

# San Anselmo Library Tax Oversight Committee Meeting

## MINUTES

### Monday, June 7, 2021

#### 1. Call to Order

In accordance with the shelter in place order by the Marin County Health Officer for COVID-19, this meeting was available via webcast (Zoom) and teleconference for committee members, staff, and presenters to participate from individual remote locations.

The Town Librarian called the meeting to order via webcast (Zoom) at 1:02 p.m. on June 7, 2021.

**Staff Present:** Linda Meneses Kenton, MLIS, Town Librarian & Assistant Town Manager

**Committee Members Present:** Judy Anderson (Library Advisory Board liaison); Joan Boodrookas (Friends of the Library liaison); Judy Baldassari (public member); Laurie Nardone (public member); Kathy O'Sullivan (public member)

**Absent:** None.

#### 2. Open Time for Public Expression

Members of the public were invited to participate remotely. None attended.

#### 3. Role of the Committee

The role of the San Anselmo Library Tax Oversight Committee (the "Committee") is to "ensure full accountability and transparency in the expenditures related to the Library Tax." The Committee is charged with meeting twice annually: (1) in the spring prior to budget approval, to review proposed expenditures from the Library Tax Fund; and (2) in the fall following the end of the fiscal year, to review actual expenditures from the Library Tax Fund. (S.A. Reso. No. 3934).

#### 4. Proposed FY 2021-22 Library Parcel Tax Budget Reviewed

a. **Review:** The June 1, 2021 Staff Report, and proposed budget for Fiscal Year ("FY") 2021-2022 for the Special Services Library Services Tax (the "Library Tax"), were distributed to the committee members and publicly available prior to the meeting. At the meeting, the Town Librarian reviewed and the Committee discussed (1) the Staff Report, including the Library Tax's history and specific provisions (2010's Measure B, 2014's Measure E, expiring in 2024 if not renewed), and the Library's perseverance, creativity, and expenditures during the extraordinary pandemic time of FY 2020-FY2021; and (2) details of the proposed \$322,373 FY 2021-2022 Library Tax expenditure budget (out of Library Tax Fund resources forecast at \$368,409), including its place within the larger Town budget the Library Tax supplements, challenges with e-book vendor pricing and restrictions, and need to increase staffing (full-time from part-time Library Assistant) including to resume more public access to the Library building.

The Town Librarian confirmed that (1) the proposed budget for use of Library Tax revenues is consistent with the purposes authorized by the Library Tax, including supporting open hours, and serving adults and children (especially through the children's librarian); and (2) the Town's proposed FY 2021-2022 General Fund budget for the Library continues to exceed the minimum required. (Town of San Anselmo: Budget and Work Plan 2021-2022, p. 109). Following the meeting, the Town Librarian circulated the Town's full proposed FY 2021-2022 budget, confirming the proposed allocation from the General Fund to the Library of \$729,256 (exceeding the \$449,765 minimum required by the 2014 ordinance extending the Library Tax).

b. **Recommendation:** The Committee agreed that the Town Librarian should present the FY 2021-2022 Library Tax budget for approval by the Town, without revisions.

#### 5. Next meeting: Autumn 2021

The next meeting will be scheduled in the fall of 2021 (at a time, and in a format (potentially hybrid in-person and remote access) to be determined) to review the final FY 2020-2021 expenditures from Library Tax revenues. The Town Librarian advised that either a Committee member, or if the Committee prefers then the Town Librarian, will provide the required annual public report on same before the Town Council.

#### 6. Adjournment

The meeting adjourned at 2:16 p.m.

Submitted by Kathy O'Sullivan (committee member) 2021.10.18 (as approved by Committee)