

**Town of San Anselmo Library
Staff Report
November 7, 2022**

To: Library Tax Oversight Committee
From: Linda Kenton, Town Librarian
Subject: Review 2021-22 Library Tax Expenditures

Recommendation

That the Library Tax Oversight Committee review the 2021-22 Library Tax expenditures.

Background

In June of 2014, voters of the Town of San Anselmo approved a renewal of the 2010 library parcel tax (Attachment 1). The 2014 renewal, known as Measure E, read 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.

The dollar amounts over the course of the parcel tax were projected in this chart.

\$54.00, 9-Year Parcel tax with 3.00% Cost of Living (COLA) annual percentage increase				
			TAX	REVENUE
Year 1	2015-16		\$54.00	\$254,826
Year 2	2016-17		\$55.62	\$262,471
Year 3	2017-18		\$57.29	\$270,345
Year 4	2018-19		\$59.01	\$278,455
Year 5	2019-20		\$60.78	\$286,809
Year 6	2020-21		\$62.60	\$295,413
Year 7	2021-22		\$64.48	\$304,276
Year 8	2022-23		\$66.41	\$313,388
Year 9	2023-24		\$68.40	\$322,779

The ballot measure passed with 73% of the vote. The role of the Library Tax oversight committee was codified in this measure since it was not part of the original 2010 parcel tax. The group has been an instrumental part of the process and meets twice a year to monitor the upcoming fiscal year budget and review the previous fiscal year expenditures.

Discussion—Reviewing 2021-22 Expenditures

Parcel tax revenue for FY2021-22 was \$290,018. The ending balance from the previous fiscal year was \$96,025 for a total projected beginning balance of \$386,043 in the library tax fund account. Expenses totaled \$316,417 leaving a fund balance of \$69,626 for the next year. The current report focused solely on the expenditures of the Library Parcel tax. The Town of San Anselmo contributed \$729,000 to the library operation through the General Fund. Together the two provided the essential funding to manage the library.

Fiscal year 2021-22 was a time to rebuild and adapt to the differing library needs of the community. Over the course of the year, library open hours evolved as illustrated by the following table.

Open Hours schedule, 2021-22

Date	Days	Hours	Total open hours per week
July 1	Wednesday & Friday	10-4	12
September 13	Monday, Wednesday & Friday	10-4	18
October 11	Monday, Wednesday, Friday Tuesday Saturday	10-4 12-6 12-5	29
April 4	Monday-Wednesday Thursday Friday-Saturday	10-7 12-5 10-5	46

The need for curbside service declined steadily during the year but lasted through March 2022. This essential service reached 9315 people during the height of the pandemic but dropped to 765 in FY2021-22. Staff ceased actively promoting the service but fulfilled occasional requests. There was a subsequent reduction in supplies required to run the service.

The Children’s Librarian continued to be a vital part of the team by scheduling, promoting, and conducting programs for youth of all ages. In-person storytimes returned, all outdoors and weather permitting, to great appreciation from the community. Just under 5000 attended

children's programs. In addition, the Children's Librarian purchased materials, staffed public service desks, and planned for the future of Youth Services.

There was noted reluctance for the return to in-person adult programming. Staff followed the lead of the Town Council and the Marin Health and Human Services department for guidance. 775 adults participated in 56 Art Talks, Marin Master Gardener lectures, Alzheimer's workshops, and other events during this time period.

Staff continued to promote and fulfill book bundle requests which proved to be a popular service. It was offered for all ages, started in September 2020, and served 452 patrons. During this fiscal year, 194 book bundles were created. While not as popular as during the pandemic, book bundles were appreciated and loved by many regular users.

Two vacant permanent staff positions were filled, bringing the library back to full regular staffing. Temporary or extra hire employees returned over the course of the year to cover public service desks and provided staff support. By the end of the fiscal year, library staffing resumed pre-pandemic levels.

The temporary help budget also included an extra-hire Technical Services Librarian whose hours were mostly paid from the general fund budget but whose additional desk hours were paid by the library tax. This position cataloged, processed, and managed all new materials acquisitions. In addition, the Technical Services Librarian represented the San Anselmo Library at the monthly Bibliographic Standards committee convened by the MARINet consortium. This position was critical during the pandemic and its aftermath because it was flexible and could assist staff in all departments. This staff member remained in communication with the library's main book vendor regarding supply chain issues and other irregularities. A staff member dedicated to resolving these issues proved invaluable to the operation.

An extra hire Library Assistant continued to manage the grab and go crafts program. The frequency of new craft kits shifted from weekly to monthly. Planning and organizing this program was an elaborate process and proved to be wildly popular. There were 20 crafts this year and 1139 kits were dispersed. The budget for department supplies was comprised of purchasing materials to support grab and go crafts. Examples were construction paper, popsicle sticks, googly eyes, pipe cleaners and so on. The Library Assistant further supported the Children's Librarian at Monday morning storytimes, updated the library website, delivered services over the public desks, and aided the circulation department as needed.

Automated catalog expenses included new, and the maintenance of, shared services with MARINet. The CENIC Internet network, the backbone of the library's robust Internet and Wi-Fi connection, was paid from the parcel tax budget. Shared digital resources included a selection

of databases and digital subscriptions to Consumer Reports, the New York Times, and Wall Street Journal.

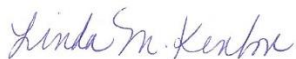
Librarians continued to buy physical books but supply chain issues slowed down the process of receiving new items. About \$15,000 was spent for adult and youth books. Circulation of digital materials remained vital. Though about \$14,000.00 was budgeted for eBooks, eaudio, and streaming video, around \$26,000 was spent. This includes digital materials purchased in OverDrive, but also checkouts in Hoopla and Kanopy which have pay per use models. The additional spending in this category was absorbed by the budget surplus carried over from the previous fiscal year.

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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 over the last twelve years. The fiscal year continued to have unique challenges; the library tax enabled the library to serve the community in uncommon but successful ways. The library continued to be a vibrant gathering place, whether physical or virtual, where the local community found resources and opportunities to meet their educational, social, cultural, and recreational needs.

Respectfully Submitted,



Linda Kenton
Town Librarian

Attachment 1

2010 Library Parcel Tax, Measure B

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 Library Tax Oversight Committee has reviewed and approved each year's budget since first meeting in 2011.