16.55	26	22	162	139
TOTALS:	-5.35	33	31	230	243

OUTREACH SERVICES					
Visits	#DIV/0!	0	0	0	0
Circulation	#DIV/0!	0	0	0	0

LIBRARIAN'S MONTHLY REPORT

January 31, 2023

	YTD Percentage Change	This Month	Last Month	This YTD	Last YTD
SUMMER READING PROGRAMS	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE	#DIV/0!	0	0	0	0
PRESCHOOL PROGRAMS (0-5 YRS)	#DIV/0!	6	4	29	0
TOTAL ATTENDANCE	#DIV/0!	162	89	569	0
SCHOOL AGE PROGRAMS (6-11 YRS)	#DIV/0!	3	4	32	0
TOTAL ATTENDANCE	#DIV/0!	155	72	860	0
TEEN PROGRAMS (12-18 YRS)	#DIV/0!	0	0	0	0
TOTAL ATTENDANCE:	#DIV/0!	0	0	0	0
ADULT PROGRAMS	-50.00	0	0	4	8
TOTAL ATTENDANCE	-1.29	0	0	1,149	1,164
OFFSITE PROGRAMS	-14.29	1	1	6	7
TOTAL ATTENDANCE	24.48	243	57	1,449	1,164
LOCAL HISTORY PROGRAMS	#DIV/0!	1	0	2	0
TOTAL ATTENDANCE	#DIV/0!	243	0	948	0

x	Harrison Memorial Library						
x	Budget vs:Actuals: FY2022-2023-FYP&L			Attachment 1			
x	July 2022- December 2022						
x							
x		Actual	Budget	over Budget			
x	INCOME						
x	Total 21000 CARMEL LIBRARY FOUNDATION	\$ 145,550.00	\$ 145,500.00	\$ 50.00			
x	Total 22000 DONATIONS						
x	24000 Friends of HML	25,000.00	\$10,999.98	14,000.02			
x	23100 Interest Bradney	\$622.56	\$1'99.98	422.58			
x	23200 Interest other	\$ 5,655.48	\$ 1,449.96	\$ 4,828.06			
x	Total 23000 INTEREST INCOME	6,278.02	1,449.96	4,828.06			
x	25000 Library Operations	\$ 2,008.88	\$ 1,000.02	\$ 1,008.02			
x	TOTAL INCOME	\$ 179,607.43	\$ 158,949.96	\$ 20,657.47			,
x	Expenses						
x	30000 ADMINISTRATION			-			
x	Total 31000 Finance	1,676.53	3,999.96	-\$ 2,323.43			
x	Total 32000 Library Promotions	\$ 2,050.35	\$ 4,500.00	-\$ 2,449.65			
x	Total 33000 Supplies	\$ 9,831.25	\$ 4,099.98	\$5,73127	Budget adjustment	Bottled water	
x	Total 34000 Organizational Development	\$ 9,560.20	\$ 7,949.94	\$ 1,610.26			
x	Total 30000 ADMINISTRATION	\$ 23,118.33	\$ 20,549.88	\$ 2,568.45			
x	40000 EQUIPMENT						
x	Total 40000 EQUIPMENT	\$ 10,832.07	\$ 19,432.50	-\$ 8,600.43			
x	50000 IT						
x	Total 50000 IT	\$ 144.49	\$ 1,849.98	-\$ 1,705.04			
x	60000 HARD COPY MATERIAL						
x	Total 61000 ADULT COLLECTION	\$ 16,472.87	\$ 18,849.96	-\$ 2,377.09			
x	Total 62000 TEEN COLLECTION	\$ 316.55	\$ 1,625.04	-\$ 1,308.49			
x	Total 63000 KID'S COLLECTION	\$ 10,963.26	\$ 12,999.96	-\$ 2,036.70			
x	Total 64000 REFERENCE	\$ 2,095.24	\$ 3,600.00	-\$ 1,504.76			
x	Total 65000 ZIP BOOKS	\$ 10,125.85	\$ 12,499.98	-\$ 2,374.13			
x	Total 60000 HARD COPY MATERIAL	\$ 39,973.77	\$ 49,574.94	-\$ 9,601.17			
x	66000 TECHNICAL SERVICES						
x	Total 66000 TECHNICAL SERVICES	\$ 18,864.71	\$ 12,690.00	\$ 6,174.71	Replacements	Yearly billing	
x	70000 ELECTRONIC MATERIALS						
x	Total 70000 ELECTRONIC MATERIALS	\$ 11,964.83	\$ 6,777.50	\$ 5,187.32	Yearly billing		
x	Total 72000 eResources	\$ 36,289.24	\$ 37,000.00	-\$ 710.76			
x	80000 PROGRAMS						
x	Total 81000 ADULT PROGRAMS	\$ 168.59	\$ 1,250.04	-\$ 1,081.45			
x	Total 82000 TEEN PROGRAMS	\$ 219.66	\$ 500.00	-\$ 280.38			
x	Total 83000 KIDS PROGRAMS	\$ 5,203.96	\$ 3,100.02	\$ 2,103.94	Reason for Budget adjustment		
x	Total 85000 LOCAL HISTORY PROGRAMS	\$ 12,345.35	\$ 5,499.96	\$ 6,845.39	Budget adjustment		
x	85400 Archival Storage Off-site	\$ 2,124.00	\$ 1,999.98	\$ 124.02			
x	Total 86000 SUMMER READING PROGRAM	\$ 2,175.00	\$ 1,999.98	\$ 1,765.02			
x	Total 80000 PROGRAMS	\$ 20,112.56	\$ 12,350.04	\$ 7,762.50			
x	Total Expenses	\$161,300.44	\$ 160,224.84	\$ 1,075.60			
	NET OPERATING INCOME	\$18,206.99	-\$1,274.88	\$19,551.87			
	NET INCOME	\$18,206.99	-\$1,274.88	\$19,551.87			

