

INDEPENDENT CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L
Zoom Virtual Meeting

Monday, September 21, 2020
6:00 p.m.

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AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
- ACTION 4. APPROVAL OF MINUTES FOR MEETING OF
September 16, 2019
- ACTION 5. APPROVAL OF AGENDA
6. PUBLIC COMMENT*
7. CORRESPONDENCE
8. DIRECTORS' REPORTS – Attachments
9. OLD BUSINESS
10. NEW BUSINESS
- ACTION The Committee will review and prepare an annual report on the
expenditures for the Board of Supervisors and the community.
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – September 20, 2021 at 6:00 p.m.
13. ADJOURNMENT

*Members of the public may speak for up to three (3) minutes per person.

Minutes of the
INDEPENDENT CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L
Monday, September 16, 2019

1. CALL TO ORDER:

The meeting was called to order by Chair Carole Nail at 6:00 p.m.

2. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Members Present:

Carole Nail, City of Benicia; Dotty Schenk, City of Fairfield; Kurt Overholt, City of Rio Vista; Gloria Felder, City of Suisun, Bruce DuClair, City of Vacaville, Kathryn Clark Silveira, City of Vallejo,

Members Absent:

Ginger Emerson, City of Dixon

Others Present:

David Dodd, Director of Benicia Public Library, Aida Buelna, Acting Interim Director of Dixon Public Library, Bonnie Katz, Solano County Director of Library Services, Chris Rogers, Management Analyst for the Library, from the County Administrator's Office, Tamie Tvrdik, Clerical

3. INTRODUCTIONS:

Aida Buelna, Acting Interim Director of the Dixon Public Library introduced herself. Ms. Katz introduced Chris Rogers, Management Analyst for the Library, from the County Administrator's Office

ACTION 4. APPROVAL OF MINUTES :

Mr. DuClair moved to approve the minutes of the September 17, 2018 meeting; seconded by Mr. Overholt. Motion carried. So ordered by 6-0 vote.

ACTION 5. APPROVAL OF AGENDA:

Mr. Overholt moved to approve the September 16, 2019 agenda; Ms. Schenk seconded. Motion carried. So ordered by 6-0 vote.

6. PUBLIC COMMENT:

None.

7. CORRESPONDENCE:

None.

8. DIRECTOR'S REPORT:

Measure L Expenditure Plan reports from the Library Directors of Benicia, Dixon and Solano County were attached.

9. OLD BUSINESS:

None.

10. NEW BUSINESS:

ACTION

The Committee will review and prepare an annual report on the expenditures for the Board of Supervisors and the community.

Chair Nail stated that it is the Oversight Committee's intent to make the reports as transparent as possible so the public can see that the funds received from Measure L monies are being spent on:

- Materials
- Programs for children and youth
- Maintaining library hours
- Library building maintenance
- Literacy

The Committee reviewed and discussed the Measure L expenditure plans for Benicia, Dixon and Solano County libraries.

Chair Nail noted that Measure L monies account for approximately 12%* of the Dixon Public Library's overall spending, approximately 30% of the Benicia Library's total materials budget and 32% of the Solano County Library's overall budget.

*Update: The Interim Acting Director of the Dixon Public Library, Aida Buelna updated this figure to 72%. The Measure L Expenditure Table for Dixon is correct and reflects that.

Ms. Katz added that this year over \$7 million had been raised from the Measure L 1/8 of a penny sales tax.

Mr. Du Clair moved to accept the reports as presented and use them to prepare the annual report to the Board of Supervisors. Ms. Felder seconded. Motion carried. So ordered by a 6-0 vote.

This report will be on the agenda for the Board of Supervisors meeting on Tuesday, October 8, 2019. Chair Nail will represent the committee at the Board of Supervisors meeting, along with Ms. Katz.

