

**CITIZENS' OVERSIGHT COMMITTEE OF THE
NEVADA COUNTY LIBRARY**

980 Helling Way, Nevada City, California

Committee Members: Michael Hill-Weld, Chair, Josie Andrews, Bob Branstrom, Ruth Hall, Becky Robinson

May 18, 2020

RE: Annual Report of Measure A Revenues and Expenditures

Honorable Board Members:

The provisions of Measure A continued and increased the sales tax dedicated to support the county library system and established the Citizens' Oversight Committee. The Committee is charged with reviewing, advising on and monitoring the library's revenues, expenditures and services. The Committee goals include ensuring that the sales tax revenues and the County maintenance of effort funds are received and placed in the Library Fund; and that the Eastern and Western libraries are receiving equitable amounts of the Library Fund. In addition the Committee reviews and provides input on the Library Strategic Plan and annual budget and facilitates the flow of communication between the Committee and interested patrons and organizations.

As provided for in the enabling legislation, the Committee meets at least quarterly and more frequently if needed. At the meetings, the Committee and staff review financial and other information relating to the Committee's goals.

Sales Taxes Revenues

In Fiscal Year 2018/19 the Library Fund Measure A income was \$4,323,257. Fiscal Year 2017/18 was the first full year of the increased sales tax and income to the Library Fund was \$4,326,911. This compared to pre-Measure A income of \$2,145,446 for Fiscal Year 2016/17.

The Committee reviews the financial status of the Library Fund at each meeting. Library and County staff have been very helpful in providing and explaining current financial information. The budget summary for the last Fiscal Year is attached.

Measure A Expenditure Plan

The Measure A Expenditure Plan included improvements in library services in 6 major areas:

- Open hours
- Programs and services for children and teens
- Library materials
- Information and technology access
- Services for seniors and library users with disabilities
- Library service locations

The attached County Librarian's Report for the August 2019 Committee meeting provides a detailed description of the operations and innovations being made during the year in conformance with the Plan.

Summary

From the information provided, the Committee members believe that the sales tax revenues authorized under Measure A are being properly allocated to the Library Fund and they are being used to implement programs as specified in Measure A.

The Committee receives regular reports from County staff and COC member Ruth Hall on the library services being provided in Truckee.

The Committee members are very concerned about the impacts of the PG&E power outages and the coronavirus pandemic on Measure A revenues. Past discussions concerning the use of the funds have included the reduction in revenues that would result from a recession. The funds have been managed to avoid the loss of services experienced during the Great Recession of 2007-2009. However, the PG&E outages have resulted in unanticipated loss of sales tax revenues and the pandemic has the potential to have even greater impact.

The Committee will continue to meet regularly to carry out its responsibilities.

We appreciate the high quality work being done by County staff and commend them on the management of these resources and programs.

Please let me know if you have any questions, comments and/or suggestions.

Sincerely,



Michael Hill-Weld, Chair

Enclosures: Nevada County Community Library Budget Summary ending June 30, 2019

County Librarians Report for COC

NEVADA COUNTY LIBRARY
 FY 2018-19 (July 1, 2018 - June 30, 2019)
 BUDGET SUMMARY AS OF

REVENUE	Approved Budget	Received YTD	92% of fiscal year completed	Projected Additional Receipts	Total Revenue Projected	\$ Projected vs. Budget	% Projected vs. Budget
Sales Tax	\$ 4,134,081	\$ 3,577,199		\$ 556,882	\$ 4,134,081	\$ -	0%
Grants-Government	\$ 67,500	\$ 61,901		\$ 7,500	\$ 69,401	\$ 1,901	3%
Grants-Nongovernment	\$ 51,450	\$ 43,886		\$ 16,864	\$ 56,450	\$ 5,000	10%
County General Fund	\$ 735,061	\$ 551,296		\$ 183,765	\$ 735,061	\$ -	0%
Other Revenue	\$ 181,706	\$ 194,164		\$ 42,159	\$ 236,081	\$ 54,374	30%
TOTAL REVENUE FY 18-19	\$ 5,189,798	\$ 4,428,446		\$ 807,170	\$ 5,231,074	\$ 61,275	1%

