

INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE FOR MEASURE L

Monday, September 19, 2022, 6:00 p.m.

LOCATION: Fairfield Civic Center Library- 1150 Kentucky St., Fairfield, CA 94533

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AGENDA

1. CALL TO ORDER
2. ROLL CALL AND ESTABLISHMENT OF QUORUM
3. INTRODUCTIONS
4. APPROVAL OF MINUTES of September 20, 2021 **ACTION**
5. APPROVAL OF AGENDA **ACTION**
6. PUBLIC COMMENT (3-minute limit per person)
7. CORRESPONDENCE
8. DIRECTORS' REPORTS - Attachment
9. OLD BUSINESS
10. NEW BUSINESS
 - a. The Committee will review and prepare an annual report on the expenditures for the Board of Supervisors and the community. **ACTION**
11. ANNOUNCEMENTS/MEMBER REPORTS
12. DATE OF NEXT MEETING – September 18, 2023
13. ADJOURNMENT

**Minutes of the
INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE FOR MEASURE L
Monday, September 20, 2021
Zoom Virtual Meeting**

1. CALL TO ORDER:

The meeting was called to order by Suzanne Olawski, Solano County Library Director of Library Services, at 6:02 p.m.

2. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Members Present:

Carolyn Cadloni, City of Benicia; Dotty Schenk, City of Fairfield; Ariel Ortila, City of Suisun; Kathryn Clark Silveira, City of Vallejo

Members Absent:

Ginger Emerson, City of Dixon
Bruce DuClair, City of Vacaville
Ronald Heinrich, City of Rio Vista

Others Present:

David Dodd, Director of Benicia Public Library; Bret Prebula, Finance Director, City of Benicia; Lisa Lin, Admin Services Manager, Solano County Library; Cathy Sheldon, Office Assistant III, Solano County Library

3. INTRODUCTIONS:

Members and attendees introduced themselves.

ACTION 4. APPROVAL OF MINUTES:

Ms. Schenk moved to approve the minutes of the September 21, 2020 meeting; seconded by Ms. Cadloni. Motion carried. So ordered by 4-0 vote.

Yes Carolyn Cadloni
Yes Dotty Schenk
Yes Ariel Ortila
Yes Kathryn Clark Silveira

ACTION 5. APPROVAL OF AGENDA:

Ms. Clark Silveira moved to approve the September 20, 2021 agenda; Ms. Schenk seconded. Motion carried. So ordered by 4-0 vote.

Yes Carolyn Cadloni
Yes Dotty Schenk
Yes Ariel Ortila
Yes Kathryn Clark Silveira

6. PUBLIC COMMENT:

None.

7. CORRESPONDENCE:

None.

8. DIRECTORS' REPORTS:

Measure L Expenditure Plan reports from the library directors of Benicia Public Library and Solano County Library were attached. Also attached were the Solano County Measure L Ordinance, No. 2011-1724 and sections 11-302: Expenditure Plan and 11-314: Independent Citizens' Oversight Committee.

9. OLD BUSINESS:

None.

10. NEW BUSINESS:

ACTION

- a. Election of Officers-the Committee will elect a chair and co-chair

Ms. Schenk moved to elect Ms. Clark Silveira as Chair; Mr. Ortila seconded. Motion carried. So ordered by a 4-0 vote.

Yes Carolyn Cadloni

Yes Dotty Schenk

Yes Ariel Ortila

Yes Kathryn Clark-Silveira

Ms. Schenk moved to elect Ms. Cadloni as Co-Chair; Mr. Ortila seconded. Motion carried.

Yes Carolyn Cadloni

Yes Dotty Schenk

Yes Ariel Ortila

Yes Kathryn Clark Silveira

ACTION

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

Ms. Olawski 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 and Solano County libraries.

Ms. Olawski, Director of Library Services, highlighted how the Measure L funds were spent for Solano County Library. During FY20-21, the Library made modifications to its business model to best serve residents during the COVID-19 pandemic health emergency. Youth programming was offered online but decreased slightly and service hours were modified in response to the COVID-19 global pandemic. Ms. Olawski reported the Library increased its digital resources offerings and transitioned to virtual literacy services. Measure L monies account for about 40% of the Library's overall budget.

