

ANNUAL REPORT
LIBRARY CITIZENS ADVISORY COMMITTEE

June 30, 2008

Sue Cauthen, Chair
(415) 391-0737
SCau1321@aol.com

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LIBRARY CITIZENS ADVISORY COMMITTEE

Room 278 City Hall
One Dr. Carlton B. Goodlett Place
San Francisco, California 94102

415 391 0737

ANNUAL REPORT

June 30, 2008

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EXECUTIVE SUMMARY

The San Francisco Board of Supervisors Library Citizens Advisory Committee monthly meetings focused on the major issues facing San Francisco Public Library (SFPL) over the last 12 months. We also looked at ways to enhance service to the community. We ended the fiscal year with several resolutions in support of a strong and versatile SFPL budget. We salute the Board of Supervisors for their support and encouragement.

ACTIVITIES

The Library CAC (LCAC) developed positions after presentations by SFPL staff, as well as library experts at the Department of Public Works (DPW) and the Controller's office. The process included thorough discussion, and suggestions for changes that would serve the interests of SFPL's constituencies. We thank the library for listening to our concerns and addressing them.

Insiders credited LCAC input on the library proposition on the November, 2007, ballot for contributing to the ease with which the set-aside and revenue bond proposal garnered 74% of the vote. Supervisor Aaron Peskin, who carried the motion, included LCAC's recommendation for a limit on the amount that could be used each year to pay off the bonds. Indexed for inflation, this assures that the level of library services will not decrease and could expand with future set-aside income.

Another standout event was the renewal of LCAC's charter for another two years by a unanimous vote of the Board of Supervisors. Our thanks to the Board members, with special acknowledgement to Supervisor Chris Daly who carried the motion.

The LCAC is keeping close watch on the branch modernization program and recently examined the Memorandum of Understanding between SFPL and DPW. Properly implemented, this document provides a strong foundation for completion of the modernization project on time and within budget. We will continue to monitor this important undertaking.

LCAC'S attached resolutions cover the 2008-2009 budget, BOS authority over SFPL, the Controller's audit of the branch improvement program shortfall, the new SFPL Memorandum of Understanding with DPW, and library set-aside/bonding authority. We have also analyzed upgraded services for children and teens and recommended improvements to the book ordering system. In addition to our continued focus on library plans, projects and operations, we intend to look at senior services, multilingual programs, reading promotion and other library initiatives in the next fiscal year.

RECOMMENDED CHANGES

We believe, that our work for the residents of San Francisco would be enhanced if we had a budget for operations, staff support and a page on the city's website.

Currently, we are responsible for our own expenses and maintenance of our public records, including taking minutes. In January, Joanna Schaller, a recent University of California

(Berkeley) graduate, volunteered to prepare our minutes. Her comprehensive yet concise minutes are of professional quality. We will miss her contribution when she leaves to pursue a teaching credential. The city's assistance in carrying out our duties would increase our efficiency.

Further, LCAC'S absence on the city's website hampers our outreach and our ability to easily meet our obligations under the Sunshine Ordinance. Entering "Library Citizens Advisory Committee" on the city's website produces only the ordinance that created us. We are one of only five Board of Supervisors advisory committees without a page on the city's website.

The fact that we are not prominently displayed on the SFPL website compounds the problem. Our agendas and minutes are listed under "Library Affiliates" on the SFPL home page, which makes it difficult to access LCAC without specific knowledge of our existence. Further, LCAC cannot be reached by entering our name into the SFPL "search" box. We are working with library administration to improve this situation.

Linking our SFPL information to a page on the city's website would make it easier for the public to find the LCAC and contribute to our deliberations and findings. This would enhance our ability to perform our mission: i.e., to make recommendations to the Board of Supervisors and provide a forum for public comment on library activities.

Neighborhood meetings on library renovations demonstrate the broad interest the public has in San Francisco's libraries. The meetings are packed with library patrons and concerned citizens with multiple ideas they are eager to enunciate. Their ability to find the Library CAC on the city's website would enable them to contact us and make it possible for us to include the opinions of more residents in our suggestions to the Board of Supervisors.

STRUCTURE

We are pleased to report that attendance is high at our monthly meetings and all 17 seats are filled. Our membership is appointed by both the supervisors (14 seats) and the library (three seats) and the two influences complement each other. Each supervisor appoints one member, and the Board and the library account for special seats representing youth, seniors, schools, ESL, the disabled and technology.

THE FUTURE

We look forward to another productive year of working with the Board of Supervisors, SFPL administration and the Library Commission for a world-class library in our city. The positive spirit in which city government interacts with the Library Citizens Advisory Committee has greatly contributed to our effectiveness.

