

Town of San Anselmo Library
Staff Report
October 18, 2016

For October 18, 2016 Meeting

To: Library Tax Oversight Committee
From: Linda Kenton, Town Librarian
Subject: 2015/16 Budget Review

Recommendation

That the Library Tax Oversight Committee review FY 2015/16 Library parcel tax expenditures.

Background

In June 2010, voters of the Town of San Anselmo approved a \$49 a year parcel tax in support of the Town Library. 75% of voters approved the five-year measure.

Purpose of the library parcel tax:

*The parcel tax is meant to **increase the San Anselmo Library open hours, improve children's services at the Library including hiring a special children's Librarian, and enhance general Library services.***

The Town Council, in November 2010, approved a plan of service for the parcel tax monies. This included hiring a Children's Librarian and a Library Assistant, increasing open hours from 36 to 46 and establishing the Library Tax Oversight Committee. The library increased open hours in January 2011, the appropriate staff was hired and increased services followed.

The Parcel Tax Oversight Committee has, each previous fall since 2011, reviewed and approved expenditures from the parcel tax for the previous fiscal year.

Additionally, on June 3, 2014, the Library Parcel Tax was renewed by 73% of voters and which took effect on July 1, 2015. The language of the measure reads as follows:

To maintain and enhance San Anselmo Library open hours, adult and children's programs, and general library services, an ordinance was adopted approving a Special Library Services Tax of \$54.00 per year per real estate parcel located in San Anselmo with a three percent (3%) annual cost of living increase, for a period of nine (9) years to augment money from the Town of San Anselmo's funding of library services and with expenditures monitored by an oversight committee.

Discussion

Parcel tax revenue for 2015/16 was \$243,000, a little less than the \$254,826 projected. The ending balance from the previous fiscal year was \$75,114 for a total balance of \$318,114 in the library tax fund account.

Five more library open hours were added to each week. These are on Tuesday evenings, 5:00-8:00pm (three hours) and Wednesday mornings, 10:00am-12:00pm (two hours). The Library is now open to the community a total of 51 hours per week, an increase from 46. The new schedule is Monday-Wednesday 10:00am-8:00pm and Thursday-Saturday 10:00am-5:00pm, closed Sundays and holidays.

More open hours means an increased need for staff. The Lead Library Assistant's hours were increased by 7.5 to full time (37.5 hours/week). That position is paid 75% from the general fund and 25% from the library parcel tax fund. Also, an extra hire librarian was added to work the new Tuesday evenings.

Temporary or extra hire employee costs were budgeted at \$ 40,000.00 a decrease from \$50,000 the previous year since \$23,000 was actually spent, going under budget by \$17,057. This indicates stable staffing that is providing support to regular employees in order to efficiently run the library. This includes the 15 hours per week of Library Assistants to support the regular library circulation staff. These temporary employees allow regular employees to process the increased load of new materials and to manage items moving into and out of the library. There are now about 19 hours per week of Librarians who likewise support the opening and functioning of the library. They staff the reference desk to free regular Librarians to plan, market and conduct programs in addition to taking on the responsibility of order areas, weeding, creating booklists, or conducting programs themselves. The extra hire Children's Librarian provides additional support by conducting toddler storytimes and works on a myriad of projects for our regular Children's Librarian.

Outside services is a broad category that encompasses a variety of expenses including hiring performers and lecturers to support adult and children's programming. Promotional materials and sometimes refreshments are part of this expenditure as well. Generally, the Friends of the Library pay for half of programming expenses. \$5,000 was budgeted for this fiscal year which is much more in line with actual expenses for programming scheduled. Similarly, automated catalog expenses covers new, and the maintenance of, shared services with MARINet. New online services this year include Lynda.com and Brainfuse.

Another itemized category is computer maintenance. Over the course of the fiscal year two public service staff computers (library) and one staff computer (workroom) were replaced and paid for from the library tax fund. \$2351.25 was spent.

Department supplies this year included the purchase of yet another new book cart (replacing an old worn out one) as well as a replacement corner sign that had deteriorated in the elements over time.

This sign helps is highly visible on the corner of Tunstead and San Anselmo Avenues and promotes our programs to the community.

Materials includes print, audiobooks, DVDs, magazines and digital materials like eBooks, eAudio, eMagazines, and associated databases like Bookflix and Tumblebooks. All monies were spent in this category plus \$7,609. This category is critical to the success of the library because it is so visible to all of our patrons—it is what they want, whether physical or virtual and is the core to our mission as a library.

Music CDs have received an overhaul this year thanks to the parcel tax. Scratched, damaged and non-circulating CDs were removed from the collection and replaced with a fresh selection. This has been curated by the Tuesday evening extra hire librarian.

DVD purchasing was increased to renovate the collection even though there is a lack of space to hold a much larger collection. The Library introduced “3-day DVDs” into our Eureka! collection to provide that extra service to walk-in patrons. In the magazines/newspapers category, Zinio electronic magazines is now a MARINet-wide shared resource and our share of that cost is incorporated into the automated catalog expense. Print magazine subscriptions are paid mostly from the general fund budget.

Overall, the parcel tax budget remained within the adopted budget and no extra was taken from the starting balance that had been carried over from the previous year (\$75,114). In fact, \$19,509.07 was unspent. There has been a balance carried over year to year (for each year of the parcel tax) and the intention has been to chip away at it over the course of the life of the parcel tax. The ending fund balance for FY 2015/16 is \$94,704.78 which is more than originally projected. Based on the approved FY 2015/16, that figure was projected to be closer to zero at the end of the June 2016, but which is well over providing a continued budget cushion.

Conclusion

The Library Parcel Tax fund has allowed the library to be open more hours and to provide a broad spectrum of new services and programs to the San Anselmo Community within the letter and spirit of the measure’s language and intent. The library, once again, is a vibrant gathering place where the local community can find resources and opportunities to meet their educational, social, cultural and recreational needs.

Respectfully Submitted,

Linda Kenton
Town Librarian