Harrison Memorial Library

Attachment 2

Check Detail December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
12/07/2022	Bill Payment (Check)	6067	ALHAMBRA		R	-39.45
						-39.45
12/07/2022	Bill Payment (Check)	6068	Amazon Capital Services, Inc.		R	-561.86
						-561.86
12/07/2022	Bill Payment (Check)	6069	BAKER & TAYLOR		R	-166.22
						-166.22
12/07/2022	Bill Payment (Check)	6070	EBSCO		R	-3,656.27
						-3,656.27
12/07/2022	Bill Payment (Check)	6071	GOLDEN GATE BOOKKEEPING		R	-325.00
						-325.00
12/07/2022	Bill Payment (Check)	6072	HOOPLA		R	-3,041.06
						-3,041.06
12/07/2022	Bill Payment (Check)	6073	KAL-WEST		R	-200.00
						-200.00
12/07/2022	Bill Payment (Check)	6074	KANOPY		R	-1,543.00
						-1,543.00
12/07/2022	Bill Payment (Check)	6075	OVERDRIVE		R	-1,041.29
						-1,041.29
12/08/2022	Bill Payment (Check)	6076	OVERDRIVE		R	-67.50
						-67.50
12/21/2022	Bill Payment (Check)	6077	A to Z Databases		R	-556.00
						-556.00
12/21/2022	Bill Payment (Check)	6078	Amazon Capital Services, Inc.		R	-1,848.08
						-1,848.08
12/21/2022	Bill Payment (Check)	6079	BAKER & TAYLOR		C	-461.52
						-461.52
12/21/2022	Bill Payment (Check)	6080	NRP DIRECT		R	-357.50
						-357.50
12/21/2022	Bill Payment (Check)	6081	OFFICE DEPOT		R	-684.36

Harrison Memorial Library

Attachment 2

Check Detail December 2022

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-684.36
12/21/2022	Bill Payment (Check)	6082	OVERDRIVE		C	-341.24
						-341.24
12/21/2022	Bill Payment (Check)	6083	PACIFIC GROVE SELF STORAGE		R	-354.00
						-354.00
12/21/2022	Bill Payment (Check)	6084	PastPerfect Software Inc.		C	-8,292.00
						-8,292.00
12/21/2022	Bill Payment (Check)	6085	Swank Motion Pictures, Inc.		C	-640.00
						-640.00
12/21/2022	Bill Payment (Check)	6086	WELLS FARGO 4798		R	-186.23
						-186.23
12/31/2022	Expense				R	-6.83
				FEDERAL TAX WITHHELD		6.83

