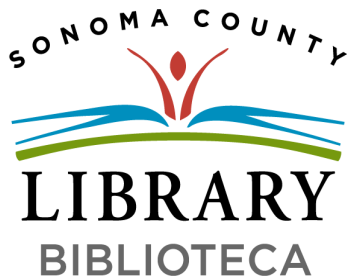


Measure Y

Oversight Committee

2024 - 2025 Report



This report encompasses the library fiscal year July 1, 2024 through June 30, 2025

In November 2016, voters of Sonoma County approved Measure Y, a one-eighth of a cent sales tax to support the Sonoma County Library. The ordinance stipulated that the 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 library and shall not be used to supplant existing library 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 ordinance funds are to be 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](#)

1. Supporting Library Collections, Educational Programs, Event and Services

The sales tax fund paid 35-40% (\$1,767,037) of the costs of books/materials and events.

The Library Collection:

- Achieved a circulation of 4.37 million.
- Invested over \$4 million, in total, across all funds for library collections.
- Spent \$1,690,838 in sales tax for FY 2024-2025 for collection services, adding about 70,000 new items.

Educational Programs or Classes for Youth & Teens

- \$127,000 spent for programs – refer to Table 2 in the finance section
- Summer and Winter reading program provided
- Teen podcast and pop/rock workshops added
- Humorous storytelling workshop for teens
- Computer basics workshops

Physical collection

- Recorded over 2.5 million checkouts of physical items, including books, movies, music, video games, toolkits, and park passes.
- Purchased Spanish and bilingual materials at the Guadalajara International Book Fair.
- Added the Romance genre as a new breakout collection.
- Increased the number of Lucky Day copies of bestsellers available at all branches.
- Maintained a 4:1 purchase ratio of holds to copies, ensuring reasonable wait times for popular titles.
- Responded to an average of 350 patron purchase suggestions monthly, purchasing most of the recommendations.
- Continued participation in the LINK+ resource sharing service, with SCL patrons borrowing an average of 1,950 items per month from other libraries in the LINK+ network.

Digital collection

- Achieved over 1.8 million checkouts of digital titles, including eBooks, eAudio, streaming movies, and digital magazines.
- Digital checkouts on Libby alone surpassed 1 million for the fourth consecutive year.
- Expanded the eBook and eAudio collection on the Palace Project Application.
- Added new digital content on platforms such as Hoopla, Kanopy, Alexander Street, Press Reader, New York Times Online, and Access World News.
- Supported the increasing demand and usage of the digital collection, which has seen a 41% increase over the past two fiscal years.

	-----Checkouts-----			-----Programs-----	
2024-5	Physical	Digital	Visits	Number	Attendee:
Jul	230,182	145,841	128,868	734	17,564
Aug	216,160	144,138	129,184	306	7,525
Sep	206,105	143,237	118,917	647	16,617
Oct	210,704	146,038	126,468	686	16,532
Nov	196,158	146,755	109,777	496	10,190
Dec	196,052	149,934	110,505	438	10,145
Jan	209,221	162,781	117,223	507	9,513
Feb	189,124	149,985	106,578	551	13,291
Mar	208,540	164,983	122,617	570	11,915
Apr	210,427	158,520	127,045	626	14,434
May	198,661	164,159	120,927	564	14,391
Jun	198,661	164,239	124,206	550	17,862
Total	2,469,995	1,840,610	1,442,315	6,675	159,979
average	205,833	153,384	120,193	556	13,332

2. Accessing the Libraries:

- Public Services and Community Engagement spent a total of \$242,638 in sales tax for services and programs (excluding salaries and benefits) for FY 2024-2025.
- Supported 1.44 million patron visits to branches, reflecting a 1.3% increase from the previous fiscal year.
- Over 7,200 events were held, drawing approximately 170,000 attendees.
- The BiblioBus made 218 visits to underserved areas, with 7,532 participants.
- Provided one-on-one literacy tutoring for adult learners.
- Enhanced library services at the county jail and juvenile hall.
- Created a Disability Advocacy Team (refer to presentation in July meeting notes).