Mr. Ortila inquired how the funds are distributed. Ms. Olawski stated distribution of Measure L monies for Solano County Library account for 16% materials, 74% salaries, 3% databases, and 7% operating costs expenditures. Mr. Ortila also inquired if the Measure L funds are based on projections; Ms. Olawski stated the library uses projections when preparing its annual budget.

Mr. Dodd, Director of Library and Cultural Services at Benicia Public Library, stated overall during the pandemic, Benicia Public Library maintained services, however shifted to providing more digital resources, online programs for children and offering curbside service. Mr. Dodd stated the Measure L monies are essential to the library; these monies allow the library to continue to stay open 62 hours a week. Measure L monies account for approximately 30% of the Benicia Public Library's total materials budget.

Ms. Schenk moved to accept the reports as presented and use them to prepare the annual report to the Board of Supervisors. Mr. Ortila seconded. Motion carried. So ordered by a 4-0 vote.

Yes Carolyn Cadloni

Yes Dotty Schenk

Yes Ariel Ortila

Yes Kathryn Clark Silveira

This report will be on the agenda for the Board of Supervisors meeting in October. Chair Clark Silveira will represent the committee at the Board of Supervisors meeting, along with Ms. Olawski.

12. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Schenk share her book, *Mischa's Dream: A Christmas Story* is out. The Town Square Writer's Group will be at the Vacaville Farmer's market and will have their books for sale.

13. DATE OF NEXT MEETING:

September 19, 2022 at 6:00 pm.

14. ADJOURNMENT:

The meeting adjourned at 6:35 p.m.

EXPENDITURE ORDINANCE

Section 11- 302 Expenditure Plan.

The expenditure plan is designed to accomplish the specific projects listed below with the revenues from the transactions and use tax. The expenditure plan provides for maintaining the existing public libraries and their collections, programs and services.

This expenditure plan is intended to provide Solano County with libraries which are on a par with those operated in other Bay and Sacramento Area communities.

The specific projects for which the revenues from the transactions and use tax will be expended are as follows:

- (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;
- (e) Maintaining the cost of the Literacy Program at Solano County Library.

As of 08.31.2022
For Measure L Oversight meeting on September 19, 2022

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 maintains its existing hours of operation (62/week). Measure L pays for salaries and benefits for six full-time staff (two Librarians, one Administrative Secretary, and four Library Technicians). Additionally, Measure L supplements our part-time budget who also assist at the customer service desk, help with story-time programs, shelve books, volunteer coordination, and assist with other technical services and circulation duties.

The 2021-22 Measure L book and materials budget, which includes the budget for children's materials and e-content, was approved at \$50,000, about 30% of the library's total materials budget.

Benicia Public Library Measure L 2021-2022

<u>Total revenues:</u>	\$ 818,058*
<u>Expenditures:</u>	
Salary / Wages	\$ 507,978
Benefits	\$ 315,329
Worker's comp	\$ 30,760
Services/supplies/books	<u>\$ 51,680</u>
<u>Total expenditures:</u>	\$ 905,747**

*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.

**Expenditures exceeding revenues are covered by EOY balance carried forward from previous years. We were fortunate to have this available to us as it has enabled us to maintain service levels through the revenue shortfalls related to the COVID-19 pandemic.

NOTE: Finance Department is still in the process of closing the books for Fiscal Year 2021, thus, some numbers are subject to change after the books are closed.

Measure L Expenditures – Solano County Library
Fiscal year 2021-2022
For Measure L Oversight meeting on September 19, 2022

Solano County Library (SCL) used the funds received from Measure L in the following ways: materials, programs for children and youth and maintaining the complement of library hours at all nine facilities. 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. With these monies, the Library was able to increase service hours by 167% from 199 per week to 531 hours per week.

The materials budget has increased 336% from \$432,000 to \$1,883,667 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 70% from 895 to 1,521 programs.

Circulation continues to be strong, with 1,856,623 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 e-magazines) and streaming (movies and music) through platforms such as Hoopla, Freegal and Kanopy.

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 and have participated in outreach programs at various 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 30% of the Library's overall budget.

Solano County Library Measure L 2021-2022

Revenue:

Total revenues: \$ 6,670,828

Expenditures:

Materials budget: \$ 1,037,840

Salaries: \$ 4,957,434

Database costs: \$ 214,276

Operating costs \$ 461,278

Total \$ 6,670,828