6/30/2019 BOS still have period 13 to finish

EXPENDITURES	BOS Approved Budget	Year to Date	Encumbered	Projected Additional Expenditures	Total Expenditures Projected	\$ Projected vs. Budget	% Projected vs. Budget
I Salaries & Benefits	\$ 549,543	\$ 469,208	\$ -	\$ 19,904	\$ 489,111	\$ (60,432)	-11%
581 Library Admin	\$ -	\$ 12,018	\$ -	\$ 481	\$ 12,499	\$ 12,499	0%
581-1100 Literacy	\$ 734,738	\$ 501,516	\$ -	\$ 20,043	\$ 521,558	\$ (213,180)	-29%
582 Helling	\$ 686,429	\$ 623,278	\$ -	\$ 25,006	\$ 648,284	\$ (38,145)	-6%
583 Grass Valley	\$ 477,864	\$ 461,448	\$ -	\$ 17,209	\$ 478,656	\$ 792	0%
584 Truckee	\$ 78,905	\$ 81,323	\$ -	\$ 3,231	\$ 84,554	\$ 5,649	7%
585 Foley	\$ 89,881	\$ 83,510	\$ -	\$ 3,336	\$ 86,847	\$ (3,034)	-3%
586 Penn Valley	\$ 100,849	\$ 42,666	\$ -	\$ 1,693	\$ 44,359	\$ (56,490)	-56%
587 Bear River	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
SUBTOTAL CLASS I	\$ 2,718,209	\$ 2,274,966	\$ -	\$ 90,903	\$ 2,365,868	\$ (352,341)	-13%

II Services & Supplies	\$ 199,195	\$ 198,860	\$ 77,091	\$ 4,688	\$ 199,150	\$ (45)	0%
Library Materials	\$ 128,422	\$ 101,813	\$ 36,136	\$ 29,005	\$ 165,520	\$ 37,098	29%
Software Licenses & Subscriptions	\$ 876,888	\$ 513,661	\$ 84,762	\$ 333,926	\$ 932,349	\$ 55,461	6%
Other Services & Supplies	\$ 1,204,505	\$ 814,334	\$ 187,989	\$ 367,620	\$ 1,297,019	\$ 92,513	8%
SUBTOTAL CLASS II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%

III Interfund Charges	\$ 781,442	\$ 623,278	\$ -	\$ 97,069	\$ 781,442	\$ -	0%
SUB TOTAL CLASS III	\$ 781,442	\$ 623,278	\$ -	\$ 97,069	\$ 781,442	\$ -	0%

IV Capital Expenditures	\$ 59,676	\$ 28,360	\$ 31,316	\$ -	\$ 59,676	\$ -	0%
540600 Other Equipment	\$ 59,676	\$ 28,360	\$ 31,316	\$ -	\$ 59,676	\$ -	0%
SUB TOTAL CLASS IV	\$ 59,676	\$ 28,360	\$ 31,316	\$ -	\$ 59,676	\$ -	0%
TOTAL EXPENDITURES FY 18-19	\$ 4,763,832	\$ 3,740,937	\$ 228,305	\$ 555,591	\$ 4,504,005	\$ (259,827)	-5%

FUND BALANCE
 Total Fund Balance
 Library Fund Balance 7/1/18:
 Projected Revenue - Expense:
 Projected Fund Balance 6/30/19:
 Reserved Fund Balance
 Mosser and Anderson Bequests
 7/1/18

NOTE: Reconciliation for Fiscal Year 18-19 is still in progress

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County Librarians Report for COC Meeting 08/19/2019

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Measure A year end progress report:

Open Hours – For Fiscal year 2018/2019 there was no change from the previous fiscal year in open hours. In the 2020/2021 fiscal year, a recommendation will be made to extend the hours at Truckee Library to be in alignment with the Madelyn Helling and Grass Valley Libraries. Offering an additional evening hour of service and full day service on Saturday.

Measure A Hours Increase

Library	Number of Increased Hours	Total 17/18 Open Hours	Total Open 18/19 Open Hours	% Increase/Decrease
Madelyn Helling Library	0	49	49	0%
Grass Valley Library	0	49	49	0%
Truckee Library	0	46	46	0%
Penn Valley Library	0	25	25	0%
Bear River Library	0	14	14	0%
Doris Foley Library	0	24	24	0%
Total	0	206	206	0%

Gate Count (Visitors)*

Library	Fiscal Year 2018/19
Madelyn Helling Library	159,277**
Grass Valley Library	86,660
Truckee Library	60,461
Penn Valley Library	22,530
Bear River Library	4,997
Doris Foley Library	570
Total	334,495

*No 17/18 door count data available due to being out of order most of the year.