X	Harrison Memorial Library			Attachment 3			
X	Budget vs:Actuals: FY2022-2023-FYP&L						
X	July 2022 - January 2023						
X							
X		Actual	Budget	over Budget			
X	INCOME						
X	Total 21000 CARMEL LIBRARY FOUNDATION	\$ 145,550.00	\$ 169,750.00	-24,200.00			
X	28000 Uncategorized Revenue		\$ 63,875.00	-\$ 63,875.00	Budget adjustment		
X	24000 Friends of HML	25,000.00	12,833.31	12,166.69			
X	25000 Library Operations	\$7,694.57	1,166.69	6,527.88			
X	23100 Interest Bradney	\$ 1,241.63	\$ 233.31	\$ 1,008.32			
X	23200 Interest - Other	11,259.42	1,458.31	9,801.11			
X	Total 23000 INTEREST INCOME	\$12,501.05	\$1,458.31	\$10,809.43	Should Increase with Prime		
X	TOTAL INCOME	190,745.62	\$ 249,316.62	58,571.00			,
X	Expenses						
X	30000 ADMINISTRATION						
X	Total 31000 Finance	\$ 3,303.25	\$ 6,691.63	-\$ 3,388.38			
X	Total 32000 Library Promotions	\$ 2,175.07	\$ 5,250.00	-\$ 3,074.93			
X	Total 33000 Supplies	\$ 12,951.06	\$ 7,408.31	\$ 5,542.75	Budget adjustment	Bottled water	
X	Total 34000 Organizational Development	\$ 13,690.20	\$ 11,024.93	\$ 2,665.27	Yearly billing	Staff training	
X	Total 30000 ADMINISTRATION	\$ 30,500.61	\$ 28,349.86	\$ 2,150.75			
X	40000 EQUIPMENT						
X	Total 40000 EQUIPMENT	\$ 20,704.28	\$ 66,815.42	-\$ 46,111.14	Budget adjustment		
X	50000 IT						
X	Total 50000 IT	573.92	2,158.31	-1,584.39			
X	60000 HARD COPY MATERIAL						
X	Total 61000 ADULT COLLECTION	\$ 19,976.01	\$ 23,158.24	-\$ 3,182.23			
X	Total 62000 TEEN COLLECTION	\$ 366.26	\$ 3,645.81	-\$ 3,182.23			
X	Total 63000 KID'S COLLECTION	\$ 12,834.84	\$ 15,745.93	\$-\$2,915.09			
X	Total 64000 REFERENCE	\$ 2,560.75	\$ 4,200.00	-\$ 1,639.25			
X	Total 65000 ZIP BOOKS	\$ 11,803.90	\$ 14,583.31	-\$ 2,779.41			
X	Total 60000 HARD COPY MATERIAL	\$ 47,541.76	\$ 61,337.29	-\$ 13,795.53			
X	66000 TECHNICAL SERVICES						
X	Total 66000 TECHNICAL SERVICES	\$ 20,816.46	\$ 19,471.62	\$ 1,344.84	Yearly billing	Replacements	
X	70000 ELECTRONIC MATERIALS						
X	Total 70000 ELECTRONIC MATERIALS	\$ 11,964.82	\$ 7,898.75	\$ 4,066.07	Yearly billing		
X	Total 72000 eResources	\$ 45,600.01	\$ 42,750.00	\$ 2,850.01	Ebooks &Hoopla		
X	80000 PROGRAMS						
X	Total 81000 ADULT PROGRAMS	\$ 327.59	\$ 2,625.07	-\$ 2,297.48			
X	Total 82000 TEEN PROGRAMS	\$ 219.66	\$ 1,837.08	-\$ 1,617.42			
X	Total 83000 KIDS PROGRAMS	\$ 5,678.14	\$ 8,283.38	-\$ 2,605.24			
X	Total 85000 LOCAL HISTORY PROGRAMS	\$ 14,649.35	\$ 13,008.24	\$ 1,641.11	Budget adjustment		
X	85400 Archival Storage Off-site	\$ 2,478.00	\$ 2,333.31	\$ 144.69			
X	Total 86000 SUMMER READING PROGRAM	\$ 2,175.00	\$ 2,333.31	-\$ 158.31			
X	Total 80000 PROGRAMS	\$ 23,049.74	\$ 28,087.08	-\$ 5,037.34			
X	Total Expenses	\$ 200,751.60	\$ 256,868.33	-\$ 56,116.73			
	NET OPERATING INCOME	\$10,005.98	-\$7,551.71	-\$2,454.27			
	NET INCOME	\$10,005.98	-\$7,551.71	-\$2,454.27			

