

Measure L Expenditure Plan
Dixon Public Library
September 2016

The Measure L ordinance also stipulates that the Library use funds received following a specific expenditure plan.

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.

Measure L, the 1/8 cent sales tax passed by the citizens of Solano County in June 2012, is essential to library services at the Dixon Public Library. The Measure extended the sales tax originally known as Measure B in 1997. Funding derived from Measure L allowed the library to maintain and increase its hours open to the public. In 2015, the library maintained its 54 hours that it was open to the public spread over seven days.

Measure L funds help pay for \$87,000 in materials each year for the Dixon Public Library, which allow us to provide books, DVDs and recordings for the adult and children in our community.

Measure L funds are also used for children's programming including the Summer Reading Club which annually has around 750 participants and provides educational programs during the summer which draw close to 1200 people each year.

Contracted services help us pay for computer support, building maintenance, participation in consortiums that help provide databases and materials access.

Measure L funds have helped us upgrade the library's computer system to provide uninterruptible internet and wireless service to the public.

Measure L funds for 2015-16: \$575,726

Materials budget: \$87,000

Salaries: \$340,800

Contracted services: \$52,000

Computer hardware/software: \$67,000

Steve Arozena
Library Director
Dixon Public Library

*Measure L Expenditures – Benicia
Fiscal year 2015-2016
For Measure L Oversight meeting on September 19, 2016*

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

The Library has maintained its existing hours of operation, and used sales tax funds to add one new staff member – a Children's Librarian. Measure L pays for salaries and benefits for six full-time staff (One Children's Librarian, One Teen Services Librarian, One Administrative Secretary, and three Library Technicians). Additionally, Measure L pays for part-time staff who also assist at the customer service desk, help with story-time programs, shelve books, and assist with other technical services and circulation duties.

The 2015-16 Measure L book and materials budget, which includes the budget for children's materials, was approved at \$49,250, about 30% of the library's total materials budget. This amount was not fully expended, as the Library received a large donation from the Benicia Library Foundation that will be allocated for materials purchase over the next three years. The Library's total materials budget was \$165,000 – 270% more than the \$61,000 book budget available in 1997 (pre-sales tax).

Circulation continues to be strong, with 427,611 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 Zinio e-magazines) and in other digital formats, such as Playaways¹ and Launchpads².

Using sales tax money, in 2015-16, BPL offered a total of 515 children/teen programs, with 11,024 attending. Other items were purchased with the money: \$746 was used for office supplies and \$3100 was used for contract services to help pay for Northnet library system delivery of library materials – obtaining materials from other libraries for BPL patrons.

A note about expenditures: Benicia's 2015-16/2016-17 revenue was budgeted at \$747,460/year, and the lower amount received created an imbalance in the Measure L account. Reserve funds have accrued during the previous years as a result of the Valero Improvement Project and the City's hiring freeze, and some of these funds were used to balance the account. Recognizing that this is unsustainable, the Library Director is working on reducing expenditures to approximately \$700,000, which will bring expenditures in line with revenue. In the meantime, the reserve of approximately \$500,000 will be used to help offset the imbalance.

¹ The Library is using Playaways to augment Literacy services, with audio-players with adjustable speeds are accompanied by books that literacy learners can use to increase their reading skills.

² Launchpads are digital devices primarily being used for children and young adults.

Benicia Public Library Measure L 2015-2016

Revenue:

Anticipated total revenues:	\$632,300	(Final end-of-year accounting has not been completed)
<u>Reserves¹:</u>	<u>\$103,330</u>	
Total:	\$735,630	

Expenditures:

Salary / Wages	\$445,233
Benefits	\$229,125
Worker's comp	\$ 21,530
Contracts	\$ 3,099
Services/supplies	\$ 746
<u>Books</u>	<u>\$ 35,897</u>
Total:	\$735,630

Benicia Library's Approved Budget 2016-17

Revenues:

Budgeted:	\$747,000	(Receipts for the year will need to be closely monitored)
<u>Reserves:</u>	<u>\$ 56,640</u>	
Total:	\$803,640	

Expenditures:

Salary / wages ²	\$450,000
Benefits:	\$247,205
Services/supplies	\$ 84,905
<u>Worker's comp</u>	<u>\$ 21,530</u>
Total:	\$803,640

¹ A reserve of over \$500,000 accrued during the Valero Improvement Project, when unanticipated money was received as sales tax. Unfortunately, this coincided with a hiring freeze in the City, so some funds were rolled into a reserve account. The City's Finance Director has recommended we use some of the fund balance to ensure that we are fully complying with the intent of the legislation.

² Budget was calculated to include part-time hours, and these have been reduced. Salary/wages will be 1% higher than last year, or \$449,685.33.

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With Measure L continuing the funds originally provided through Measure B, the Library has been able to maintain its existing hours of operation. Following the passage of Measure B in 1997, Solano County Library increased its hours by 125%. This increased the open service hours at all the branches from 199 per week to 448 per week including five of the eight branches being open on Sunday. In addition, this allowed the Library to open at the same time each day making it easier for our customers to remember our hours.

The book and materials budget, which includes the budget for all library materials increased by 207% -- from \$432,000 in 1997 to \$1,328,348 in 2015-16.

The combination of additional hours and additional access to materials has increased Library circulation from 1,991,336 in 1997 to 2,483,209 in 2015-16, a 25% increase.

The number of library programs being offered increased from 895 in 1997 to 3,088 in 2015-16, a 245% increase. This reflects the fact that with sales tax money, we were able to spend more money on programming. In addition we were able to hire staff dedicated to serving children and young adults at all of our branches which has increased the programming for children and youth. Attendance at programs increased from 36,438 in 1997 to 111,159 in 2015-16, a 205% increase.

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 Program. 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 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 for 2015-16: \$4,644,191

Materials budget: \$1,328,348

Staff Salaries & Benefits (including Literacy Staff): \$10,616,392

Measure L funds continue to allow Solano County Library to keep the promises it made to the community during Measure B which were more hours, more materials and more programming for children and youth.