** Does not include Gene Albaugh Community room event attendance for private programs.

Programs and Services for Children and Teens – There were 1,746 total programs offered in fiscal year 2018/19. This includes outreach programs not conducted in the library or listed in the Evanced calendaring system. This no longer includes passive programs.

Total Programs

	Fiscal Year 2017/18	Fiscal Year 2018/19	% Increase/Decrease
Children & Teen	702	953	36%
Adult/Any	507	793	56%
Total	1209	1746	44%

Nevada County Community Library continued the Student Success card program in fiscal year 18/19. In addition to Nevada Joint Union and Bear River High Schools, Truckee High School, Silver Springs School, North Point Academy, Nevada Union Tech, and Ghidotti Early College High School now have Students enrolled in the program. The cards carry no fines or fees and allow students to check out up to three items and access the digital resources. Student Success cards are deleted from the system upon graduation of the student. On 06/30/19, there were 2800 cards active a 33% increase over the previous fiscal year.

Library Materials – The addition of Measure A funds helped to strengthen library collections through the purchase of new books and digital resources. There were 18,193 new items added to the collection in fiscal year (FY) 2018/19.

Physical Circulation by Location

Library	Fiscal Year 2017/18	Fiscal Year 2018/19	% Increase/Decrease
Madelyn Helling Library	336,512	353,380	5%
Grass Valley Library	207,449	231,533	11%
Truckee Library	107,669	111,650	3.7%
Penn Valley Library	34,624	32,780	-5%
Bear River Library	9,811	10,163	3.5%
Doris Foley Library	22	3	N/A
Total	696,087	739,509	6.2%

Digital Circulation

	Fiscal Year 2017/18	Fiscal Year 2018/19	% Increase/Decrease
ENKI	971	821	-15%
Hoopla	3787*	12791	238%
Overdrive	41,922	61,738	47%
RD Digital	1736	1550	-10%
Tumblebooks	265	475	79%
Zinio	2698	4039	50%

*New service added, 7 months of data

Information and Technology Access – The library received a California Public Utilities Commission Grant which helped to fund new public computers at the Madelyn Helling, Grass Valley, Truckee and Penn Valley Library locations. This grant also included funding to implement Envisionware PC Management software, wifi printing from a patrons own device, IT services, computer furniture and programming to instruct patrons in accessing the internet and digital services.

A ScanPro microfilm reader was installed at the Truckee Library using the remaining balance of State Library grant funds issued to the Doris Foley Library for Historical Research.

Services for Seniors and Library Users with Disabilities - Nevada County Community Library offered a variety of adult/senior programs in FY 2018/19. Judith Bell continues to serve as Book Buddy Program Coordinator, and currently has 15 homebound residents that receive service through the library. See Library Service Locations for accessibility information.

Library Service Locations – ADA and facility assessments were completed in June and July of 2019. Reports should be forthcoming over the next two weeks. Gensler architects created a space design for the new Penn Valley Location in late 2018. In May of 2019, a community dialogue was held for the Madelyn Helling Library renovation with Gensler. The user experience and expectation data captured will drive the remodel plan for Helling Library. The Truckee Library Remodel working group recently toured the Truckee Library and made a recommendation that a community dialogue be held using Gensler for that location. This should take place in the late fall of 2019.

2018/19 Hiring

Librarian II, Truckee Library Manager – August 2019

Librarian I, Helling Library Manager – June 2019

Librarian I, Adult, Madelyn Helling Library – January 2019

Librarian I, fulltime Youth Services Truckee- July 2018

Library Technician, fulltime, Truckee-July 2018

Library Assistant II, halftime, Grass Valley- July 2018

Library Assistant II, Literacy, Madelyn Helling-November 2018

Library Assistant I, Grass Valley, Helling and Truckee- 2018/2019

Library Assistant I, Penn Valley, .75 FTE- July 2018