

# Measure Y

## Oversight Committee

### 2022 - 2023 Report



This report encompasses the library fiscal year July 1, 2022 through June 30, 2023

In November 2016, voters of Sonoma County approved Measure Y, a one-eighth of a cent sales tax to support the Sonoma County Library (SCL). The ordinance stipulated that the Sonoma County Library Commission establish a citizen oversight committee to annually review expenditures and appropriations of the tax revenues to ensure that all such revenue is spent or appropriated for purposes and uses set forth in the expenditure plan of Measure Y. The revenues shall be used only to supplement existing revenues collected for the SCL and shall not be used to supplant existing SCL funding.

This report from the Measure Y Oversight Committee examines the expenditures to ensure that they conform to the spirit and letter of the ordinance. Based on the expenditure plan of the Measure Y ordinance, the additional sales tax revenues should be used only for the following purposes:

The funds are supporting approximately 40 percent of the library's operating budget and the funds are being used to:

1. **Support library collections, educational programs, and classes for Sonoma County's school age and pre-school children.**
  - a. Maintain children's book and material collections
  - b. Continue reading clubs for children and teens to encourage reading
  - c. Maintain children's classes and services
  - d. Provide educational programs, including teen homework help, and computer labs
  - e. Maintain children's story times
  - f. Provide computer labs/classes at all libraries
2. **Improve access to local libraries (One of the few places left in the community that benefits everyone) and maintain library collections.**
  - a. Keep qualified librarians
  - b. Expand senior and disabled services
  - c. Restore and enhance library hours
  - d. Maintain book, material and digital collections
  - e. Extend library services to underserved communities
  - f. Keep the new Roseland Library from being closed
3. **Maintain and improve aging library facilities – many of which are over 40 years old– to make them safe, clean and welcoming.**
  - a. Maintain library facilities
  - b. Provide safe places for children after school
  - c. Keep libraries safe and clean
  - d. Provide computer labs, updated technology, and WiFi at all libraries

**To find out more click the links below**

[Measure Y Ordinance document](#)

[Measure Y Oversight Committee document](#)

### Access to Libraries:

- All regional libraries are now open 7 days a week, with the addition of 4 hours on Sundays



- Increased BiblioBus (mobile library) service including 26 new community stops to rural and underserved areas in the county
- Bibliobox lockers (smart lockers for library holds pick-up available 24 hours a day) have been installed outside of the Guerneville, Rincon Valley, and Healdsburg libraries, increasing availability of materials to patrons regardless of the time of day

### Supporting Library Collections, Educational Programs or Events and Services (\$1,602,580 spent)

- Expanded manga collections and expanded video game collections
- Increased diverse content/voices in the collections
- Added several new eResources, such as The Shelf and Kovels

**MANGA**  
**KOVELS**  
Antique Trader

**The Shelf**

### Technology (\$1,129,238 spent)

- BiblioBoxes were purchased and installed at Guerneville Regional, Healdsburg Regional and Rincon Valley Libraries for 24/7/365 holds pickup to the public
- Replenished equipment and provided service for the SonomaFi Hotspot lending program to provide this service to the most possible users
- Replaced interior WiFi infrastructure with state-of-the-art WiFi access points providing users with four times the available bandwidth
- Released the next generation public website to our staff and public users enhancing access to SCL resources at sonomalibrary.org
- Upgraded all professional staff from desktop computers to laptops, enhancing their mobility for outreach and public service
- Purchased new 3D printers for all libraries to better support the makers of Sonoma County



### Maintaining Facilities: (\$865,000 Spent)

- Purchased “Pods” (small standalone meeting rooms) for multiple locations to meet increased demand for private meeting and work spaces
- Began reconfiguration at Library Headquarters in Rohnert Park, to increase efficiency and capacity
- Enhanced teen space at Rohnert Park-Cotati library
- Created more staff workspace at the Roseland library
- Added new automatic doors at Windsor, Cloverdale, and Rohnert Park-Cotati libraries to improve accessibility (ADA-compliant)
- Installed new monument sign at Guerneville library