- Racial Equity Team (RCPL CARES) focused on becoming an anti-racist organization by increasing staff diversity, offering culturally relevant programs, ensuring equitable access, creating safe, and inclusive spaces.
- Held a LecturaFest event.
- Celebrated Día de los Niños/Día de los Libros.
- Recognized Native Americans/Indigenous Peoples Month.
- Hosted Drag Story Hour.
- Continued Sunday operating hours.
- Maintained the Roseland temporary library while planning for a new library.
- Added Biblioboxes at various branches (Central Santa Rosa, Rohnert Park Cotati, and Petaluma).
- Launched Hoopla Binge Passes, which are 7 days of unlimited access to content collections (like movies, magazines, puzzles, courses) with a single monthly borrow using your library card, to provide additional access.



Staff:

- Human Resources spent a total of \$16,082 in sales tax for services, training, and professional development in FY 2024-2025.
- Library services were provided by 233.73 full-time equivalent employees.
- A total of 137 training sessions were provided for the staff.
- NEOGOV's platform module ONBOARD was implemented.

3. Maintaining Facilities [Upgrades]:

- Facilities spent a total of \$7,121,112 in sales tax on capital improvements in FY 2024-2025. Sales tax fund 90% of capital improvements.
- The new Roseland Regional Library is currently in the design phase.
- Capital investment was made across five branches – Cloverdale Regional Library, Guerneville Regional Library, Healdsburg Regional Library, Petaluma Regional Library, and Windsor Regional Library

3A. Facility Upgrades & Infrastructure Renewal

- Replacement of aging interior finishes (carpet, paint, flooring)
- Lighting, electrical, and IT infrastructure modernization
- HVAC and mechanical system improvements in select branches

3B. Space Reconfiguration & Service Enhancements

- Redesigned public service areas to improve workflow and wayfinding
- New flexible furnishings such as seismic shelving, study pods, seating, and youth areas
- Outdoor space updates, including shading, for safe and comfortable public use
- Creation or expansion of dedicated programs, study, and meeting areas

3C. Safety & Americans with Disabilities Act (ADA) Improvements

- Fire/life safety improvements and updated building systems
- Enhanced security visibility and safer interior circulation

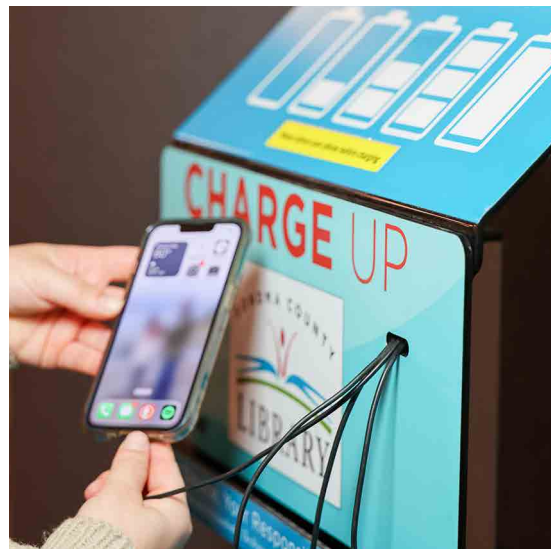


Technology

- Over \$1,175,368 million in sales tax was spent on technological improvements in 2024-2025.

Sales tax Spending:

- Capital (\$422,101): automated materials handlers, BiblioBox automated book lockers, laptop lending kiosks, building upgrades, etc.
- Service and Supplies (\$730,950): computers, laptops, software, hotspots with service, eResources, supplies, etc.
- Technological improvements include new [Laptop lending kiosks](#) installed at Cloverdale, Guerneville, and Roseland Regional Libraries to provide flexible computer use for library users.
- Upgraded staff laptops and service desk computers at library locations.
- Completed the project to replace all library self-checkout computers at all locations.
- Upgraded 3D printers at all library locations.
- Procured and deployed the first branch automated materials handler at Healdsburg Regional Library as part of its modernization project.
- Deployed BiblioBox automated book lockers at Central Santa Rosa, Rohnert Park Cotati, and Petaluma Regional Libraries.
- Upgraded the audio/visual systems in Windsor Regional Library.
- Maintained the hotspot lending program with over 1,200 devices throughout the library locations.



The following comments apply to the financial summary

The figures are based on financial reports from the library, as the oversight committee does not audit the figures.

