

## INDEPENDENT CITIZENS OVERSIGHT COMMITTEE FOR MEASURE L

Monday, September 16, 2024, 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 18, 2023 **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 15, 2025
13. ADJOURNMENT

**Minutes of the  
INDEPENDENT CITIZENS' OVERSIGHT COMMITTEE FOR MEASURE L  
Monday, September 18, 2023**

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**1. CALL TO ORDER:**

The meeting was called to order by Suzanne Olawski, Director of Library Services, Solano County Library, at 6:03 p.m.

**2. ROLL CALL AND ESTABLISHMENT OF QUORUM:**

**Members Present:**

Dotty Schenk, City of Fairfield  
Ariel Ortilla, City of Suisun  
Bruce DuClair, City of Vacaville  
Kelly Mahoney, City of Rio Vista  
Lloyd McCabe, City of Dixon

**Members Absent:**

Carolyn Cadloni, City of Benicia  
Kathryn Clark Silveira, City of Vallejo

**Others Present:**

Suzanne Olawski, Director of Library Services, Solano County Library  
Mike Eitner, Assistant Director of Library Services, Solano County Library  
Jennifer Baker, Library 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:**

Mr. McCabe moved to approve the minutes of the September 19, 2022 meeting; seconded by Mr. DuClair. Motion carried. So ordered by 5-0 vote.

ACTION **5. APPROVAL OF AGENDA:**

Ms. DuClair moved to approve the September 18, 2023 agenda; Mr. McCabe seconded. Motion carried. So ordered by 5-0 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. Measure L monies account for about 26% of Solano County Library's overall budget and less than a third of Benicia Public Library's operating budget.

Mr. McCabe moved to accept the reports as presented and use them to prepare the annual report to the Board of Supervisors. Mr. DuClair seconded. Motion carried. So ordered by a 5-0 vote.

This report will be on the agenda for the Board of Supervisors meeting in October.

**12. ANNOUNCEMENTS/MEMBER REPORTS:**

None.

**13. DATE OF NEXT MEETING:**

September 16, 2024 at 6:00 pm.

**14. ADJOURNMENT:**

The meeting adjourned at 6:25 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.

# BENICIA PUBLIC LIBRARY

As of 08.31.2024

For Measure L Oversight meeting on September 16, 2024

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

The largest percentage of Measure L funding goes to supplement the Library's staffing budget. With the additional funding for staff, we are able to maintain 62 open hours, seven days a week, including four evenings until 9:00 pm. Measure L funds are used to pay for both full-time employees, including benefits, and part-time employees enabling the library to provide additional service hours and more programs—specifically daily after-school programs for students, book clubs, craft events, and lifelong learning content for all ages. This constitutes approximately 43% of funding for staff that does not come from grants or donations.

The 2023-24 book and materials budget was supplemented with \$50,000 from Measure L, constituting a 62.5% increase to what the Library would otherwise receive from General Fund alone. Materials purchased included primarily children's and teen materials and e-content.

## Benicia Public Library Measure L 2023-2024

<u>Total revenues:</u>	\$ 797,850*
<u>Expenditures:</u>	
Salary / Wages	\$ 508,440
Benefits	\$ 226,585
Worker's comp	\$ 12,825
Books & Materials	<u>\$ 50,000</u>
<u>Total expenditures:</u>	\$ 797,850

\*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.

Measure L Expenditures – Solano County Library  
Fiscal year 2023-2024  
For Measure L Oversight meeting on September 16, 2024

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 497% from \$432,000 to \$2,578,127 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 312% from 895 to 3,686 programs.

Circulation continues to be strong, with 2,263,180 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 in other 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 24% of the Library's overall budget.

## Solano County Library Measure L 2023-2024

### Revenue:

Total revenues: \$ 6,396,555

### Expenditures:

Materials budget: \$ 995,169

Salaries: \$ 4,753,608

Database costs: \$ 205,466

Operating costs \$ 442,312

**Total \$ 6,396,555**