Harrison Memorial Library

Attachment 4

Check Detail

January 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10000 Wells Fargo Checking						
01/03/2023	Bill Payment (Check)	6087	ALHAMBRA		R	-39.45
						-39.45
01/03/2023	Bill Payment (Check)	6088	Amazon Capital Services, Inc.		R	-1,738.21
						-1,738.21
01/03/2023	Bill Payment (Check)	6089	Aunt Flow Corp.		R	-4,565.00
						-4,565.00
01/03/2023	Bill Payment (Check)	6090	BAKER & TAYLOR		R	-574.05
						-574.05
01/03/2023	Bill Payment (Check)	6091	OVERDRIVE		R	-414.98
						-414.98
01/03/2023	Bill Payment (Check)	6092	HOOPLA		R	-3,281.05
						-3,281.05
01/03/2023	Bill Payment (Check)	6093	KANOPY		R	-1,617.00
						-1,617.00
01/03/2023	Bill Payment (Check)	6094	PACIFIC LIBRARY PARTNERSHIP	Voided	R	0.00
						0.00
01/03/2023	Bill Payment (Check)	6095	PEAK ENTERPRISES		R	-245.70
						-245.70
01/03/2023	Bill Payment (Check)	6096	ULINE		R	-432.10
						-432.10
01/04/2023	Bill Payment (Check)	6097	OVERDRIVE		R	-5.98
						-5.98
01/18/2023	Bill Payment (Check)	6098	Amazon Capital Services, Inc.		R	-1,195.74
						-1,195.74
01/18/2023	Bill Payment (Check)	6099	BAKER & TAYLOR		R	-4,007.71
						-4,007.71
01/18/2023	Bill Payment (Check)	6100	Blackstone Publishing		R	-41.60
						-41.60
01/18/2023	Bill Payment (Check)	6101	BYWATER SOLUTIONS		R	-770.00

Harrison Memorial Library

Attachment 4

Check Detail

January 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
						-770.00
01/18/2023	Bill Payment (Check)	6102	DEMCO		R	-4,562.41
						-4,562.41
01/18/2023	Bill Payment (Check)	6103	KAL-WEST		R	-200.00
						-200.00
01/18/2023	Bill Payment (Check)	6104	LAYER 1 NETWORKS, INC		R	-4,343.34
						-4,343.34
01/18/2023	Bill Payment (Check)	6105	OFFICE DEPOT		R	-277.58
						-277.58
01/18/2023	Bill Payment (Check)	6106	OVERDRIVE		C	-785.77
						-785.77
01/18/2023	Bill Payment (Check)	6107	PACIFIC GROVE SELF STORAGE		R	-354.00
						-354.00
01/18/2023	Bill Payment (Check)	6108	WELLS FARGO 4798		R	-5,088.72
						-5,088.72
01/19/2023	Bill Payment (Check)	6109	OVERDRIVE		C	-250.00
						-250.00
01/25/2023	Bill Payment (Check)	6110	ALHAMBRA		C	-82.44
						-82.44
01/25/2023	Bill Payment (Check)	6111	Amazon Capital Services, Inc.		R	-640.81
						-640.81
01/25/2023	Bill Payment (Check)	6112	BAKER & TAYLOR		R	-1,696.84
						-1,696.84
01/25/2023	Bill Payment (Check)	6113	HOOPLA		C	-3,343.47
						-3,343.47
01/25/2023	Bill Payment (Check)	6114	Megan Cassamas		R	-300.00
						-300.00
01/25/2023	Bill Payment (Check)	6115	OFFICE DEPOT		C	-289.31
						-289.31

Harrison Memorial Library

Attachment 4

Check Detail

January 2023

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
01/31/2023	Bill Payment (Check)	6116	Amazon Capital Services, Inc.		C	-476.46
						-476.46
01/31/2023	Bill Payment (Check)	6117	BAKER & TAYLOR		C	-2,086.09
						-2,086.09
01/31/2023	Bill Payment (Check)	6118	DEMCO		C	-36.57
						-36.57
01/31/2023	Bill Payment (Check)	6119	KEN HALLA		C	-1,950.00
						-1,950.00
01/31/2023	Bill Payment (Check)	6120	OVERDRIVE		C	-27.50
						-27.50
01/31/2023	Bill Payment (Check)	6121	RAZZOLINK		C	-14.99
						-14.99
01/31/2023	Expense				R	-7.75
				FEDERAL TAX WITHHELD		7.75



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 Lyrasis 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 Lyrasis, 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: