

INDEPENDENT CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L

Monday, September 18, 2017  
6:00 p.m.

LOCATION: Becker-Balmer Room, Fairfield Civic Center Library

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Non-confidential materials related to an item on this Agenda submitted to the Board after distribution of the agenda packet are available for public inspection at the Fairfield Civic Center Library, 1150 Kentucky Street, Fairfield, CA during normal business hours.

**AGENDA**

1. CALL TO ORDER
  2. ROLL CALL AND ESTABLISHMENT OF QUORUM
  3. INTRODUCTIONS
  - ACTION 4. APPROVAL OF MINUTES FOR MEETING OF  
September 19, 2016
  - 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 17, 2018 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 19, 2016

**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; Bruce DuClair, City of Vacaville, Teena Miller, City of Vallejo, Kathryn Clark Silveira, alternate for City of Vallejo

**Others Present:**

Diane Barney, alternate for City of Vacaville, Diane Smikahl, Director of Benicia Library, Bonnie Katz, Solano County Director of Library Services

**3. INTRODUCTIONS:**

Bonnie Katz, Solano County Director of Library Services, introduced the Committee.

**ACTION 4. APPROVAL OF MINUTES :**

Mr. DuClair moved to approve the minutes of the September 21, 2015 meeting; seconded by Mr. Overholt. Motion carried. So ordered by 6-0 vote.

**ACTION 5. APPROVAL OF AGENDA:**

Ms. Miller moved to approve the September 19, 2016 agenda; Mr. DuClair 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.

In addition, Ms. Katz reported back that she spoke with County Counsel regarding the Dixon Public Library spending Measure L funds for building maintenance and that this is a legitimate expense under the ordinance.

**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.

Measure L expenditure plans for Benicia, Dixon and Solano County libraries were reviewed and discussed.

Ms. Smikhal proposed to make an amendment to the Benicia Public Library's Measure L expenditure plan to show their reserves of \$56,640. The Oversight Committee agreed.

Ms. Miller moved to accept the reports as presented and amended 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.

**12. ANNOUNCEMENTS/MEMBER REPORTS:**

- a. Ms. Schenk announced the Vacaville Town Square Library is having their Writers Club Fifth Anniversary with local author Jess Flower on September 20.
- b. Ms. Nail announced that she attended a Harwood Institute seminar with 100 librarians and herself. She stated the emphasis was on libraries forging partnerships with other organizations in your community that have the same goals.
- c. Mr. Overholt announced that the new half-time librarian in Rio Vista is doing outreach by going into the preschool and elementary schools to present storytimes.
- d. Ms. Katz announced that Solano County Library is in the process of developing their 5-year strategic plan. She encouraged committee members to participate in the survey on the website at solanolibrary.com.

**13. DATE OF NEXT MEETING:**

September 18, 2017

**14. ADJOURNMENT:**

The meeting adjourned at 6:30 p.m.

Measure L Expenditure Plan  
Dixon Public Library  
September 2017

The Measure L ordinance stipulates that the Library use funds received following a specific expenditure plan.

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.

Measure L, the 1/8 cent sales tax passed by the citizens of Solano County in June 2012, is essential to library services at the Dixon Public Library. The Measure extended the sales tax originally known as Measure B in 1997. Funding derived from Measure L allowed the library to maintain and increase its hours open to the public. In 2017, the library maintained its 54 hours that it was open to the public spread over seven days.

Measure L funds help pay for \$87,000 in materials each year for the Dixon Public Library, which allow us to provide books, DVDs and recordings for the adult and children in our community.

Measure L funds are also used for children's programming including the Summer Reading Club which annually has around 700 participants and provides educational programs during the summer which draw close to 1200 people each year.

Contracted services help us pay for computer support, building maintenance, participation in consortiums that help provide databases and materials access.

Measure L funds have helped us upgrade the library's computer system to provide uninterrupted internet and wireless service to the public.