- The income figures include only sales tax revenues and interest income; they 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 in this report. 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.
- Figures for the current year are still subject to audit changes.

Revenue has been relatively flat since 2021-22, as shown in Figure 1. That is because sales in the overall economy were stagnant.

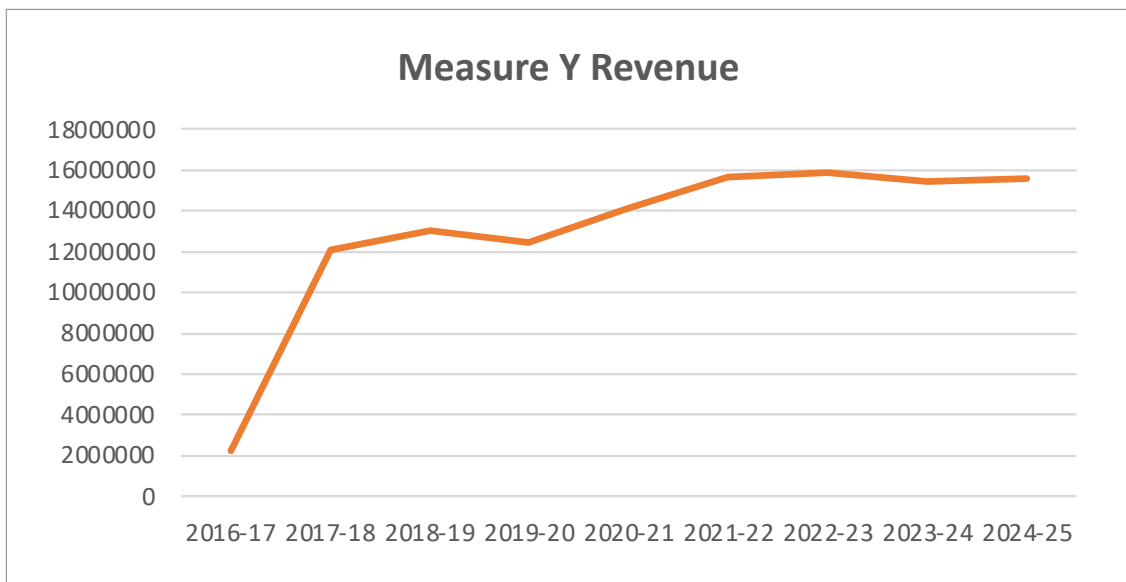


Figure 1

Expenses were less than planned in most categories, as shown in Table 1. Total expenses were slightly under budget.

2024-25	----- Sales Tax Fund -----	
	<u>Budget</u>	<u>Actual</u>
Tax revenue	15,753,783	15,546,141
interest	200,000	656,462
Total Revenue	15,953,783	16,202,603
Total Expense		
Salaries and Benefits	11,916,904	11,564,883
Books & Materials	1,703,125	1,639,723
Events and Programs ¹		127,314
Services and Supplies	2,700,299	2,417,188
Capital Expenses ²	7,334,560	7,389,769
Interest/Lease/other		
Contingency		
Total Spending	23,654,888	23,138,877
¹ events and programs are not budgeted separately because they are included under services and supplies		
² excluding grant funding		

Table 1

As shown in Figure 2, salaries/benefits are the largest expense item for the library (total spending, including Property Tax and Sales Tax).

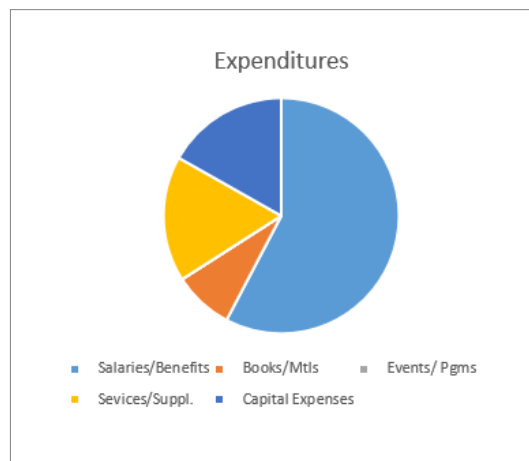


Figure 2

2024/2025 FINANCIAL SUMMARY

Capital expenditure was in line with the budget. Based on the cost allocation policy, 90% of capital expenses are paid from sales tax revenue. The Sales Tax provided significant resources for programs, as shown in Table 2.