LCAC ROSTER OF MEMBERS

<i>First</i>	<i>Last</i>		<i>Appointed by</i>	<i>District/Seat</i>
Roger	Kallen		McGoldrick	1
Enne	Braun		Alioto-Pier	2
Jenny	Situ		Peskin	3
Clarice	Moody		Chu	4
Peter	Warfield		Mirkarimi	5
Sue	Cauthen	CHAIR	Daly	6
Lucille	Cuttler	VICE CHAIR	Elsbernd	7
Carlyn	Halde		Dufty	8
Gladys	Soto		Ammiano	9
Janis	Seeman		Maxwell	10
Daniel	Weaver	EX-OFFICIO	Sandoval	11
Ted	Bamberger		Rules Committee	12
Margaret	Lee		Rules Committee	13
Douglas	Ryan		Rules Committee	14
Linda	Guitron		City Librarian	15
Mike	Olinger		City Librarian	16
Neil	Mills		City Librarian	17

RESOLUTIONS PASSED

LIBRARY CITIZENS ADVISORY COMMITTEE

JUNE 20, 2007

RESOLUTION: LIBRARY SET-ASIDE BOND AUTHORITY

The Board of Supervisors' Library Citizens Advisory Committee supports the Library Preservation Fund Bond concept in principle. Additional funding is necessary if the library is to complete its branch modernization project. However, fiscal safeguards, clarifying language and provision for oversight should be included in the initiative.

1. The Library Preservation Fund Renewal initiative should be open, transparent and accountable:

a. It should be clear that approval of the initiative will permit San Francisco Public Library to issue revenue bonds and other debt backed by the revenue stream generated by the library set-aside, known as the Library Preservation Fund. This should be stated in the title and body of the initiative.

b. It should be clear that the new set-aside can be spent on any library purpose, including upgrades to the main library. (The existing set-aside gives priority to purchase of books and audio-visual materials and to additional open hours in the branches.)

c. Change Section (e)2 so that the Board of Supervisors continues to be able to direct the spending of library funds for library services and operations.

2. In order to prevent dilution of library services, SFPL should put a cap on the amount of operating money spent to pay for the bonds annually.

In order that capital needs not drain operating funds, we recommend the inclusion of a yearly spending limit on debt service.

3. SFPL should include a provision for fiscal and performance oversight.

a. Fiscal and performance oversight mechanisms should be mentioned in the legislation.

b. We recommend that oversight provisions include writing the Board of Supervisors Library Citizens Advisory Committee into the initiative and specifying staff and resource support for the Library CAC in the initiative.

LIBRARY CITIZENS ADVISORY COMMITTEE

October 17, 2007
Room 278 City Hall
San Francisco, California 94102

IMPLEMENT, TRACK LIBRARY AUDIT CHANGES

The Library Citizens Advisory Committee today passed the following resolution:

Whereas, effective completion of the branch library modernization program is critical to the residents of San Francisco; and

Whereas, an audit by the Controller recommends changes to enable San Francisco Public Library and the Department of Public Works to better manage the modernization program so as to complete all projects on time and on budget; and

Whereas, the Controller revealed failures in communication and in internal systems to ensure adequate communication and fiscal controls; and

Whereas, the Controller recommended (1) a detailed, activity-specific Memorandum of Understanding; (2) documentation and review of program changes and costs incurred; (3) relevant, readable program reports; (4) better control and oversight of project budgets; and (5) standardized cost escalation practices;

Therefore be it resolved that:

The Library Citizens Advisory Committee strongly recommends that the Board of Supervisors adopt a resolution urging San Francisco Public Library and the Department of Public Works to make the operational changes recommended in the Controller's audit by January, 2008, and to establish a mechanism to monitor and report (to the Board of Supervisors and the public) on implementation and continued compliance.

LCAC further recommends that additional performance audit/s of the 2000 library bond issue be conducted as professionally prudent, in a timely manner, and that the library and/or DPW fund future independent review/s.

LCAC RESOLUTION: Supervisors BLIP Audit Hearing

January 16, 2008

Whereas, the Controller completed an audit of San Francisco Public Library's (SFPL) branch renovation program in October, 2007; and

Whereas, SFPL and the Department of Public Works responded by agreeing to implement the Controller's recommendations by January, 2008; and

Whereas, the Library Citizens Advisory Committee unanimously passed a resolution urging SFPL and DPW to make the operational changes recommended by the Controller's audit by January, 2008; and

Whereas, in the absence of an up-to-date progress report and the fact that key segments of the auditor's recommendations have not yet been implemented;

Therefore be it resolved that:

In order to facilitate completion of the Branch Library Improvement Program on time and on budget and to assure compliance with recommendations in the Controller's audit of the program, the Library Citizens Advisory Committee urges the Board of Supervisors to hold a hearing to determine the status of the San Francisco Public Library-Department of Public Works response to the Controller's audit of the branch renovation program.

