

## Guidelines for the Citizens' Oversight Committee for the expenditure of Measure Y Funds

Background – Specific Measure Y wording related to oversight (*emphasis added*)

ADOPTION OF EXPENDITURE PLAN AND ACCOUNTABILITY FOR EXPENDITURE OF PROCEEDS OF THE TAX. The Library Commission hereby adopts the Expenditure Plan as set forth in this ordinance. After the reimbursement of the Library for the costs of the election, as provided in Section 15, and payment for any fee charged by the State Board of Equalization for preparing to administer the tax, proceeds of the tax imposed by this ordinance shall be placed in a special account, and shall be spent only to implement the projects set forth in the Expenditure Plan.

*The Library Commission shall establish an 11-member Citizen Oversight Committee to annually review expenditures and appropriations of the tax revenues to ensure that all such revenues are spent or appropriated for the purposes and uses set forth in the Expenditure Plan. Each member of the Library Commission shall appoint one member of the Committee who shall have a term coinciding with the term of the appointing Library Commission member. The Committee shall receive the assistance of Library staff and shall issue an annual public report on the expenditures and appropriations of the tax revenues.*

ANNUAL REPORT. The Library Commission shall annually cause to be prepared a report setting forth (a) the amount of funds collected and expended; and (b) the status of any projects authorized to be funded in the Expenditure Plan adopted by the Library in Section 16 herein.

EXPENDITURE PLAN (as adopted by the library commission)

1. Proceeds from tax shall be deposited into the County Treasury in a separate, special fund which can only be used to maintain, restore and enhance Library services, materials and facilities in Sonoma County (hereinafter the "Fund"), and not for other purposes.
2. The revenues collected from the tax shall be used only to supplement existing revenue collected for the Library and shall not be used to supplant existing Library funding.
3. Monies deposited into the Fund, together with any interest that accrues thereon, shall be used exclusively for library purposes, including maintaining the existing libraries; reversing the deterioration in services at existing libraries, upgrading of facilities, services and collections and to support libraries in the cities of Cloverdale, Healdsburg, Petaluma, Rohnert Park, Cotati, Santa Rosa, Sebastopol, Sonoma, the Town of Windsor, and libraries and library services in the unincorporated areas of the county. Expenditures are intended to provide the residents of Sonoma County with vital, quality libraries comparable to those operated in other Bay Area communities.
4. Based on feedback received from residents throughout Sonoma County on their priorities for local libraries, the Sonoma County Library Commission has determined the following library service and facility needs to be essential community priorities to be addressed with the proceeds from this Fund. Specific library services and projects for which the revenues from the transactions and use tax may be expended are as follows:
  - a. Supporting library collections, educational programs, and classes for Sonoma County's school age and pre-school children.
    1. Maintain children's book and material collections;

## Measure Y Oversight Committee guidelines, roles and responsibilities

2. Continue reading clubs for children and teens to encourage reading;
  3. Maintain children's classes and services;
  4. Provide educational programs, including teen homework help, and computer labs;
  5. Maintain children's story times;
  6. Provide computer labs/classes at all libraries.
- b. Improving access to local libraries – one of the few places left in the community that benefit everyone – and maintaining library collections.
1. Keep qualified librarians;
  2. Expand senior and disabled services;
  3. Restore and enhance library hours;
  4. Maintain book, material and digital collections;
  5. Extend library service to underserved communities;
  6. Keep the new Roseland Library from being closed.
- c. Maintaining aging library facilities – many of which are over 40 years old – to make them safe, clean and welcoming.
1. Maintain library facilities;
  2. Provide safe places for children after school;
  3. Keep libraries safe and clean;
  4. Provide computer labs, updated technology, and Wi-Fi at all libraries.

### **Oversight Committee Work**

Each appointee shall attend all meetings and fully participate in the review and annual report of the Measure Y revenue expenditures.

The role of the committee is not to approve Measure Y expenditures in advance, but to carefully review expenditures on a regular basis, ask clarifying questions as needed, and make recommendations to library staff as to the appropriateness of expenditures and how they conform to the intent of the ordinance.

The committee also works with library staff to prepare an annual report on the previous fiscal year expenditures, which is then presented to the library commission and made available to the public.

The staff will make every effort to provide timely reports and answer committee questions about expenditures.

Meetings of this committee are to be public and governed by the Brown Act.