The major capital expenses were for:

Refresh projects in:

- Petaluma
- Healdsburg
- Cloverdale
- Windsor
- Roseland Branch Planning
- Automated materials handling (AMH) at Healdsburg
- Security system upgrades throughout the system
- Laptop lending kiosks at Cloverdale, Guerneville, and Roseland
- BiblioBoxes at Central, Rohnert Park, and Petaluma
- Study pods

The Sales Tax provided significant resources for programs, as shown in Table 2.

Events/Programs FY24	
Programs - Juvenile	32,591
Programs - Adults	27,520
Special Events	7,266
Program - Summer Reading	44,407
Programs - Young Adult	15,530
	127,314

Table 2

2024/2025 FINANCIAL SUMMARY

10

The split between Property Tax and Sales Tax expenditures was in line with the policies adopted by the Library Commission, as shown in Table 3.

	Property	Sales	
	<u>Actual</u>	<u>Actual</u>	<u>%</u>
Tax revenue	27,293,511	15,546,141	36.3%
interest	660,591	656,462	
Total Revenue	27,954,102	16,202,603	
Total Expense			
Salaries and Benefits	18,118,104	11,564,883	39.0%
Books & Materials	2,461,895	1,639,723	40.0%
Events and Programs ¹	221,300	127,314	
Services and Supplies	5,801,463	2,417,188	29.4%
Capital Expenses ²	969,486	7,389,769	88.4%
Interest/Lease/other			
Contingency			
Total Spending	27,572,248	23,138,877	45.6%

Table 3

In total, Measure Y has provided more than \$116 million in resources since its inception, as shown in Table 4.

Sales Tax Fund	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual ¹	Actual	Since inception
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Total
Revenues										
Sales Tax	2,235,270	12,110,478	13,055,614	12,420,713	14,133,034	15,655,010	15,828,872	15,594,408	15,546,141	116,579,540
Interest	(719)	43,021	269,366	207,769	22,710	104,481	351,303	1,077,267	656,462	2,731,660
Total Revenue	2,234,551	12,153,499	13,324,980	12,628,482	14,155,744	15,759,491	16,180,175	16,671,675	16,202,603	119,311,200
excluding unrealized gains/losses and miscellaneous										-
Expenses										-
Salaries and Benefits	-	2,936,129	3,724,881	4,434,789	4,024,028	6,088,802	8,910,590	10,976,141	11,564,883	52,660,243
Books & Materials	85,746	1,140,970	1,890,000	1,800,777	1,078,939	1,338,503	1,602,580	1,717,260	1,639,723	12,294,498
Events and Programs	-	299,867	504,581	346,699	118,888	232,397	119,872	122,164	127,314	1,871,782
Services /Supplies	351,103	1,340,385	2,084,044	2,672,574	2,700,547	2,350,735	2,427,857	2,652,404	2,417,188	18,996,837
Capital Expenses	-	1,669,016	1,277,965	903,857	2,346,309	1,591,695	1,681,262	2,484,291	7,389,769	19,344,164
Lease/Interest/other						54,840		7,532		62,372
Total Expenses	436,849	7,386,367	9,481,471	10,158,696	10,268,711	11,656,972	14,742,161	17,959,792	23,138,877	105,229,896

Table 4

2024/2025 FINANCIAL SUMMARY

The SCL maintains reserves that are carried over from previous years to fund capital projects. Some of those reserves have already been committed to projects and the remainder is available for future projects. The status of those reserves is shown in Table 5. In addition, there are uncommitted reserves of \$2,307,108.

Reserve Fund Balance end FY24-25	
Committed	
- IT resource replacement	128,767
- vehicle replacement	299,307
- capital improvement	5,957,943
- grant matching	960,984
	7,347,001

Table 5

Measure Y has allowed the Library Commission to expand spending on the library significantly. Figure 3 shows combined spending of property tax revenue and sales tax revenue since the beginning of Measure Y.