We cannot afford to betray the interests of the people of San Francisco by repeating the failures of the past.

LIBRARY CITIZENS ADVISORY COMMITTEE

April 16, 2008
Room 278 City Hall

RESOLUTION: SUPPORT LINK+

The Board of Supervisors' Library Citizens Advisory Committee tonight passed the following resolution in support of San Francisco Public Library's amended Link+ inter-library book borrowing system:

Whereas, Link+, the library's new statewide book borrowing system, provides San Francisco Public Library patrons with access to 23 million books in 50 libraries; and

Whereas, the American Library Association recognizes that such inter-library cooperation expands the scope of individual library systems; and

Whereas, Link+ enhances the benefits of the current Inter-Library Loan (ILL) system and delivers books requested more quickly and efficiently; and

Whereas, SFPL has increased its own book budget annually in recent years and intends to continue this trend; and

Whereas, SFPL has heeded the advice of the Library CAC and others to permit patrons who lose books to replace them at cost, plus a small processing fee; and

Whereas, SFPL provides patrons with a way to avoid the Link+ \$115 lost book fee, as well as its \$1 per day late book fee;

Therefore be it resolved that the San Francisco Board of Supervisors' Library Citizens Advisory Committee supports the Link+ system and recommends (1) that the San Francisco Library Commission approve it and that (2) the Link+ consortium permit SFPL to charge its standard late fees for Link+ books that are overdue and that (3) fines and fees are clearly stated when a book is ordered and when it is checked out.

LIBRARY CITIZENS ADVISORY COMMITTEE

April 16, 2008
Room 278 City Hall
One Dr. Carlton B. Goodlett Place
San Francisco, California 94102

415 391 0737

RESOLUTION: NO BUDGET CUTS

The Board of Supervisors' Library Citizens Advisory Committee tonight passed the following resolution opposing proposed budget cuts that threaten such service enhancements as expanding branch hours and increasing the book budget.

The Board of Supervisors' Library Citizens Advisory Committee is mindful that the public voted twice to set aside city funds for library services. Therefore, the Library Citizens Advisory Committee objects strongly to any actions to reduce funding for proposed service enhancements in the 2008-2009 fiscal year.

LIBRARY CITIZENS ADVISORY COMMITTEE

Room 278 City Hall
One Dr. Carlton B. Goodlett Place
San Francisco, California 94102
May 21, 2008

415 391 0737

SUPPORT SUPERVISOR FINE/FEE CONTROL

The Board of Supervisors Library Citizens Advisory Committee passed the following resolution at its May 21, 2008, meeting:

Whereas, there has been some confusion about which entity has final authority over San Francisco Public Library (SFPL) fines and fees; and

Whereas, there has been concern that a Library Commission amendment to the ordinance outlining SFPL's new fines and fees schedule might remove the San Francisco Board of Supervisors' (BOS) current authority over library fines and fees; and

Whereas, the deputy city librarian has stated that removal of BOS authority over SFPL fines and fees is neither an intended or unintended corollary to the new fines and fees schedule; and

Whereas, the city librarian has stated that he intends to remove a clause in the SFPL fines and fees ordinance that could remove BOS authority over such charges; and

Whereas, the San Francisco controller's budget and revenue manager has stated that for fines and fees to change, it is necessary to amend the Administrative Code with legislation approved by the Library Commission and then the Board of Supervisors;

Therefore, be it resolved that the Library Citizens Advisory Committee supports retention of the existing system, as stated in Section 2.1.09 of the San Francisco Charter, which reserves final authority over SFPL fines and fees to the Board of Supervisors.

MINUTES

LIBRARY CITIZENS ADVISORY COMMITTEE

Final Minutes

Meeting of June 20, 2007

Room 278 City Hall

San Francisco, California

Meeting called to order at 6:05 PM

Present: Braun, Cauthen, Cuttler, Kallen, Ryan, Seeman, Situ, Soto, Vogel, Warfield, Weaver

Absent: Daryabegi-Farhang, Edouardo, Resnick 3 vacancies

No members of the public present - no public comment

Discussion of proposed library set-aside renewal: A revised draft resolution first discussed at the May LCAC meeting was discussed by Sue Cauthen. This resolution recommended endorsement of the charter initiative with changes.