Petaluma Study Pod



Rohnert Park-Cotati Study Pod



Monument sign at Guerneville Regional Library



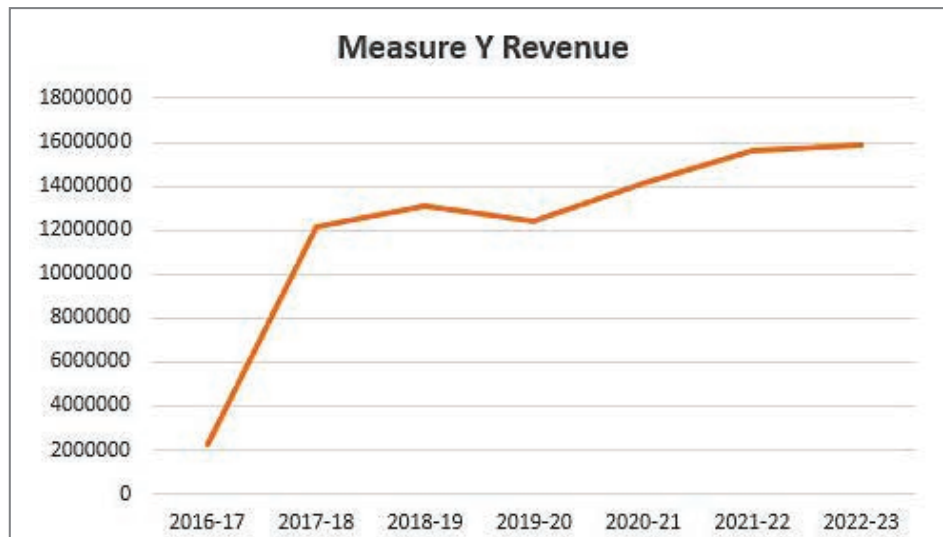
## 2022/2023 FINANCIAL SUMMARY

Based on financial reports accepted by the library commission, the following comments apply to the financial summary:

- The figures are based on SCL reports, as the Measure Y Committee does not audit the figures
- The income figures include only sales tax revenues and interest income and do not include unrealized gains and losses or other minor items
- Services and Supplies in this report differ from standard SCL financial reports because materials and events/programs are reported separately. Those expenses are included in Services and Supplies in the SCL reports
- Events/programs are contained within the 'special departmental expenses' account and are not budgeted separately. Those expenses are reported separately in this report because they are explicitly mentioned in Measure Y. Those expenses are included in Services and Supplies in the SCL reports
- The figures for FY21-22 reflect changes from last year's report due to audit adjustments

Sales tax revenues were approximately equal to the forecast. Revenue increased slightly from the previous year, as shown in Figure 1.

**Figure 1**



Expenditures were less than planned, as shown in Table 1.

**Table 1**

2022-23	----- Sales Tax Fund -----	
	Budget	Actual
<b>Tax revenue</b>	15,500,000	15,828,872
<b>Total Expense</b>		
Salaries and Benefits	10,384,964	8,910,590
Books & Materials	1,672,000	1,602,580
Events and Programs <sup>1</sup>	-	119,872
Services and Supplies	3,545,446	2,427,857
Capital Expenses	6,457,990	1,681,262
<b>Total Spending</b>	22,060,400	14,742,161
<sup>1</sup> events and programs are not budgeted separately because they are included under services and supplies		

Salaries and benefits are the largest expenditure. This year the figure includes the extra staff needed for Sunday opening. Those expenditures were again under budget because of attrition. Services and supplies were under budget because some purchases were not received by fiscal year end and will be included in next year's figures. Capital expenses were again under budget because some projects were delayed. The major capital expenses were:

- Book lockers in Guerneville, Healdsburg and Rincon Valley libraries
- Air quality improvements at all locations
- Hands free restroom fixture upgrades at all locations
- Healdsburg refresh design
- Study pods project launched
- WiFi infrastructure upgrade at all locations
- Cloud telephone upgrade at all locations

## 2022/2023 FINANCIAL SUMMARY

The split of expenditures between the general fund and the sales tax fund are in line with the expense allocation policy approved by the Commission, as shown in Table 2.

**Table 2**

2022-23	----- General Fund -----		----- Sales Tax Fund -----		Sales Tax
	Budget	Actual	Budget	Actual	%
<b>Tax revenue</b>	24,715,363	25,807,664	15,500,000	15,828,872	38.0%
<b>Total Expense</b>					
Salaries and Benefits	17,840,406	16,941,703	10,384,964	8,910,590	34.5%
Books & Materials	2,508,000	2,404,100	1,672,000	1,602,580	40.0%
Events and Programs <sup>1</sup>	-	179,808	-	119,872	40.0%
Services and Supplies	6,382,075	5,136,581	3,545,446	2,427,857	32.1%
Capital Expenses	767,658	199,318	6,457,990	1,681,262	89.4%
<b>Total Spending</b>	27,498,139	24,861,510	22,060,400	14,742,161	37.2%
<sup>1</sup> Events and programs are not budgeted separately					
because they are included under services and supplies					

Since the inception of Measure Y, the sales tax has resulted in spending over \$64 million on the libraries, as shown in Table 3.

