

**Town of San Anselmo Library**  
**Staff Report**  
**October 9, 2018**

**For October 17, 2018 Meeting**

**To:** Library Tax Oversight Committee  
**From:** Linda Kenton, Town Librarian  
**Subject:** 2017/18 Budget Review

**Recommendation**

That the Library Tax Oversight Committee review FY 2017/18 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 FY2017/18 was \$258,623. The ending balance from the previous fiscal year was \$93,213 for a total beginning balance of \$351,836 in the library tax fund account.

The library has been able to maintain all additional open hours each week as promised by the parcel tax. The library was open 36 hours/week when the 2010 parcel tax passed. The plan of service for that tax provided an increase to 46 hours/week. The 2015 tax renewal enabled the library to open an additional five hours/week for a total 51 open hours per week. The staffing required for this operation involves all regular employees and extra hire staff. In addition, the library has hired and kept a Children's Librarian on board who has created a robust and popular youth program for ages 0-18.

Temporary or extra hire employee costs were budgeted at \$40,000, a decrease from \$42,000 the previous year. A total of \$49,033 was used. The \$9,033 difference was taken from the fund balance. Extra hire staff members are essential to the successful running of the library. This includes the 15-20 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 materials and to manage items moving into and out of the library.

There are now between 19 and 22 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, provides support for the Children's collections and works on a myriad of projects for the regular Children's Librarian.

This category also includes an extra-hire Technical Services Librarian whose hours are mostly paid from the general fund budget but whose additional desk hours are paid by this fund. The job had been previously part of the Lead Library Assistant's position but due to retirement, the technical services portion of the job was reassigned to a professional librarian. This position catalogs, processes and manages all new materials acquisitions. In addition, the Technical Services Librarian represents the San Anselmo Library at the monthly Bibliographic Standards committee convened by the MARINet consortium.

Outside services is a broad category that encompasses a variety of expenses including hiring performers and lecturers to provide 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 if not more of the programming expenses and in general, all refreshments. \$500 was budgeted for this fiscal year which is less than the previous year due to requesting more support from the Friends. As it was, \$2,009 was spent on art talks and a movie license for showing films in the library. This extra expenditure was taken from the existing fund balance.

Automated catalog expenses include new, and the maintenance of, shared services with MARINet. New online services this year include the very popular Consumer Reports magazine online.

Three new computers were purchased from this fund. One is a laptop for use in programs and presentations, one is a replacement for a failed public Internet station and the final was a replacement for the old literacy station in the children's room.

Department supplies includes things like book tape, spine labels, and other materials for processing items. Most supplies are purchased from General Fund monies, but a portion are paid from the Library fund to cover costs associated with more open hours, more materials, more services and more programs.

Materials purchased include print, audiobooks, DVDs, magazines and digital resources like eBooks, eAudio, and eMagazines. All monies were spent in this category plus \$18,664. This category is critical to the success of the library because it is so visible to all patrons—it is what they want, whether physical or virtual and is at the core of the library's mission. In this fiscal year the library was able to add more movies and audiobooks which meets the needs of both an aging population and young families.

This year's parcel tax revenue was \$351,836 and total expenditures total \$302,088 leaving an ending fund balance of \$49,748. This fund balance is reduced from the previous fiscal year which carried over \$93,213. 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. By providing more staff support and added materials a significant dent was made in the budget cushion this fiscal year.

## **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