Peter Warfield made a motion for his draft resolution recommending that the Supervisors not endorse or put on the ballot the measure approved by the Library Commissioners. Warfield's motion was seconded by Seeman.

The chair ruled that this motion could not be considered since there was another motion on the floor. There was active discussion of both resolutions - both for and against. The chair asked for a straw vote on Warfield's motion.

Library BLIP Performance Review

Debbie Gordon, Audit Manager for City Services Audit Division, talked about the current performance review of the Library BLIP program. In November 2003 a funding stream was created that expanded the number of audits done each year. Commissioners Kane and Munson suggested the audit of the Library at a recent Library Commission meeting. At that Commission meeting, City Librarian Luis Herrera suggested key points that should be addressed in the audit. The process includes interviewing people (Weaver and Cauthen were interviewed), looking at documents for the last 7 years, consulting resources to resolve gaps in what has happened and what changes need to be made, asking for third party validation for specific parts of projects. She will have a draft report by the end of July. This report will be given to the Library Commission for their review and suggestions. The final audit should be finished by the third week in August. The public will have access to it then.

Discussion on the proposed set-aside renewal was resumed after Ms Gordon left. The resolution as edited by the committee is:

RESOLUTION: LIBRARY SET-ASIDE BOND AUTHORITY

The Board of Supervisors' Library Citizens Advisory Committee supports the Library Preservation Fund Bond concept in principle. Additional funding is necessary if the library is to complete its branch modernization project. However, fiscal safeguards, clarifying language and provision for oversight should be included in the initiative

1. The Library Preservation Fund Renewal initiative should be open, transparent and accountable:
 - a. It should be clear that approval of the initiative will permit San Francisco Public Library to issue revenue bonds and other debt backed by the revenue stream generated by the library set-aside, known as the Library Preservation Fund. This should be stated in the title and body of the initiative.
 - b. It should be clear that the new set-aside can be spent on any library purpose, including upgrades to the main library. (The existing set-aside gives priority to purchase of books and audio-visual materials and to additional open hours in the branches.)
 - c. Change Section (e)2 so that the Mayor and Board of Supervisors continue to be able to direct the spending of library funds for library services and operations.
 2. In order to prevent dilution of library services, SFPL should put a cap on the amount of operating money spent to pay for the bonds annually. In order that capital needs do not deplete operating funds, we recommend the inclusion of a yearly spending limit on debt service.
 3. SFPL should include a provision for fiscal and performance oversight.
 - a. Fiscal and performance oversight mechanisms should be mentioned in the legislation.
 - b. We recommend that oversight provisions include writing the Board of Supervisors Library Citizens Advisory Committee into the initiative and specifying staff and resource support for the Library CAC in the initiative.
- Yes: Braun, Cauthen, Cuttler, Kallen, Ryan, Situ, Soto, Vogel, Weaver; No: Seeman, Warfield.

The resolution was adopted.

The meeting was adjourned at 8:30 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE

MINUTES

July 18, 2007

Room 278 City Hall

FINAL

Chair Daniel Weaver called the meeting to order at 6:10 p.m.

Present: Enne Braun, Sue Cauthen, Lucille Cuttler, Booh Edouardo, Roger Kallen, Douglas Ryan, Jan Seeman, Jenny Situ, Mark Vogel, Peter Warfield, Dan Weaver

Minutes: Peter Warfield volunteered to take the minutes.

General Public Comment

Sylvia Johnson spoke about the importance of libraries.

Library Commissioner Presentation

Library Commissioner Larry Kane discussed his background, his goals for SFPL, the ongoing performance review of the branch renovation program, his desire than every library in San Francisco be open every day and answered questions.

Successful Teens

Jennifer Collins, teen services specialist, and Toni Bernardi, chief of Children & Youth Services, discussed the Successful Teen program and handed out a number of brochures describing books available in specific categories: e.g., romance. A question and answer period followed.

Officer Reports:

The chair and vice chair discussed library responses to LCAC recommendations and the status of the charter amendment to renew the set-aside and issue bonds to finish the BLIP.

Annual Report

Following discussion, members voted 10-1 to accept the Annual Report and send it to the Board of Supervisors.

Yes: Braun, Cauthen, Cuttler, Edouardo, Kallen, Ryan, Weaver, Seeman, Situ, Vogel

No: Warfield

Minutes

Members voted 10-1 to approve the April, May and June minutes.

Yes: Braun, Cauthen, Cuttler, Edouardo, Kallen, Ryan, Weaver, Seeman, Situ, Vogel

No: Warfield

Election

CHAIR: Seeman nominated Cauthen. She was elected unanimously.