**Table 3**

Sales Tax Fund	Actual	Actual	Actual	Actual	Actual	Actual <sup>1</sup>	Actual <sup>1</sup>	Since inception
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Total
<b>Revenues</b>								
Sales Tax	2,235,270	12,110,478	13,055,614	12,420,713	14,133,034	15,655,010	15,828,872	85,438,991
Interest	(719)	43,021	269,366	207,769	22,710	104,481	351,303	997,931
<b>Total Revenue</b>	2,234,551	12,153,499	13,324,980	12,628,482	14,155,744	15,759,491	16,180,175	86,436,922
excluding unrealized gains/losses and miscellaneous								
<b>Expenses</b>								
Salaries and Benefits	-	2,936,129	3,724,881	4,434,789	4,024,028	6,088,802	8,910,590	30,119,219
Books & Materials	85,746	1,140,970	1,890,000	1,800,777	1,078,939	1,338,503	1,602,580	8,937,515
Events and Programs	-	299,867	504,581	346,699	118,888	232,397	119,872	1,622,304
Services /Supplies	351,103	1,340,385	2,084,044	2,672,574	2,700,547	2,350,735	2,427,857	13,927,245
Capital Expenses	-	1,669,016	1,277,965	903,857	2,346,309	1,591,695	1,681,262	9,470,104
Lease/Interest						54,840		54,840
<b>Total Expenses</b>	436,849	7,386,367	9,481,471	10,158,696	10,268,711	11,656,972	14,742,161	64,131,227

The SCL maintains reserves to use funds not spent in a given year. Table 4 shows the status of committed funds as of June 30, 2023.

**Table 4**

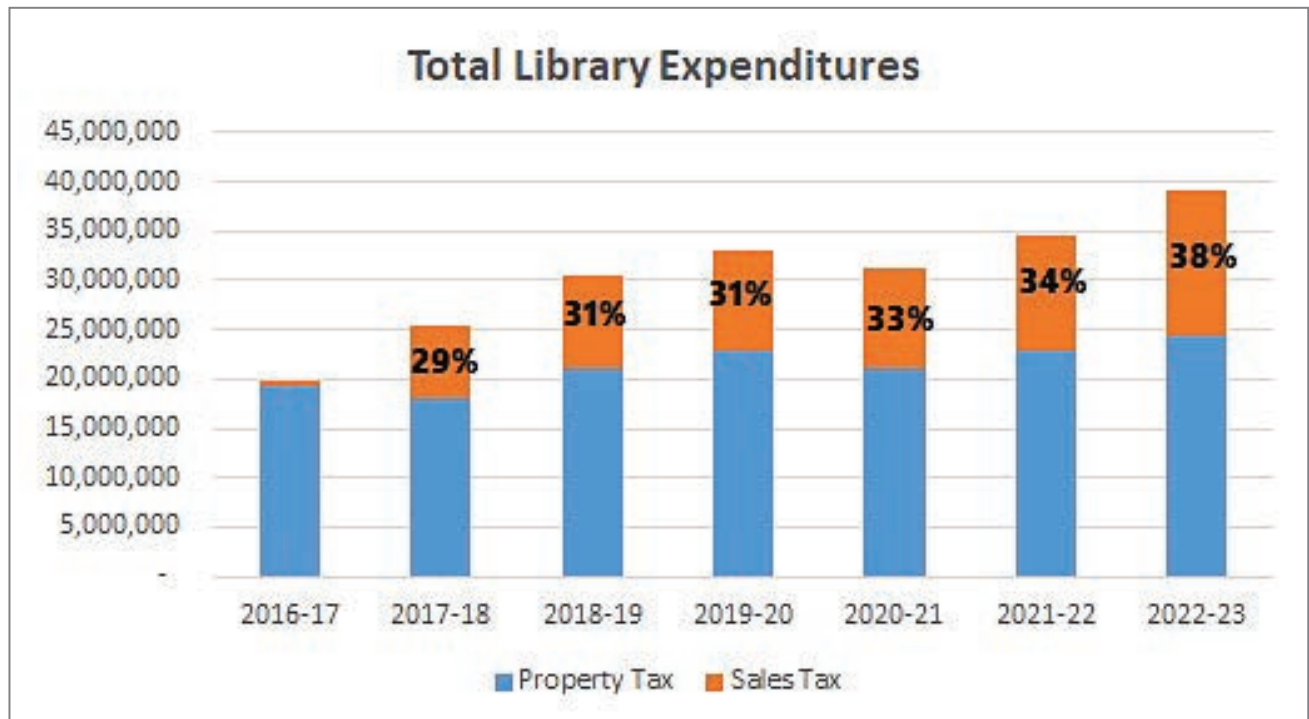
<b>Fund Balances FY 22-23</b>		
	<u>Operations</u>	<u>Committed</u>
<b>Beginning Balance</b>	<b>8,164,657</b>	<b>10,395,507</b>
Revenues	16,101,555	
Expenditures: IT	13,032,458	
IT Resource Replacement		101,290
Expenditures: Maintenance		199,583
Expenditures: Cap. Improv.		1,532,623
Increase/(use of) Fund Bal.	3,069,097	(1,833,496)
Adjustments	428,469	
Net change in Balance	3,497,566	
Unrestricted funds		
<b>Available for budgeting</b>	<b>11,662,223</b>	
<b>Committed</b>		
IT Resource Replacement		270,310
IT Capital Replacement		1,185,300
Major Maintenance		26,417
Vehicle Replacement		157,107
Rate Stabilization	3,297,047	
Capital Improvement		6,922,877
<b>Total Committed</b>	<b>3,297,047</b>	<b>8,562,011</b>