12. ANNOUNCEMENTS/MEMBER REPORTS:

Independent Citizens Oversight Committee for Measure L
Minutes – September 16, 2019

- a. Mr. Du Clair shared that there are many programs in the Vacaville libraries including sewing, genealogy and they are always busy. He added his puppy participates in the Read to a Dog program.
- b. Ms. Buelna shared that September-October is Hispanic Heritage month and the Dixon Library has lots of activities surrounding that. In addition, she announced that their Youth Librarian, Jim, is retiring.
- c. Mr. Dodd announced Benicia has launched the Student Success card with the school district so the student ID cards are library cards as well. He thanked the Solano County Library for their help with that. He also spoke of the human library concept where they will be having discussion panels to discuss difficult issues; ie privilege, to promote understanding in the community. Also the Benicia Library has a new roof.
- d. Ms. Katz announced that the Summer Reading Challenge had over 8,500 participants which added up to reading for a total of 2.4 years. Also Solano County Library has launched the 1,000 Books Before Kindergarten program.
- e. Mr. Overholt shared that the Rio Vista Library is collaborating with the schools in their programs.
- f. Ms. Schenk shared there is a Writer's Tool Kit program at the Vacaville Town Square Library in September for those learning how to write a book.
- g. Ms. Clark Silveira shared that the Mindful Movement classes will start again in October in Vallejo and will include yoga and songs.
- h. Chair Nail shared that the Benicia Friends gave about \$70,000 to their library from book sales this year.

13. DATE OF NEXT MEETING:

September 21, 2020 at 6:00 pm.

14. ADJOURNMENT:

The meeting adjourned at 6:30 p.m.

Dixon Public Library
Measure L Expenditures
Measure L Oversight Meeting on September 21, 2020

The passage of Measure L by the citizens of Solano County provides local library funding to: prevent library closures; maintain collections of books, prepare and maintain databases, and other materials. It preserves library hours; children, teen, and adult programs, including computer training, homework help, family literacy and children's Storytime. All of Measure L revenues stay in Solano County that support the libraries. Measure L is one-eighth of one percent (0.125%) for a maximum of 16 years.

Revenues are earmarked for:

- (a) Maintaining local public libraries throughout the county;
- (b) Maintaining open hours at Solano County Library branches in the cities of Fairfield, Rio Vista, Suisun City, Vacaville and Vallejo; the Benicia Public Library and the Dixon Public Library District;
- (c) Maintaining funding to the books and materials budgets at Solano County Library branches, Benicia Public Library and Dixon Public Library District;
- (d) Maintaining library programs for children and young adults at Solano County Library branches, Benicia Public Library and Dixon Public Library District.

Measure L ensures that the Dixon Public Library (DPL) can meet the needs of its patrons. The DPL is committed and accountable to their patrons within the City of Dixon and to Solano County citizens. Measure L monies account for approximately 75% of the Dixon Public Library's overall spending.

We have had multiple material formats over this past fiscal year, before contracting with Solano County to operate our Library: Hoopla; downloadable; books; magazines' and DVDs. The Library continued to partner with Friends of the Library, Adult Literacy volunteers, and the Dixon Unified School District.

Please view the Measure L Expenditure Table on the proceeding page:

Measure L Expenditure Table

2019/20 Fiscal Year (FY) - Measure L Funds

9015 Library Sales Tax - \$1,117,064

Line Item	Description	Year to Date (YTD)
1110	Salaries	324,315
1121	Extra Help	94,381
2120	Maintenance of Equipment	14,289
2140	Maintenance of building	113,932
2180	Subscriptions	4,753
2201	Equipment under \$1,500.00	1,220
1123	Health Insurance	75,525
2204	Computer Related Items	221
2245	Contracted Services	46,620
2261	Software Maintenance	10,550
2281	Advertising and Marketing	1,218
2285	Rents & Leases of Equipment	11,199
2322	Adult Books	9,873
2323	Juvenile Books	5,255
2324	Library Periodicals	1,979
2325	Audio-Visual Material	10,968
2327	Library Materials Processing	686
2328	Library Materials	1,707
2141	Materials & Supplies	826
4303	Equipment	98,865
2326	Library book rental	7,950
2310	Education Training	0
	Total Expenditures	\$836,332

Measure L Expenditures – Benicia
Fiscal year 2019-2020
For Measure L Oversight meeting on September 21, 2020

The Benicia Public Library (BPL) used the funds received from Measure L on the following items. More books, hours and programs as the Library continues to make a difference in the quality and quantity of services we are able to offer our community.