Yes: Braun, Cauthen, Cuttler, Edouardo, Kallen, Ryan, Weaver, Seeman, Situ, Vogel, Warfield

VICE CHAIR: Roger Kallen nominated Lucille Cuttler. Jan Seeman nominated Peter Warfield. Cuttler was elected by a vote of 9-2.

Cuttler: Braun, Cauthen, Cuttler, Edouardo, Kallen, Ryan, Weaver, Situ, Vogel

Warfield: Seeman, Warfield

SECRETARY:

Mark Vogel nominated Peter Warfield. Warfield declined. There were no further nominations.

The members commended Dan Weaver for his service as chair.

The meeting adjourned at 8:25 p.m.

LIBRARY CITIZENS ADVISORY COMMITTEE

Final Minutes

Meeting of August 15, 2007

Room 278 City Hall

San Francisco, California

Meeting called to order at 6:03 PM

Chair Cauthen presented a Certificate of Honor on behalf of the LCAC from the Board of Supervisors to former Chair Dan Weaver.

Roll Call: Present: Cauthen, Cuttler, Edouardo, Kallen, Resnick, Ryan, Seeman, Soto, Vogel, Warfield, Weaver

Absent: Braun, Daryabegi-Farhang, Situ; 3 vacancies

No members of the were public present - no public comment

Dan Weaver agreed to take the minutes for this meeting.

Budget Report: Jay Manglicmot, the library's Chief Financial Officer, presented the library's 2007-08 budget. He emphasized that the baseline year for the Library Preservation Fund Renewal is the 2006-2007 operating budget, \$70,836,573.

For the 2007-08 fiscal year, a city-wide capital planning committee determined that the library's capital projects financial requirement would be an additional \$2 million, not the originally budgeted \$4 million; this decision is reflected in the budget for this year.

Mr. Manglicmot pointed out the average budget increase for the library in recent years has been 8% per year from property tax set-aside and general fund sources. The average fixed-cost budget increase for the operations budget is estimated to be 3.5% annually. He is confident of the library's ability to pay off revenue bonds allowed in the LPF renewal and increase services as well.

Report of the Chair and Vice Chair: Cauthen discussed: the new recording equipment; the library will store our meeting tapes; the Chair will meet with the Clerk of the Board of Supervisors to discuss the LCAC staff requirements. The Chair discussed her understanding of the campaign election requirements in city buildings and at policy body meetings. Deputy City Attorney John Givner will attend our September meeting to discuss this. The BLIP performance review will also be presented at that meeting. A new branch library re-organization has been implemented and will be presented at a future meeting. Vice Chair Cuttler said that the officers are working on filling the 3 vacant positions on the LCAC.

Mark Vogel proposed placing on Craig's List an announcement for a volunteer secretary for the LCAC. The chair encouraged Mark to do so. Near the end of the meeting, he sent off the posting with the approval of the chair.

Member ideas on future LCAC topics for discussion and research:

- What is the library doing with our recommendations?
- Why is the process of filling branch librarian positions taking so long and how does this situation impact branch library programming?
- We should try to find out when library matters are before the BOS and seek to get recommendations to them before they make their decisions. We need a notification procedure to allow us to act on BOS library items.
- We need to have a good understanding of our established scope as an advisory body.
- We should see if there is a meeting time that works better for **all** members of the LCAC. This review should be done on a periodic basis.
 - We should try to involve the community more in our activities and deliberations.
 - We should understand that it is not our task to manage the library
 - We should evaluate and comment on BLIP progress and that of other library initiatives.

The meeting was adjourned at 8:05 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE

Final Minutes

Meeting of September 19, 2007

Room 278 City Hall

San Francisco, California

Chair Sue Cauthen called the meeting to order at 6:10 PM

MEMBERS PRESENT: Enne Braun, Sue Cauthen, Lucille Cuttler, Roger Kallen, Rachelle Resnick, Douglas Ryan, Jan Seeman, Jenny Situ, Gladys Soto, Peter Warfield, Dan Weaver
Absent: Daryabegi-Farhang, Vogel; 3 vacancies

Enne Braun agreed to take the minutes for this meeting.

ELECTIONEERING BY LCAC MEMBERS: Deputy City Attorney Jon Givner outlined rights and responsibilities of members of policy bodies (like the LCAC) and answered members' questions. Among his key points: (1) No political action on city time; (2) No political action at LCAC meetings or via use of city facilities and equipment; (3) Title may be used for identification purposes only and this must be stated when you use it.

GENERAL PUBLIC COMMENT:

Deborah Doyle, Friends of the Library staff, said that San Francisco Public Library does not go to public meetings and ask for endorsements. She thanked the LCAC for strengthening the November, 2007, library ballot measure and said that LCAC's work is very important.