## 2022/2023 FINANCIAL SUMMARY

Measure Y has had a significant impact on total spending for the library, as shown in Figure 2. The funds have been used for items shown in the 2022-23 Accomplishments section of this report.

**Figure 2**



Lectura Fest at Central Santa Rosa

Members of the Measure Y Oversight Committee are concerned with the measure sunseting and revenue collection ending in 2027, if not renewed by voters. Many of the extended hours, technology advances, music, authors and innovative programming will go away or be diminished if the sales tax is not renewed.

During the fiscal year 2022-2023, SCL saw sales tax revenue exceed the budget while expenditures remained at nominal levels. The available funds for budgeting are \$11,662,223 and \$8,562,011 committed for future projects and projects that have not been completed or in process, thus far.

Since the adoption of the Measure Y Spending Allocations guidelines, many of the percentages and breakdown lends to a better understanding of financials.

Moving forward, we have the following recommendations:

- The SCL system can provide more services to patrons in the form of events and more programming, such as authors and music series
- The SCL system updates its plan, including a timeline, for the use of the surplus and begins executing the plan as soon as possible

After careful review of the financial reports, the Committee concludes that proper procedures have been followed and that funds have been expended as set forth.

## RESPECTFULLY SUBMITTED

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### Measure Y Oversight Committee In 2023

**Evette Minor**, Chair / **Mike Neely**, Vice Chair

#### Committee members (as of June 30, 2023)

<b>Barbara Hughes</b>	Appointed By Commissioner Thomas Haeuser-Sonoma Valley Library Commissioner
<b>Charlene Luks</b>	Appointed By Commissioner Andy Elkind-Healdsburg Library Commissioner
<b>Evette Minor</b>	Appointed By Commissioner David Cahill-Santa Rosa Library Commissioner
<b>Janis Brokaw</b>	Appointed By Barbara Mackenzie-Rohnert Park Library Commissioner
<b>Jenny Meeker</b>	Appointed By Commissioner Sarah Laggos-Joint Santa Rosa City and County Of Sonoma Library Commissioner
<b>Linda Clapp</b>	Appointed By Brooke Greene-Cloverdale Library Commissioner
<b>Michael Carney</b>	Appointed By Eve Goldberg-County Of Sonoma Library Commissioner
<b>Mike Neely</b>	Appointed By Commissioner Deborah Doyle-Windsor Library Commissioner
<b>Sarah Glade Gurney</b>	Appointed By Commissioner Fred Engbarth-Sebastopol Library Commissioner
<b>Tim May</b>	Appointed By Commissioner Paul Heavenridge-Petaluma Library Commissioner
<b>Vacant</b>	Appointed By Commissioner Cyan McMillan-Cotati Library Commissioner

#### ACKNOWLEDGEMENTS

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