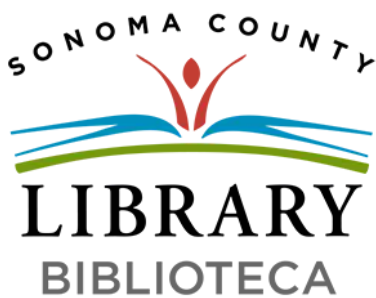


Measure Y

Oversight Committee

2023 - 2024 Report



This report encompasses the library fiscal year July 1, 2023 through June 30, 2024

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 Library Collection:

- Reached 4.4 million in circulations which is the greatest in the history of the library. Over 5,000 events were scheduled, with approximately 135,000 in attendance. Over \$122,000 was spent on these programs.
- Supported 1.4 million patron visits to branches, a 13.6% increase from the prior fiscal year.
- An investment of over \$1.7 million was spent on library collections this year.

Physical collection

- 678,534 Total physical items were purchased across 16 locations to enhance the library's physical collection.
- Sonoma County Library placed 5th in the State of California for Libby circulation. The library system hit 1 million, three years in a row.
- The wait time for best sellers was improved, with additional copies ordered twice a month to reduce wait times. Lucky Day (heavily requested books) copies were purchased as needed.
- Arranged and participated in Ready or Not Cultural Heritage Disaster Preparedness with onsite consultations at six library locations that house special collections.

Digital collection

- Provided robust digital collections, a 30% increase in eBook and eAudiobook checkouts over the prior year.
 - Total number of eBooks available to library users: 538,128
 - Number of Downloadable Audio Materials available 340,344
 - Number of Downloadable Video Materials available 108,751
- Total Electronic Collections: 128
- Increased diverse content/voices in the collections.
- The library had the sixth highest number of borrowed items via [LINK+](#) in the month of April out of 70 participating libraries, as the service grows in popularity more than 20,000 LINK+ items were borrowed.
- The digital checkout limits in [Libby](#) and [Hoopla](#) were increased.
- [Binge Pass](#), [Hoopla](#), [Pebble Go](#), and the [Palace Project](#) were added to the digital collection.

Staff:

- The Library now has 336 full-time and part-time employees.
- 113 training sessions were provided to the staff at a cost of over \$77,000.
- An Outreach librarian was hired to provide extra help to support story times at the Library.



2. Accessing the Libraries:

- The [BiblioBus](#) made 308 visits to areas needing library services this year with 15,808 in attendance.
- Libraries saw over 100,000 in-person visitors per month with over 220,000 physical and 110,000 digital checkouts.
- One-on-one literacy tutoring was provided for adult learners.
- The county jail and juvenile hall saw library services added.
- A Community Outreach Division was established to enhance library services in the community.
- [BiblioBoxes](#) were purchased and installed at Cloverdale Regional, Northwest Santa Rosa, Sebastopol Regional and Windsor Regional Libraries for 24/7/365 holds pickup to the public.

3. Maintaining Facilities [Upgrades]:

- The Roseland library is currently in the design phase.
- Healdsburg is also in the design phase with HVAC and electrical improvements being made with an approved budget of \$2.1 million for the project.
- The Cloverdale patio is in the planning phase.
- Petaluma will have new HVAC and is being made ADA compliant with an approved budget of \$3.7 million.
- The Central library will have a new Audio/Visual System and a new circulation desk.
- The Sonoma branch manager office was completed in March 2024.
- Windsor is being refreshed with new Town carpeting.

[*continued*]

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

Security:

Toolkits, as well as badges, have been provided for all branches to enhance security.

Technology:

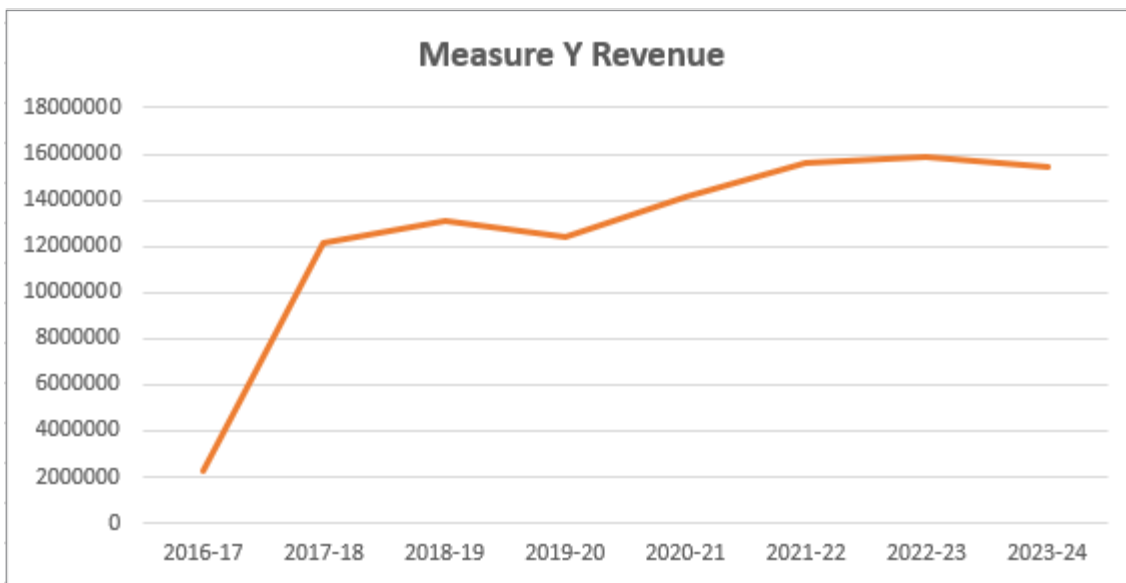
- Technological improvements include new [Laptop lending kiosks](#) were installed at Northwest Santa Rosa, Rincon Valley, Rohnert Park Cotati Regional and Sebastopol Regional Libraries to provide flexible computer use for library users.
 - An [E Street Sound Studio](#) allows patrons to create, edit, and publish audio and video projects is now provided along with new public use computers.
 - Over \$2.5 million was spent on technological improvements in 2023-2024.
 - IT staff replaced the central router providing network, websites and internet access at all library locations
 - In May 2024, the Library kicked off the project for implementing BiblioCommons. [BiblioCommons](#) will provide the best of breed public catalog searching for library users
 - The library replaced the library notification system providing email and SMS text hold notifications to library users.
 - Upgraded all staff desktop computers at library locations
 - Started the project to replace all library self-checkout computers with half of the devices being received in June 2024
-

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, 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.
- Figures are subject to audit adjustments.

Revenue decreased very slightly from FY 2022-2023, as shown in Figure 1. That is because sales in the overall economy were stagnant. Revenues have been basically flat for the past three years.

Figure 1



2023/2024 FINANCIAL SUMMARY

Expenses were less than planned except for books/materials (related to a grant), as shown in Table 1. Total expenses were slightly under budget.

Table 1

2023-24	----- Sales Tax Fund -----	
	Budget	Actual
Tax revenue	16,458,287	15,437,667
interest	303,115	632,414
Total Revenue	16,761,402	16,070,081
Total Expense		
Salaries and Benefits	11,047,714	10,932,623
Books & Materials	1,635,200	1,717,260
Events and Programs ¹	-	122,164
Services and Supplies	3,079,595	2,811,373
Capital Expenses ²	5,072,070	2,387,449
Interest/Lease/other		21,936
Contingency	136,030	
Total Spending	20,970,609	17,992,805
¹ events and programs are not budgeted separately because they are included under services and supplies		
² excluding grant funding		

The major capital expenses were for:

- Refresh projects (including planning) in Petaluma, Healdsburg, Rohnert Park, Cloverdale and Windsor.
- Furniture replacement in several branches.
- Security system upgrades throughout the system.
- Air quality system improvements.
- Self-checkout upgrade.
- Book lockers in Healdsburg and Rincon Valley
- Study pods
- Laptop kiosks
- Telephone and wireless access upgrades

Capital expenditures were under budget primarily due to delays with the Healdsburg and Petaluma modernization projects. Collaborating with Joint Powers Agreement partners on major projects brings challenges of acquiring funding and delays. These challenges have budget impacts on the library, such as price escalation. 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.

Table 2

Events/Programs FY23-24	
- Juvenile Programs	41,715
- Young Adult Programs	10,982
- Adult Programs	27,740
- Summer Reading	39,051
- Miscellaneous	2,677

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

Table 3

2023-24	----- Sales Tax Fund -----		Sales Tax
	Budget	Actual	%
Tax revenue	16,458,287	15,437,667	36.4%
interest	303,115	632,414	
Total Revenue	16,761,402	16,070,081	
Total Expense			
Salaries and Benefits	11,047,714	10,932,623	39.3%
Books & Materials	1,635,200	1,717,260	40.0%
Events and Programs ¹	-	122,164	40.0%
Services and Supplies	3,079,595	2,811,373	31.4%
Capital Expenses ²	5,072,070	2,387,449	90.2%
Interest/Lease/other		21,936	39.3%
Contingency	136,030		
Total Spending	20,970,609	17,992,805	
¹ events and programs are not budgeted separately because they are included under services and supplies			
² excluding grant funding			

2022/2023 FINANCIAL SUMMARY

In total, Measure Y has provided more than \$100 million in resources since its inception, as shown in Table 4.