Bill Hale asked for more information about LCAC members, including contact data. He distributed a document about parking at branches, including enforcement of green zones and appropriate signage.

CONTROLLER AUDIT (AKA PERFORMANCE REVIEW) OF BRANCH

RENOVATION PROGRAM (BLIP): Members evaluated handouts and member opinions about the Audit Document and the Highlights page. They discussed the content of a resolution to inform the Board of Supervisors of our suggestions for next steps and permanent operational changes to facilitate efficient completion of the upgrades to each neighborhood library. Deborah Gordon, the key library auditor in the Controller's office, is scheduled to discuss the issue at the October meeting.

REPORT OF CHAIR & VICE CHAIR: Sue Cauthen and Lucille Cuttler (1) outlined issues discussed at meetings with new Clerk of the Board of Supervisors Angela Calvillo and City Librarian Luis Herrera, including support for LCAC and (2) steps to fill the three vacant LCAC seats and secure a volunteer to take the minutes.

STATE LIBRARY FUNDING CUTS: Members discussed whether to draft a resolution on this issue and will take the matter up again at the October meeting.

The meeting adjourned at 8:15 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE
Final Minutes
October 17, 2007
Room 278, City Hall
San Francisco, California

Chair Sue Cauthen called the meeting to order at 6:12 p.m.

Roll Call: Present: Braun, Cauthen, Cuttler, Kallen, Resnick, Ryan, Soto, Situ, Warfield, Weaver

Absent: Daryabegi, Eduardo, Seeman, Vogel (3 vacancies)

Lucille Cuttler volunteered to take the minutes.

General Public Comment: none

Shirley Bierley, Margaret Lee, Robin Lewis and Mauricio Vela, members of public, were present.

Controller Performance Review (a.k.a. Audit of SFPL BLIP Program):

Deborah Gordon, Audit Manager in the Controller's office, presented detailed explanations of the findings, covering the background, audit objectives, scope and methodology. She presented charts showing the project delays by type, and budget increases by category. This report culminated in five specific recommendations. The review revealed that delays in BLIP derived from lack of management personnel even though there was money available.

A question and answer period followed Ms. Gordon's presentation. Members were also invited to contact Ms. Gordon with any further questions.

Public Comment: Mauricio Vela of Bernal Heights Library said it is important to know who is accountable at the library and DPW, noting that there is a \$54.1 million shortfall.

Chair Cauthen presented a draft Library Audit Resolution. After discussion and amendment, the following resolution was carried by unanimous vote:

The Library Citizens Advisory Committee strongly recommends that the Board of Supervisors adopt a resolution urging San Francisco Public library and the Department of Public Works to make the operational changes recommended in the Controller's audit by January, 2008, and to establish a mechanism to monitor and report (to the Board of Supervisors and the public) on implementation and continued compliance.

LCAC further recommends that additional performance audit/s of the 2000 bond issue be conducted as professionally prudent, in a timely manner, and that the library and/or DPW fund future independent reviews.

Yes: Braun, Cauthen, Cuttler, Kallen, Resnick, Ryan, Situ, Soto, Warfield, Weaver.

The next meeting date will be November 14 – room to be announced.

The meeting was adjourned at 7:50 p.m.

LIBRARY CITIZENS ADVISORY COMMITTEE

Final Minutes

Meeting of November 29, 2007

Room 421 City Hall

San Francisco, California

Meeting called to order at 6:10 PM

Roll Call: Present: Braun, Cauthen, Cuttler, Kallen, Lee, Resnick, Seeman, Soto, Vogel, Warfield, Weaver

Absent: Edouardo, Ryan, Situ; 3 vacancies.

Resnick left at 6:50 p.m.

Roger Kallen agreed to take the minutes for this meeting.

General Public Comment: Sylvia Johnson said a body like the Library CAC is important.

Old Business: City Librarian Luis Herrera distributed a chart showing the history and proposed decline in funding for the state Public Library fund and the Interlibrary Loan and Direct Loan Fund. The chair distributed a sheet containing information on how to protest the proposed cuts to these funds. Mr. Herrera noted that the decline in funding hurts smaller libraries that are more dependent on state funding more than it does larger libraries, such as San Francisco Public Library.

Senator Leland Yee told the LCAC chair that all departments are being asked to take a 10% funding cut to offset the State budget shortfall. The LCAC will revisit the issue after the budget is released in January, 2008.

Follow-up on BLIP Audit Recommendations: LCAC officers gave a copy to an aide to Supervisor Mirkarimi and will follow up with him and the Board of Supervisors. It was suggested that in the future we put the resolution text into a letter to the President of the Board of Supervisors, with a copy to each member.

