

San Anselmo Library Advisory Board

Meeting Minutes of January 17, 2019

The meeting was called to order by the Board's chair, Doug Holm, at 4:32 p.m. Present were Anna Wooster, Judy Anderson, Scott Fletcher, Tina Kroot and the town's librarian, Linda Kenton. No members of the public were present.

Minutes from the November 2018 Board meeting were reviewed and unanimously approved.

Discussion Items

1. Librarian's Report

Town Librarian Linda Kenton provided the following updates on library operations, services and activities.

- Kanopy, a video-streaming service specializing in classic, independent and documentary films, went live on December 22, and has been popular with library patrons. Library staff decided to limit patron "checkouts" to eight titles per month. As of January 11, 21 people already had used up their monthly allotments. Library staff will be monitoring usage trends to determine how to best manage the costs to the library, which are \$2.00 per streaming.
- The library has delayed the planned upgrade of its fire-alarm system, which had been tentatively scheduled for early January, due to a contractual issue with the service provider. Staff from the town's Public Works Department have entered into discussions with a new company, which, unlike the first provider, thinks that it can complete the work without partially closing the library for several days.
- To prevent theft, library staff have decided to permanently keep the DVD discs in the Eureka Collection at the front desk, leaving only empty DVD cases on display in the library. Patrons interested in checking out a Eureka DVD will continue to bring the empty case to the front desk and a staff person will hand them the actual disc. Last spring and summer, approximately 10% to 20% of Eureka DVDs had been stolen (some were returned after having gone missing for three or four months), which led the staff to keep the discs at the front desk on a trial basis.
- The next Tunstead Live will be held on Thursday, February 7, featuring Rita Lakin, a former TV scriptwriter from the early 1960s through the 1980s and author of the memoir, *The Only Woman in the Room*. Ms. Lakin is now a Marin resident and author of the seven-book, *Gladdy Gold* fictional mystery series.

2. Hoopla Usage

Ms. Kenton provided an overview of the Hoopla audio- and video-streaming service, which the library has offered to patrons since December 2016. Through Hoopla, patrons may stream movies, ebooks, audiobooks and other materials. Library staff view it and Kanopy as complementary services. As with Kanopy, library patrons are limited to eight “checkouts” of video and audio streaming titles per month and multiple patrons may check out the same titles simultaneously.

Hoopla’s pricing model differs from that of Kanopy. Instead of a flat per-usage fee, the video and audio streams have various levels of pricing, which is charged on a per-usage basis. Library staff initially set up a \$2,900 annual account with Hoopla, paid for through funds raised by the Library Parcel Tax. Patron usage was less than \$2,900 in 2017, but exceeded that amount last year, and additional funds were used to cover the extra cost. The library recently moved to a monthly invoice payment system.

Ms. Kenton provided statistics on Hoopla checkouts during 2017 and 2018, as summarized below.

- Patrons streamed 1,243 different titles in 2017 and 2,092 different items in 2018, a 68% increase from year to year. Usage was particularly high in the fourth quarter of 2018, with an average of 217 titles in circulation per month, compared with 139 titles in circulation per month during the fourth quarter of 2017.
- By far the most popular items to be streamed during 2018 were audio-books. Patrons checked out 903 audiobook titles last year through Hoopla. Other materials streamed included 356 ebook titles, 325 movies, 267 television programs, 154 music titles and 67 comic books/graphic novels.
- Adult fiction/non-fiction titles have been most popular, accounting for 86% of all titles streamed (including ebooks, audiobooks and music) during 2017 and 2018. Juvenile titles accounted for the remaining 14%.

3. Proposal to Move Dates of Future Regular Board Meetings

As part of her duties as Assistant Town Manager, Ms. Kenton is to attend newly organized meetings involving management personnel from cities and towns throughout Marin on the afternoon of the fourth Thursday of each month.

As those meetings conflict with the regular meetings of the Library Advisory Board, which are held at 4:30 p.m. on the fourth Thursday of every other month, the Board discussed permanently changing the dates of its regular meetings to the second or third Thursday of every other month. After some discussion, the Board decided only to move its next meeting, from March 28 to March 14, and to consider the issue again at the March meeting.

4. Friends of the Library Report

Board member Judy Anderson provided an update on the activities of the Friends of the Library, of which she also is a member.

- The Friends of the Library hosted a well-attended reception the previous Friday at Town Books, the used book store that it operates at 411 San Anselmo Avenue, that featured works by several artists. The art will be exhibited in the store for six weeks.
- The Friends of the Library is looking at using an online sign-up system for volunteers to ease the scheduling burden on five volunteer store managers. Google Calendar and SignUpGenius are possible options.
- The Friends of the Library is considering whether to keep Town Books open on Sundays this coming December, as was done in 2018.

Board Comments Questions, Requests for Future Agenda Items

Ms. Kenton suggested that she give an update at the next Board meeting on patron usage of the Overdrive ebook/audio-book service, to which the library subscribes as part of the MariNet county-wide library consortium.

The Board also agreed to discuss moving the date of its May 2019 meeting and perhaps additional meetings to be held later in the year.

Meeting adjourned by Doug Holm at 5:37 pm.

Minutes by Doug Holm