

Town of San Anselmo Library

Staff Report

October 21 , 2013

For October 21 , 2013

Meeting

To: Library Tax Oversight Committee
From: Linda Kenton, Town Librarian
Subject: 2012/13 Budget Review

Recommendation

That the Library Tax Oversight Committee approve 2012/13 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.

Discussion

Parcel tax revenue for 2012/13 was \$221,203.00, a little more than the \$220,000.00 projected. The ending balance from the previous fiscal year was \$106,499.43 for a total of \$327,702.43 in the library tax fund account.

Temporary or extra hire employee costs were projected to be \$30,000.00 and \$41,551.71 was actually spent, going over budget by \$11,551.71. There are several reasons for this which include hiring 12 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 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. There were increases in benefits, cash back and taxes that are directly related to this \$11,551.71 overage.

Outside services is a broad category that encompasses a variety of expenses including performers, lecturers, and monies to support adult and children's programming. Automated catalog and circulation is the category used to pay for Link +, a popular service enhancement. Likewise, other technologies like tutor.com, Discover & Go museum passes and Mango Languages/Little Pim are paid in this category.

Department supplies were not included in the original parcel tax budget and it became apparent that this was an oversight when all supplies required for children's services and other enhanced services had to be borne by the general fund. Therefore, this category was introduced part way through the fiscal year to address that need.

The materials category also includes digital materials like eBooks, eReaders, and associated databases like Bookflix and Tumblebooks. A new eBook category in the budget has been created for FY 2013/14 in order to more cleanly separate electronic from print book purchasing. In this budget cycle, electronic books and audiobooks are all in the same category.

Adult book purchases overspent by a modest amount, \$177.61. Children's book purchases overspent by \$4385.48, a significant amount. A new procedure for tracking purchases has been put in place to assist staff in better tracking their expenditures over the course of the year. There was not much spending for videos because the library transitioned from using one vendor to another and that process took time and refinement before regular purchasing could occur. In the magazines/newspapers category, Zinio electronic magazines, a shared service among four library jurisdictions, was a new service that went live in FY 2012/13 but was not billed until 2013/14 FY. This was a concession for the special offer that came close to the end of the fiscal year when our various library budgets were expended.

Overall, the parcel tax budget was overspent by \$2,632.74 which was taken from the starting balance that had been carried over from the previous 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. Attached documents include an annual statistics snapshot (attachment 1) and a list of highlights from library programs and services to help give meaning to the numbers (attachment 2).

Respectfully Submitted,

Linda Kenton
Town Librarian