Discussion of Library website: Discussion noted the difficulty of navigating to the LCAC site within the Library website under the new website design, the out-of-date vacancy notice for the LCAC, that the Friends of the Library is listed on the home page but the Library Commission and library administration are not. Members said the people in charge of the Library should be listed on the home page. It was also noted that there should be a direct link to the LCAC on SFPL's home page, as there was before the redesign. Members said that since we are an advisory committee for the Board of Supervisors and that only 5 out of 85 such committees are not listed on the SFGOV website, we should pursue a listing for ourselves. A key goal is to enhance public participation. The members agreed that we should adopt resolutions on this subject for both the Library and Board of Supervisors.

Public Comment: Sylvia Johnson said the LCAC should be on the SFGOV website.

July-October minutes: Action was not taken on the July to October minutes. The chair emailed the draft minutes to LCAC members when the minutes were posted on the library website. She will email them to the members again so they can review them before we vote to approve them. Members were reminded to bring their copies of the July to November minutes to the next meeting for action.

The next meeting will be on Wednesday December 19 at 6:00 PM in room 278 of City Hall.

The meeting was adjourned at 8:10 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE
Final Minutes & Meeting Notes
Meeting of December 19, 2007
Room 278 City Hall
San Francisco, California

Chair Sue Cauthen called the meeting to order at 6:05 PM.

Present: Braun, Cauthen, Cuttler, Kallen, Lee, Ryan, Seeman, Warfield, and Weaver.

Absent: Edouardo, Resnick, Situ, Soto, Vogel. Three vacancies.

Douglas Ryan agreed to take the minutes of the meeting.

Minutes: Cuttler moved to approve the minutes for July-November, with Braun seconding. The motion passed.

Immediately after the vote, at 6:15, Warfield left the meeting. The official meeting was adjourned for lack of quorum at 6:15. However the group continued to discuss library business although no action could be taken. These notes are provided on an informational basis.

City Librarian Luis Herrera spoke about Link+ (a new program for borrowing from other libraries) and San Francisco Public Library's 2008-2009 budget and outlined the specific areas to which the new budget will apply. He then answered questions from Library CAC (LCAC) members.

Two guests provided public comment: Ted Bamberger, a Project Read tutor, and Frederic Lindner, a retired Lowell High School English teacher. Because of the informal nature of the gathering, they sat at the conference table and contributed to the general discussion.

Issues discussed included SFPL's new budget, including the role of books; LCAC outreach and public participation; LCAC's presence on SFPL and City websites; bilingual resources; the NEA study on reading; library tours; and supervisor interface regarding execution of the changes recommended in the Controller's audit of the branch construction and renovation program.

The next meeting will be January 16, 2008, at 6 PM in Room 278 of City Hall.

The informal discussion concluded at 8:15 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE

Final Minutes

Meeting of January 16, 2008

Room 278, City Hall

San Francisco, California

Chair Sue Cauthen called the meeting to order at 6:14 PM.

Roll Call: Present: Enne Braun, Sue Cauthen, Lucille Cuttler, Roger Kallen, Margaret Lee, Rachelle Resnick, Douglas Ryan, Peter Warfield, Dan Weaver, Gladys Soto

Absent: Booh Edouardo, Jan Seeman, Jenny Situ; 4 vacancies

Cauthen agreed to take the minutes for this meeting. She was assisted by UC English major Joanna Schaller, who will soon begin studying to be a teacher. Ms. Schaller wrote the bulk of the minutes.

There was discussion about the Library CAC (LCAC) and Board of Supervisors Rules of Order, briefly noting the chair's right to limit debate after a certain period of time, and the purpose of the meeting's minutes: to record what the group does vs. what is said.

Old Business:

1. Follow-up on Branch Renovation Audit. To date there has been no presentation by San Francisco Public Library to the LCAC on SFPL's scheduled January, 2008, compliance with the audit recommendations, even though LCAC has asked the library for an up-to-date progress report. Chair Cauthen presented a draft LCAC Resolution to urge the Board of Supervisors to hold a hearing on the library's compliance with the recommendations contained in the Controller's audit of the branch renovation program.

After discussion and amendment, the following resolution was carried by unanimous vote:

In order to facilitate completion of the Branch Library Improvement Program on time and on budget and to assure compliance with recommendations in the Controller's audit of the program, the Library Citizens Advisory Committee urges the Board of Supervisors to hold a hearing to determine the status of the San Francisco Public Library-Department of Public Works response to the Controller's audit of the branch renovation program. We must uphold the interests of the people of San Francisco by not repeating the failures of the past.

