

San Anselmo Library Advisory Board

Meeting Minutes of May 9, 2019

The meeting was called to order by the Board's chair, Doug Holm, at 4:37 p.m. Present were Anna Wooster, Dean McDonald, Judy Anderson, Scott Fletcher, Tina Kroot and the town's librarian, Linda Kenton. One member of the public also was present.

Minutes from the March 2019 Board meeting were reviewed and unanimously approved.

Discussion Items

1. Librarian's Report

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

- **Recent and Upcoming Events:**
 - **April 18:** 16th annual Night of the Poets community poetry reading.
 - **May 4:** Fancy Nancy Tea Party for children ages four through eight. Approximately 20 children attended.
 - **June 21:** Tunstead Live: Shipwrecks of Marin featuring a presentation by Brian Crawford, a local historian and author of the recently published book of the same name.
- **Summer Reading Program:** On June 10, the library will launch its summer reading program for children, teens and adults. This year's theme is "Take Me to Your Reader." The program will feature weekly puzzle games for adults and cultural-enrichment programs each Wednesday afternoon for children. Participants will keep a log of the books they read and receive gift certificates for a free book from Town Books, the used bookstore operated by the Friends of the San Anselmo Library. Between 400 and 500 children/teens and 50 to 60 adults are expected to participate in the program, which will run through August 10.
- **New Printer/Copier/Scanner:** A new printer/copier was recently installed in the library that also has a scanning feature. For a small fee, library patrons now will be able to scan items in addition to photocopying them.
- **Summer Help:** The library's management has hired several librarians/library assistants to cover for vacationing staff and provide extra help during the summer months.

2. Overview of RB Digital Subscription

Ms. Kenton provided an overview of the library's RB Digital subscription, which enables library patrons to access a wide range of magazines and other periodicals online via an app they download from RB Digital, using their library card number and a password. Publications available in RB Digital's

collection include those that the library carries in its physical collection as well as others. Readers see an online facsimile of the actual printed pages from the publications—complete with photos, graphics and advertisements—rather than merely read text reprinted from the publication. Other highlights from Ms. Kenton’s presentation:

- RB Digital is available through a subscription made by the Marinnet consortium of libraries and is available to patrons of all Marinnet member libraries.
- Multiple simultaneous checkouts are permitted.
- Automated checkouts are allowed.
- Some publications cap the number of times an issue may be checked out. So far, *The Economist* is the only publication where Marinnet patrons have routinely reached the maximum number of checkouts. Marinnet resolved that issue by adding a second subscription to *The Economist*.
- In calendar-year 2018, San Anselmo library patrons checked out 160 publications. The most popular titles were:

<i>The New Yorker</i>	<i>The Economist</i>
<i>Us Weekly</i>	<i>Outside</i>
<i>The Week</i>	<i>Car and Driver</i>
<i>Star</i>	<i>Vanity Fair</i>
National Geographic	

3. Answers to March 2019 Meeting Questions Regarding OverDrive Usage

Ms. Kenton furnished responses to questions from board members that arose during the presentation she made on Marinnet’s subscription to OverDrive, an e-book and e-audiobook service, during the March 2019 meeting of the Library Advisory Board.

- **What particular demographics are using OverDrive?** Marinnet does not keep statistics on the age or other demographic characteristics of OverDrive users.
- **How many San Anselmo Library patrons are using OverDrive?** In 2018, 823 different San Anselmo patrons accessed OverDrive, 11% of all active San Anselmo library patrons. The average San Anselmo patron who used OverDrive checked out 21 items during the year.
- **How many people cancel “holds” on OverDrive?** Marinnet cannot “see” how many users canceled holds they once placed on e-books and e-audiobooks. It can only track pending circulations, that is, titles that patrons checked out, but did not open. In 2018, San Anselmo library patrons checked out 16,953 OverDrive titles, 1,869 of which (11%) were “pending circulations.” Across the entire Marinnet consortium, 283,000 titles were checked out during 2018, 29,000 of which (10%) were “pending circulations.”

4. Managing and Culling the Library Collection

Ms. Kenton discussed how the library manages its physical collection. As the library orders new audiovisual or printed materials, it reviews the collection and may physically remove some titles to make room for the newly ordered items. It cannot collect and maintain every item forever.

- **Purchasing New Materials.** When buying new materials for the collection, the library staff's main tenet is "know your community." Staff members read published book reviews (e.g., Kirkus, New York Times), gather anecdotal information on popular titles from San Anselmo library patrons and others in the community, and analyze recent checkouts by library patrons and holds placed in the Marinnet system in which the patron requests a pickup in San Anselmo. Staff also survey library patrons on occasion. Most printed books are bought from Baker & Taylor, a major national book distributor to public libraries and schools.
- **Culling the Collection.** Library staff consider a number of factors in determining whether to remove materials from the physical collection, including whether the title has been checked out in the past five years and whether the title is part of the collections of other libraries in the Marinnet consortium. Books that are damaged or lost by library patrons may not be re-ordered if they are not routinely checked out. Books in poor condition may be "weeded out" as well. When staff decide to remove materials from the collection, they will ship items that are in good condition to Better World Books, which re-sells or donates used books.

Ms. Kenton will bring statistics on the library collection to the next Library Advisory Board meeting.

5. Friends of the Library Update

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 will host a reception for Marin artist Bibby Gignilliat and her art students at the Town Books store from 5 p.m. to 7 p.m. on May 10. Artwork by Ms. Gignilliat and her students will be featured in the store during May and June.
- Judy and Sue from the Friends of the Library met with a group from Ross Valley Seniors on May 3 at their monthly luncheon at the Fairfax Women's Club to introduce the organization, the Town Books store and hand out discount coupons for Town Books.

Board Comments Questions, Requests for Future Agenda Items

There were no requests for future agenda items other than Ms. Kenton's statement that she would bring statistics on the library collection to the next Advisory Board meeting.

Meeting adjourned by Doug Holm at 5:44 p.m.

Minutes by Doug Holm