

INDEPENDENT CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L

Monday, September 18, 2023, 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 19, 2022 **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 16, 2024
13. ADJOURNMENT

**Minutes of the
INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE FOR MEASURE L
Monday, September 19, 2022**

1. CALL TO ORDER:

The meeting was called to order by Carolyn Cadloni, Vice Chair, at 6:00 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; Bruce DuClair, City of Vacaville

Members Absent:

Ginger Emerson, City of Dixon
Ronald Heinrich, City of Rio Vista
Kathryn Clark Silveira, City of Vallejo

Others Present:

Suzanne Olawski, Director of Library Services, Solano County Library
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:

Mr. DuClair moved to approve the minutes of the September 20, 2021 meeting; seconded by Ms. Schenk. Motion carried. So ordered by 4-0 vote.

ACTION 5. APPROVAL OF AGENDA:

Ms. Ortila moved to approve the September 19, 2022 agenda; Mr. DuClair seconded. Motion carried. So ordered by 4-0 vote.

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 was the Solano County Measure L Expenditure Ordinance, section 11-302: Expenditure Plan.

9. OLD BUSINESS:

None.

ACTION 10. NEW BUSINESS:

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

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

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

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

12. ANNOUNCEMENTS/MEMBER REPORTS:

- a. Ms. Schenk shared she will be one of the authors presenting at the Solano County Library Foundation's annual Authors Luncheon in November.

13. DATE OF NEXT MEETING:

September 18, 2023, at 6:00 pm.

14. ADJOURNMENT:

The meeting adjourned at 6:20 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 08.31.2023
For Measure L Oversight meeting on September 18, 2023

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 budget for part-time employees who staff our public service desk, help with after-school programs, shelving of books, volunteer coordination, and assist with other technical services and circulation duties.

The 2022-23 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 2022-2023

Total revenues: \$ 804,171*

Expenditures:

Salary / Wages	\$ 436,918
Benefits	\$ 286,501
Worker's comp	\$ 31,060
Services/supplies/books	<u>\$ 54,167</u>
<u>Total expenditures:</u>	\$ 808,646**

*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. Going forward, any imbalance caused by overestimating Measure L revenues will be covered by the City's General Fund.

Measure L Expenditures – Solano County Library
Fiscal year 2022-2023
For Measure L Oversight meeting on September 18, 2023

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 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 384% from \$432,000 to \$2,092,940 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 223% from 895 to 2,893 programs.

Circulation continues to be strong, with 1,969,509 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, e-magazines, and music) digital formats, such as Hoopla, OverDrive, Kanopy and Freegal.

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 26% of the Library's overall budget.

Solano County Library Measure L 2022-2023

Revenue:

Total revenues: \$ 6,608,144

Expenditures:

Materials budget: \$ 1,028,088

Salaries: \$ 4,910,850

Database costs: \$ 212,263

Operating costs \$ 456,943

Total \$ 6,608,144