Measure L funds for 2016-17: \$696,794.83

Includes:

Materials budget: \$87,000

Salaries: \$378,105

Building maintenance: \$54,349

Contracted services: \$46,000

Computer hardware/software: \$39,651

The remainder of the Measure L funds go towards other costs necessary for operation including: utilities, phone services, insurance, etc.

Steve Arozena  
Library Director  
Dixon Public Library

*Measure L Expenditures – Benicia  
Fiscal year 2016-2017  
For Measure L Oversight meeting on September 18, 2017*

*The Benicia Public Library (BPL) used the funds received from Measure L on the following items. More books, hours and programs at 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 2016-17 Measure L book and materials budget, which includes the budget for children's materials, was approved at \$49,250, about 25% of the library's total materials budget. The Library's total materials budget was \$195,742 – 320% more than the \$61,000 book budget available in 1997 (pre-sales tax). Using sales tax money, in 2016-17, BPL offered a total of 466 children/teen programs, with 10,844 attending.*

*The following note about expenditures is included from last year's report, because it is still valid: Benicia's 2015-16/2016-17 revenue was budgeted at \$747,460/year, and the lower amount received created an imbalance in the Measure L account. Reserve funds have accrued during the previous years as a result of the Valero Improvement Project and the City's hiring freeze, and some of these funds were used to balance the account. Recognizing that this is unsustainable, the Library Director is working on reducing expenditures to approximately \$700,000, which will bring expenditures in line with revenue. In the meantime, the reserve of approximately \$500,000 will be used to help offset the imbalance.*

### Benicia Public Library Measure L 2016-2017

Revenue:		
Total revenues:	\$654,849 <sup>1</sup>	(Final end-of-year accounting has not been completed)
<u>Reserves<sup>2</sup>:</u>	<u>\$105,752</u>	
Total:	\$760,601	
Expenditures:		
Salary / Wages	\$458,554	
Benefits	\$226,951	
Worker's comp	\$ 21,495	
<u>Services/supplies/books</u>	<u>\$ 53,600</u>	
Total:	\$760,601	

### Benicia Library's Approved Budget Measure L 2017-18<sup>3</sup>

Revenues:		
Budgeted:	\$747,000	(Receipts for the year will need to be closely monitored)
<u>Reserves:</u>	<u>\$152,834</u>	
Total:	\$899,834	
Expenditures:		
Salary / wages	\$539,591	
Benefits:	\$239,718	
Services/supplies	\$ 85,225	
Worker's comp	\$ 33,000	
<u>Furnishings and equipmt</u>	<u>\$ 2,300</u>	
Total:	\$899,834	

<sup>1</sup> Anticipated revenues for 2016-2017 originally projected at \$747,000.

<sup>2</sup> A reserve of over \$500,000 accrued during the Valero Improvement Project, when unanticipated money was received as sales tax. Unfortunately, this coincided with a hiring freeze in the City, so some funds were rolled into a reserve account. The City's Finance Director has recommended we use some of the fund balance to ensure that we are fully complying with the intent of the legislation.

<sup>3</sup> Benicia's new Finance Director will work with the Library Director to amend this budget in October to be more in line with the actual needs of the Library, so these numbers will look different when we report back next year.

Measure L Expenditures – Solano County Library  
Fiscal year 2016-2017  
For Measure L Oversight meeting on September 18, 2017

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 B (first sales tax measure) in 1998. 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 187% from \$432,000 to \$1,237,228 also since the passage of Measure B. In addition, the Library has increased the number of programs for youth by 181% from 895 to 2514 program.

Circulation continues to be strong, with 2,099,490 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 Zinio e-magazines) and in other digital formats, such as Hoopla and 3M Cloud.

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 30% of the Library's overall operating budget.



**Solano County Library Measure L 2016-2017**

**Revenue:**

Total revenues: \$4,657,750

**Expenditures:**

Materials budget: \$805,228

Salaries: \$3,190,241

Database costs: \$179,464

Operating costs \$482,817

**Total \$4,657,750**