Table 4

Sales Tax Fund	Measure Y Cumulative								Since inception
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	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	15,437,667	100,876,658
Interest	(719)	43,021	269,366	207,769	22,710	104,481	351,303	632,414	1,630,345
Total Revenue	<u>2,234,551</u>	<u>12,153,499</u>	<u>13,324,980</u>	<u>12,628,482</u>	<u>14,155,744</u>	<u>15,759,491</u>	<u>16,180,175</u>	<u>16,070,081</u>	<u>102,507,003</u>
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	10,932,623	41,051,842
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	10,654,775
Events and Programs	-	299,867	504,581	346,699	118,888	232,397	119,872	122,164	1,744,468
Services /Supplies	351,103	1,340,385	2,084,044	2,672,574	2,700,547	2,350,735	2,427,857	2,811,373	16,738,618
Capital Expenses	-	1,669,016	1,277,965	903,857	2,346,309	1,591,695	1,681,262	2,387,449	11,857,553
Lease/Interest/other						54,840		21,936	76,776
Total Expenses	<u>436,849</u>	<u>7,386,367</u>	<u>9,481,471</u>	<u>10,158,696</u>	<u>10,268,711</u>	<u>11,656,972</u>	<u>14,742,161</u>	<u>17,992,805</u>	<u>82,124,032</u>

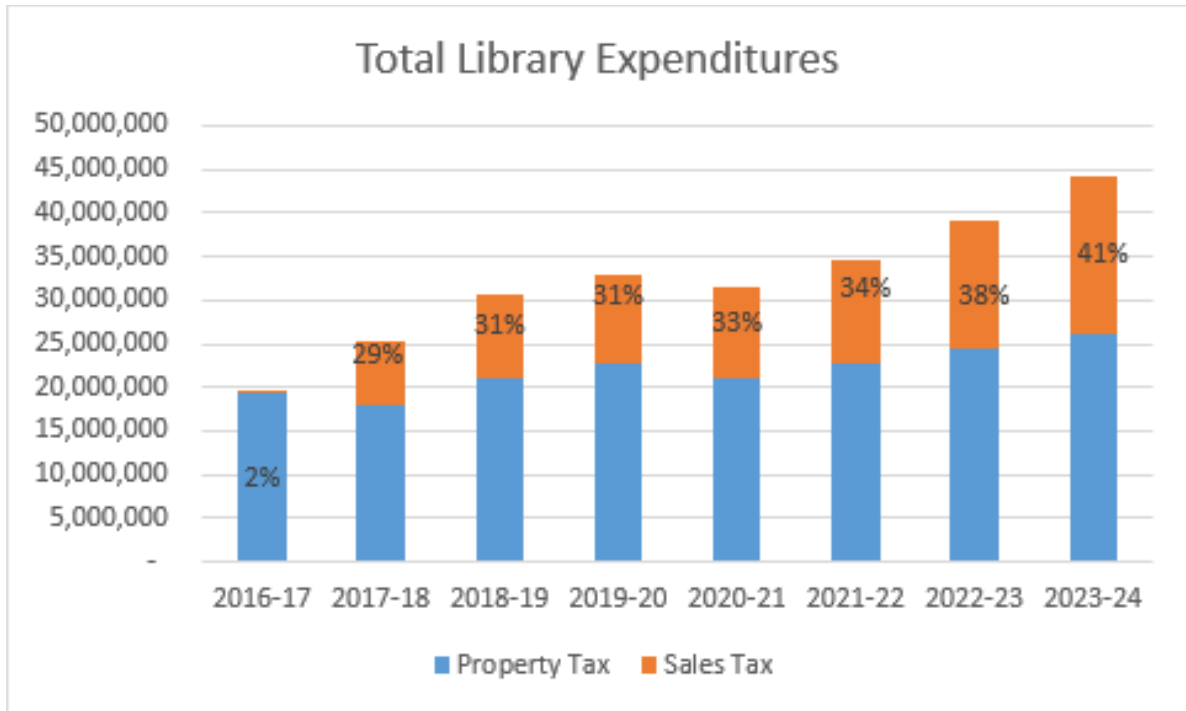
The SCL maintains reserves that are carried over from previous years to fund capital projects. Some of those reserves have already been committed to projects and the remainder is available for future projects. The status of those reserves is shown in Table 5.

Table 5

Reserve Fund Balance end FY23-24	
Committed Funds	
- IT resource replacement	192,060
- IT capital replacement	193,056
- Major maintenance	58,305
- Vehicle replacement	162,000
- Capital improvements	6,650,343
- Grant matching ¹	1,250,517
Total	8,506,281
Uncommitted Funds	10,688,164
Total Reserves	19,194,445
¹ Building Forward grant for modernization projects with Cities and Counties	

Measure Y has allowed the Library Commission to expand spending for the Sonoma County Library significantly. Figure 2 shows the combined spending of property tax revenue and sales tax revenue since the beginning of Measure Y.

Figure 2



During the fiscal year 2023-2024, the Sonoma County Library (SCL) saw sales tax revenue decline due to interest rates and inflation, which caused less spending. Inflation directly affected monies received for the use of the library system, causing a shortfall.

Moving forward, we have the following recommendations:

- The SCL system can continue providing more services to patrons through events and more programming, free digital services to the public, and increasing visitations.
- The administration propose a plan to expend unrestricted reserves, and that it go to the Library Commission for review and discussion.

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

Measure Y Oversight Committee In 2024

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

Committee members (as of June 30, 2024)

Barbara Hughes	Appointed By Commissioner Thomas Haeuser-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
Sherri Oster	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 Cyan McMillan-Cotati Library Commissioner

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