The Library has continued to maintain its existing hours of operation. Measure L pays for salaries and benefits for six full-time staff (one Children’s Librarian, one Teen Services Librarian, one Administrative Secretary, and three Library Technicians). Additionally, Measure L pays for part-time staff who also assist at the customer service desk, help with story-time programs, shelve books, and assist with other technical services and circulation duties.

The 2019-20 Measure L book and materials budget, which includes the budget for children’s materials, was approved at \$50,000, about 30% of the library’s total materials budget.

In 2019-2020, staff pay increases caused Benicia Public Library to utilize \$102,485 from the Measure L fund balance of \$493,928, leaving that balance at the beginning of 2020-2021 at \$391,443. At the current rate of expenditures, therefore, the fund balance would be entirely depleted in just over three years. Staff will be looking at a proposal to move some of the current expenditures from Measure L to General Fund budgets over the course of the next two-year budget cycle, to eliminate this structural deficit.

It should also be noted here, for future reference, that the City of Benicia accrues its sales tax revenues for audit purposes in the year in which they originated, not in the year during which they were paid. For instance, while May and June remittance checks are received in the new fiscal year, we show those payments on our books in the previous fiscal year, in effect back-entering them.

Benicia Public Library Measure L 2019-2020

Total revenues: \$742,249

Expenditures:

Salary / Wages \$ 510,252

Benefits \$ 261,731

Worker’s comp \$ 21,405

Services/supplies/books \$ 51,346

Total expenditures: \$ 844,734

Measure L Expenditures – Solano County Library
Fiscal year 2019-2020
For Measure L Oversight meeting on September 21, 2020

Solano County Library (SCL) used the funds received from Measure L in the following ways: more materials, programs for children and youth and maintaining the complement of library hours at all eight facilities before the COVID-19 pandemic started.. The Library continues to be a well-used community resource.

The Library has maintained its existing hours of operation since the passage of Measure L in 2012. The Library plans to reinstate these hours when we go back to regular operations. With these monies, the Library was able to increase service hours by 150% from 199 per week to 498 hours per week.

The materials budget has increased 341% from \$432,000 to \$1,906,964 since the passage of Measure B, the first sales tax measure passed in 1998. In addition, the Library has increased the number of programs for youth by 119% from 895 to 1,963 programs.

Circulation continues to be strong, with 1,390,589 items circulating. More important than the number of items circulating is that this revenue has allowed the Library to purchase materials in multiple formats, including downloadable materials (e-book, e-audio, and RBdigital e-magazines) and in other digital formats, such as Hoopla, OverDrive, Enki E-books, Kanopy and Cloud Library.

With the additional staff, the Library has had an opportunity to do more community outreach and partnerships. Staff have visited schools to promote reading and literacy especially the Summer Reading Challenge. Prior to COVID-19, staff have participated in outreach programs at Farmer's Markets and community events. The Library has partnered with other county departments, cities and community organizations to promote library services and programs.

In addition, some of the sales tax measure monies have been used to fund the salaries of the literacy staff. The Literacy division provides four different programs for Solano County Library, a pediatric program, Reach Out and Read, a Families for Literacy program, an Adult Literacy Program and an English as a Second Language (ESL) program.

Measure L funds continue to allow Solano County Library to keep the promises it made to the community during Measure B and continuing with Measure L, which were more hours, more materials and more programming for children and youth.

Measure L monies account for about 20% of the Library's overall budget.

Solano County Library Measure L 2019-2020

Revenue:

Total revenues: \$4,633,420

Expenditures:

Materials budget: \$720,862

Salaries: \$3,443,331

Database costs: \$148,833

Operating costs \$320,394

Total \$4,633,420