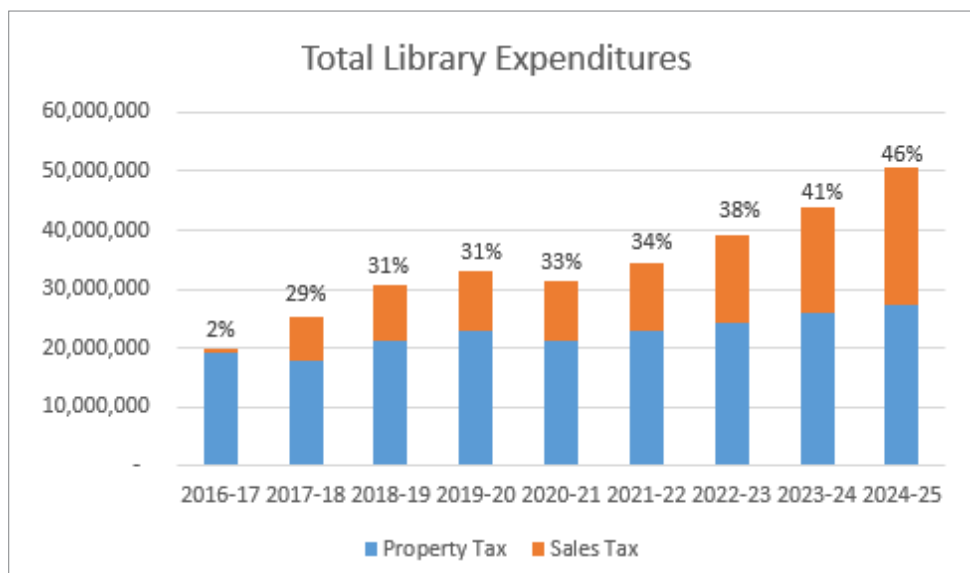


Figure 3

In conclusion, several factors—such as immigration concerns, job losses, high prices, and product shortages—are influencing local spending, which is beyond our control. It is essential to continue reassuring the public that the library system can bridge these gaps by providing resources like books, art programs, museum tickets, and more. This reinforces the importance of the SCL system in helping individuals navigate another challenging year. Being responsible stewards of public funds is crucial; adopting a conservative approach is wise, but it is equally important to allocate resources effectively to support the community, as this will be appreciated. Striking that delicate balance will be vital.

Moving forward, we have the following recommendations:

- Given the space constraints of many of our branches, we recommend continuing the use of BiblioBuses to extend services to communities located farther from physical libraries.
- Enhance our offerings for patrons by providing more events, expanding programming, and increasing the availability of free digital services, while also striving to boost visitation numbers.
- After thorough examination of the financial reports, the Committee has determined that appropriate procedures have been followed, and that funds have been allocated as intended.

Thank you to the voters of Sonoma County for providing a stable source of funding to the Sonoma County Library through the passage of the Measure Y sales tax.



Measure Y Oversight Committee In 2025

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

Committee members (as of June 30, 2025)

Vacant	Appointed By Commissioner Kimberly Taylor-Sonoma Valley Library Commissioner
Charlene Luks	Appointed By Commissioner Andy Elkind-Healdsburg Library Commissioner
Evette Minor	Appointed By Commissioner David Cahill-Santa Rosa Library Commissioner
Janis Brokaw	Appointed By Barbara Mackenzie-Rohnert Park Library Commissioner
Jenny Meeker	Appointed By Commissioner Sarah Laggos-Joint Santa Rosa City and County of Sonoma Library Commissioner
Linda Clapp	Appointed By Brooke Greene-Cloverdale Library Commissioner
Susan Knight	Appointed By Eve Goldberg-County of Sonoma Library Commissioner
Mike Neely	Appointed By Commissioner Deborah Doyle-Windsor Library Commissioner
Sarah Glade Gurney	Appointed By Commissioner Fred Engbarth-Sebastopol Library Commissioner
Tim May	Appointed By Commissioner Paul Heavenridge-Petaluma Library Commissioner
Vacant	Appointed By Commissioner Tina Poles-Cotati Library Commissioner

ACKNOWLEDGEMENTS

The Measure Y Oversight Committee would like to express its appreciation to the Sonoma County Library Graphics Department for its help in preparing this report; to Myrna Lopez for support with financial data; to Ray Holley for his knowledge of programs and collections; and to Lisa Davison for all her logistical support.