



LIBRARY TAX FUND

The voters of San Anselmo approved a Special Library Services Tax of \$49 per parcel effective July 1, 2010. The revenue from the tax was restricted to expenditures for expanding library hours, improving children's services at the Library, including hiring a special children's librarian, and enhancing general Library services.

A special Library Fund was created to record the revenue from the tax measure and the allowable expenditures. Any funds that are not expended at the end of a given year remain in the Fund and are available for budgeted expenditures in future years.

The voters of San Anselmo approved a renewal of the tax in June 2014 at \$54 per parcel for nine years, with an annual increase of 3% per year. It is anticipated that the Special Library Services Tax will create revenue of \$288,565 for the Library next year. A special Library Tax Oversight Committee was established with the parcel tax renewal and monitors expenditures from this fund.

The Special Library Services Tax requires that the tax funding augment, not displace, funding provided by the Town. To that end, the ordinance requires that the tax continues to be levied only if Town funding of the library remains above 90% of the amount budgeted for 2012-2013 (\$449,765). The \$449,765 figure was arrived at by taking the 2012-2013 Library budget (\$545,685) and subtracting the budgeted donations from the Friends of the Library (\$14,426), budgeted State library funding (\$4,290) and budgeted library fines (\$27,230). 90% of \$499,739 is \$449,765.

The amount budgeted in the General Fund for the Library in this proposed budget is \$729,256, which is within the allowable parameters in the Special Library Tax Services measure.



LIBRARY TAX FUND

2020-21 HIGHLIGHTS

- Pivoted from traditional library service to promoting online services, creating new activities, and establishing a YouTube channel.
- Reinvented the Hoot, the library monthly e-newsletter, to a thrice weekly communication with patrons. Refashioned it again, as needs changed, to twice a week.
- Expanded e-book and e-audio collections to serve the needs of all patrons.
- Increased digital resources to include NewsBank, Wall Street Journal, JobNow/VetNow, Consumer Reports online and at-home access for Ancestry.com.
- Learned Zoom, Microsoft Teams, and GoTo meeting technology to communicate with staff, patrons and Boards/Commissions.
- Experimented with and offered LibraryHelp, online live chat functionality to assist patrons during shelter at home.
- Applied Zoom technology to create, promote, and host Library programs for patrons of all ages.
- Designed, introduced, and implemented curbside services, including the use of Google Voice for communicating with patrons via text messages.
- Trained on and implemented Beanstack software for online reading programs/challenges for patrons of all ages.
- Prepared Grab and Go craft kits for children at the rate of 50 every week since September 2020.
- Reimagined access to library physical collections by developing Book Bundle requests for patrons of all ages.

LABOR

Title	2019-20	2020-21	2021-22
Children's Librarian	1.00	1.00	1.00
Library Assistant	0.53	0.53	1.00
Senior Library Assistant	0.20	0.20	0.20
Total	1.73	1.73	2.20

SERVICES AND SUPPLIES

- **MARINet** – Membership in Link Plus, a Statewide inter-library loan service (\$4,061) and additional databases, such as Mango Language, and Overdrive e-books.
- **Equipment Maintenance** – Maintenance of computers (\$1,500)
- **Internet** – CENIC (Corporation for Education Network Initiatives in California) High speed Internet (\$11,353).
- **Materials** – Print and digital books, magazines, newspapers, and film (\$35,200).
- **Outside Services** – Program and special events expenditures (\$250).
- **Department Supplies** – Postage, copy paper, and miscellaneous supplies, cataloging, circulation, and materials repair supplies (\$10,000).



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO LIBRARY TAX FUND FISCAL YEAR 2021-2022				
Description	2019-2020	2020-2021		2021-2022
	Actual	Rev Budget	Est. Actual	Budget
BEGINNING BALANCE	24,780	72,788	72,788	79,844
REVENUE				
Revenue	274,105	280,160	280,160	288,565
TOTAL REVENUE	274,105	280,160	280,160	288,565
TOTAL RESOURCES	298,885	352,948	352,948	368,409
EXPENDITURES				
TOTAL EXPENDITURES	226,097	275,397	273,105	322,373
Net Increase/(Decrease)	48,008	4,763	7,055	(33,808)
ENDING BALANCE	72,788	77,551	79,844	46,035
TOTAL BUDGET	298,885	352,948	352,948	368,409



SPECIAL REVENUE FUNDS

TOWN OF SAN ANSELMO
LIBRARY TAX FUND
REVENUE AND EXPENDITURE SUMMARY
FISCAL YEAR 2021-2022

Description	2019-2020	2020-2021		2021-2022
	Actual	Rev Budget	Est. Actual	Budget
REVENUE				
Library Tax	274,105	280,160	280,160	288,565
TOTAL REVENUE AND TRA	274,105	280,160	280,160	288,565
EXPENDITURES				
LABOR COSTS				
Regular Salaries	98,774	104,472	99,160	142,290
Temporary Help	28,890	44,500	44,500	44,500
Retirement	7,946	9,068	8,671	12,780
Overtime	-	-	1,284	-
Other Benefits	37,679	38,601	43,683	45,815
Payroll Taxes	9,795	11,575	11,575	14,624
TOTAL LABOR COSTS	183,084	208,216	208,873	260,009
SERVICES AND SUPPLIES				
Outside Services - Program	-	250	-	250
MARINet Database	5,981	9,819	9,819	4,061
Equipment Maintenance	-	1,500	-	1,500
Internet - CENIC	12,088	10,412	10,412	11,353
Department Supplies	73	10,000	9,211	10,000
Adult Books	7,492	10,000	10,141	10,000
Childrens' Books	4,702	10,000	9,817	10,000
Audio/Visual Books	828	1,000	914	1,000
DVDs	4,890	7,200	6,974	7,200
E Books	6,957	7,000	6,943	7,000
TOTAL SERVICES AND S	43,013	67,181	64,231	62,364
TOTAL EXPENDITURES	226,097	275,397	273,105	322,373

