

# INDEPENDENT CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L

Monday, September 16, 2019  
6:00 p.m.

LOCATION: Becker-Balmer Room, Fairfield Civic Center Library

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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 17, 2018
- 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 21, 2020 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 17, 2018

**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; Ginger Emerson, City of Dixon; Dotty Schenk, City of Fairfield; Kurt Overholt, City of Rio Vista; Gloria Felder, City of Suisun, Kathryn Clark Silveira, City of Vallejo,

**Members Absent:**

Bruce DuClair, City of Vacaville

**Others Present:**

David Dodd, Director of Benicia Public Library, Roxanne Brown, Acting Director of Dixon Public Library, Bonnie Katz, Solano County Director of Library Services, Tamie Tvrdik, Clerical

**3. INTRODUCTIONS:**

David Dodd, Director of Benicia Public Library and Roxanne Brown, Acting Director of Dixon Public Library introduced themselves.

ACTION **4. APPROVAL OF MINUTES :**

Mr. Overholt moved to approve the minutes of the September 18, 2017 meeting; seconded by Ms. Schenk. Motion carried. So ordered by 6-0 vote.

ACTION **5. APPROVAL OF AGENDA:**

Ms. Emerson moved to approve the September 17, 2018 agenda; Ms. Clark Silveira 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

- a. 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

Chair Nail commented that the reports are now consistent and easier to read. The Committee reviewed and discussed the Measure L expenditure plans for Benicia, Dixon and Solano County libraries.

In response to Ms. Emerson's inquiry, Ms. Katz explained that Solano County Library is the only one that uses the sales tax for their Literacy program which was built into the ordinance because it is an important service that Solano County Library offers and during the Measure L campaign the public requested it.

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

Chair Nail will represent the committee at the Board of Supervisors meeting, along with Ms. Katz.

ACTION

- b. The Committee will revisit the annual meeting date at the request of the Benicia Public Library.

Mr. Dodd requested to change the annual meeting to October because Benicia does not get their end of year figures until October. However, Ms. Katz explained that there is a fund within the County funds, Fund 401, which breaks down all of the sales tax that is received by the four jurisdictions that receive the Measure L sales tax. The County closes its books by end of July so by August 1<sup>st</sup> the Auditor has an accounting of every jurisdiction's sales tax. Upon learning that, Mr. Dodd agreed to leave the meeting on the third Monday of September. No action needed.

**12. ANNOUNCEMENTS/MEMBER REPORTS:**

- a. Ms. Schenk shared that Vacaville Town Square Library is having a boot camp for writers in October. She added that her book "Fire in the Wine Country" is doing well.

Independent Citizens Oversight Committee for Measure L  
Minutes – September 17, 2018

- b. Mr. Overholt stated Rio Vista is heavy with children's programs and they just had a fun adult spin-art and squirt gun painting program.
- c. Ms. Felder stated that the Suisun City Library is geared more toward children than adults. Suisun City Library serves as both a public library and school library for Suisun Elementary School.
- d. Ms. Silveira Clark is a volunteer for the Literacy program and was excited that her student has gotten a job and is a volunteer for her child's school and in her community. She feels the Literacy program does a great job at matching tutors and students.
- e. Ms. Emerson shared that Dixon is recruiting for a library director; however in the interim they are very pleased with their acting director Roxanne Brown. The Dixon Library is working on improving their literacy program.
- f. Chair Nail announced that Benicia has a new poet laureate, Tom Stanton. He calls himself a verbal poet. He will be providing workshops relating to art and poetry.

**13. DATE OF NEXT MEETING:**

September 16, 2019 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 16, 2019

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 12% of the Dixon Public Library's overall spending.

We have multiple material formats: Hoopla; downloadable; books; magazines' and DVDs. The Library continues 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

2018/19 Fiscal Year (FY) - Measure L Funds

9015 Library Sales Tax - \$1,121,904

Line Item	Description	Year to Date (YTD)
1110	Salaries	368526
1121	Extra Help	144897
2120	Maintenance of Equipment	19,197
2140	Maintenance of building	33,183
2180	Subscriptions	4,960
2201	Equipment under \$1,500.00	540
1123	Health Insurance	100,220
2204	Computer Related Items	210
2245	Contracted Services	57740
2261	Software Maintenance	13,730
2281	Advertising and Marketing	1,672
2285	Rents & Leases of Equipment	25,337
2322	Adult Books	24,509
2323	Juvenile Books	17,770
2324	Library Periodicals	5,397
2325	Audio-Visual Material	18,644
2327	Library Materials Processing	2,767
2328	Library Materials	10,686
2141	Materials & Supplies	633
4303	Equipment	52,137
2326	Library book rental	7,950
2310	Education Training	784
	<b>Total Expenditures</b>	<b>\$911,489</b>

*Measure L Expenditures – Benicia  
Fiscal year 2018-2019  
For Measure L Oversight meeting on September 16, 2019*

*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 2018-19 Measure L book and materials budget, which includes the budget for children’s materials, was approved at \$56,602, about 30% of the library’s total materials budget.*

Benicia Public Library Measure L 2018-2019

<u>Total revenues:</u>	\$766,327
Expenditures:	
Salary / Wages	\$ 435,760
Benefits	\$ 225,257
Worker’s comp	\$ 33,000
Services/supplies/books	\$ 56,602
<u>Total expenditures:</u>	\$ 750,619

Measure L Expenditures – Solano County Library  
Fiscal year 2018-2019  
For Measure L Oversight meeting on September 16, 2019

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. 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 125% from 199 per week to 448 hours per week.

The materials budget has increased 298% from \$432,000 to \$1,720,854 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 222% from 895 to 2,883 programs.

Circulation continues to be strong, with 1,889,095 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. 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 32% of the Library's overall budget.



## Solano County Library Measure L 2018-2019

### Revenue:

Total revenues: \$5,368,519

### Expenditures:

Materials budget: \$835,228

Salaries: \$3,989,621

Database costs: \$172,445

Operating costs \$371,225

**Total** \$5,368,519 ✓