



San Francisco Public Library

Memorandum

To: Library Commission
From: Paul Underwood, Deputy City Librarian
Subject: **Revision to Interim Branch Library Services Plan and Bond Budget**
Date: February 17, 2004

Background

At the December 19, 2002 Library Commission Meeting, the Commission approved the Interim Branch Library Services Plan (The *Interim Branch Library Services Plan* memorandum, dated December 15, 2002 is attached). This plan directs the Library to evaluate each project on a case-by-case basis, in a three step priority approach to select the most appropriate interim library service for each location.

The plan calls for each project to be evaluated in the following order:

1. Evaluation of geographic location of the community within the City (is it a more isolated area?), proximity to nearby branch libraries, access to public transit, etc.
 - If the branch library is close to another branch library, is on mass transit lines, etc., then extending hours at nearby branches and housing any unique or special collections temporarily at another branch library will be the interim service provided.
 - If the branch library does not meet that criteria, then evaluation moves to the second step, that of incorporating Bookmobile Service.
2. Evaluation at step two includes the feasibility and appropriateness of Bookmobile Service, including extending hours at nearby branch libraries, housing unique or special collections temporarily at another branch library, partnering with local schools, churches, community centers, etc. for locations to hold library programs and events, and scheduling special visits by the Children's Bookmobile. A Bookmobile Service schedule may either be stationary near a closed branch, or operate on a regular schedule. If the outcome of analysis of this step for a given project indicates that step two is not feasible, then evaluation moves to the third and final step.

3. Temporary/Portable Structures; Store fronts or other suitable structures. Selection of a temporary physical location includes feasibility criteria including, but not limited to:
 - Temporary/Portable -- requires a suitable size of property with appropriate street and pedestrian access, permits, load limit for book stacks of 150 lbs per square foot, ADA compliance, telecom and electrical connections.
 - Store fronts or other suitable structures -- requires appropriate street and pedestrian access, ground floor location is strongly preferred, load limit for book stacks of 150 lbs per square foot, ADA and seismic code compliance, appropriate telecom and electrical capacity, as well as appropriate lighting and heating.

Additionally, the plan established a budget breakdown for the \$4,300,000 identified in the bond program to support moving and relocation for all projects.

At the meeting of February 19, 2004, the Library is requesting consideration of action to modify the budget based upon the continuing need to bridge the \$5,756,781 gap between funds available and total projected costs of the entire bond program. This gap was created by the City's original anticipation of the Library receiving \$10 million from Proposition 14. The gap was decreased by the Commission taking action to reduce projects by 5% and using those funds to establish the Program Reserve, pending outcome of Proposition 14 awards. In order to further reduce the gap, Library Administration has carefully reviewed the project budgets, including the Relocation and Moving Reserve. The outcome of that review is the recommendation that \$3,201,600 be transferred to Program Reserve to offset the gap, resulting in a decrease in the gap from \$5,756,781 to \$2,555,181.

The funds remaining of \$410,000 in the Relocation and Moving Reserve would be used for moving expenses for the 24 projects (\$410,000¹). Moving expenses are determined by allocating \$10,000 to move out and \$10,000 to move in for each of the 19 renovation projects and \$10,000 to move in for each of the five new facilities.

Funds in the Program Interim Services line are recommended to be increased to \$438,400 from the current \$300,000. These funds are for the purchase of bookmobiles. We have purchased two bookmobiles: a used vehicle from the City of Sunnyvale for \$80,000 and a new bookmobile, currently in construction, for \$173,400. This new vehicle is expected to arrive in the fall of 2004. We will need a third bookmobile in about 18 months and that new vehicle is estimated to cost \$185,000.

¹ Please note that \$20,000 has already been programmed from Relocation and Moving Reserve to support the move out and move in for the Excelsior Branch Library.

The request to move funds from Relocation and Moving Reserve to Program Reserve is driven by the need to stabilize, as much as possible, the overall bond program for all projects with as minimal impact as possible. This shift in funds relates to Library Administration recommending that step 3, that of providing an interim physical location, of the Interim Branch Library Services Plan will not be used.

Fund Use	Current	Proposed 2/19/04
Relocation & Moving Reserve	\$3,750,000	\$410,000
Program Interim Services	\$300,000	\$438,400
Program Reserve	\$4,243,219	\$7,444,819
<i>Existing Gap</i>		<i>(\$2,555,181)</i>

As an outcome of revising the program construction schedule, there will be 3 branch libraries closed beginning in mid to late 2004. As the program begins in earnest, there are likely to be six branch libraries closed at the same time during 2005, increasing to twelve closed at the peak year of construction in 2007, and then declining in number of simultaneous or somewhat overlapping closures to the end of the bond program in 2009. Somewhat overlapping or simultaneous closures will be offset by the gradual coming on line of the five new branch libraries, as well as the newly renovated branches throughout the City. Interim services will continue to be provided as outlined in steps 1 and 2 of the Interim Branch Library Services Plan, referred to on page one of this memorandum.

Service options that will be evaluated and implemented on a case-by-case basis include:

- *Bookmobile service*
Days of the week and frequency to be determined on a case-by-case basis.
- *Extended hours at nearby branch libraries*
Similar to the approach the Library used for the closure of Excelsior: Opened Glen Park on Mondays, and Portola on Sundays during the period of closure for renovation.
- *Housing unique or special collections temporarily at another branch library*
Such as the Gay and Lesbian collection at Eureka Valley moved to a nearby branch; Vietnamese, Chinese language collections moved to a nearby branch.
- *Partnering with local schools, churches, community centers, etc for locations to hold library programs and events*
Such as holding the Summer Reading Program events or other children's programming at a local community center; homework help at a local school.

- *Scheduling special visits by the Children's Bookmobile*
Such as performers using the Children's Bookmobile at a location near the closed branch library; the Children's Bookmobile bringing special needs collection to a closed site on a rotating basis.

Additionally, Library Administration is analyzing the viability of selected mailing of library materials directly to the homes or place of business of library users of branches during the period of closure for users' home branch library.

Recommendation

Library Administration recommends Commission approval of moving \$3,201,600 from **Relocation and Moving Reserve** to **Program Reserve** to decrease the existing bond program gap to \$2,555,181. In taking this action, the Commission understands that step 3 of the Interim Branch Library Services Plan, that of providing an interim physical location, is no longer being considered as a feasible option.