Yes: Braun, Cauthen, Cuttler, Kallen, Lee, Resnick, Ryan, Warfield, Weaver, Soto.

2. There was also discussion regarding Link+ (a new plan for borrowing books from other libraries) and the proposed increase in fees for various services or fines, such as the \$115-\$200 fine for missing or lost books, fees for using library meeting rooms (including a set-up fee for the room, janitorial service, microphone rental, etc.), and the replacement cost for lost sheet music.

Discussion noted the numbers of SFPL-owned books not returned, SFPL-owned books lost and paid for, and Link+ and Inter-Library Loan books checked out over the last six months. Issues raised in discussion included the basis for the new fee schedule, where the fees go, the cost of replacing lost SFPL books (aside from Link+ books), the text of the legislation, the overall success of Link+, and the actual cost of replacement for lost books. Chair will bring a draft resolution to the next meeting addressing the LCAC's concerns on these Link+ charges and the new fees, and will address the Committee's approval or disapproval of the plan, and suggestions for changes, if any.

Public Comment:

Dale Ahern, a graphic artist at Bechtel, said Link+ should identify the actual cost of replacing a lost or damaged Link+ book.

Nancy Olexo, a library expert with the San Francisco Unified School District, said she thought the Link+ charge for lost books is reasonable.

Minutes: Cuttler moved to approve the minutes for December, 2007, meeting, with Weaver seconding. The motion passed 9-1, with Warfield dissenting.

The next meeting will be Wednesday, February 20, 2008, at 6:00 PM in Room 278 of City Hall.

The meeting was adjourned at 8:08 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE

Final Minutes

Meeting of February 20, 2008

Room 278, City Hall

San Francisco, California

Chair Sue Cauthen called the meeting to order at 6:05 PM.

Roll Call: Present: Ted Bamberger, Enne Braun, Sue Cauthen, Lucille Cuttler, Carlyn Halde, Roger Kallen, Margaret Lee, Rachele Resnick, Douglas Ryan, Gladys Soto, Peter Warfield, Dan Weaver

Absent: Jan Seeman, Jenny Situ; 2 vacancies

Minutes: Joanna Schaller, a University of California English major about to begin teacher training, agreed to take the minutes for this meeting.

Public Comment: There was no public comment.

Presentation by San Francisco Public Library: Renovation Audit; Budget:

City Librarian Luis Herrera, Deputy City Librarian Jill Bourne and Edgar Lopez, manager of the library modernization project at the Department of Public Works, spoke about the **Branch Renovation Audit** and the library's 2008-2009 budget. Ms. Bourne stressed that the Memorandum of Understanding between SFPL and DPW has been significantly revised, to effect improved communication and the sharing of information between the Department and the Library, in order to foster well-informed and timely decisions. This in turn is intended to allow them to effectively manage the bond program that is underwriting the branch renovations. This new Memorandum of Understanding provides that the Department of Public Works will manage the financial aspects of the program and regularly report back to the library to assure that proposals are implemented and projects completed on time, within budget.

The meeting recessed from 6:52-6:58 PM. Margaret Lee left at 7:10 PM.

Fiscal Year 2008-2009 Budget.

Mr. Herrera discussed the overall **Library Budget for 2008 – 2009**, which has increased by 4.5% over last year's budget to \$81.6 million. The rise is primarily due to salary increases, a \$2 million transfer to the BLIP (Branch Library Improvement Program) from the general fund as an advance on an anticipated development impact fee in District 10, and advances on certain library renovation projects. Over the next year it is anticipated that more funds will be spent on such things as: expanding branch library hours (at Presidio, Golden Gate Valley, Bayview, Glen Park, Noe Valley and Ortega, in addition to the expanded hours added last year) and adding an additional day of service at certain library locations; expanding bookmobile services; and expanding or improving services for underserved communities, senior centers, and public

housing. An additional \$2 million in acquisitions for the library collections raises the book and audio-visual budget to \$10.7 million or 13% of the total budget. Also funded are improved access to technology, including the proposed laptop lending program; and a courier service for Link+, a program for borrowing from other libraries.

There were questions and concerns about the Link+ service and the \$115 fine for lost books, and Mr. Herrera said he would have his staff look into the issue and respond to the Library CAC next month. Mr. Herrera also said they are working on the catalog issues, and once he gets an update from the catalog staff he will report back to the LCAC.

The chair suggested the Committee draft a resolution recommending monitoring the progress discussed in the Memorandum of Understanding. Instead, the members agreed to request a status report from the Library in six months, which would be presented at an LCAC meeting. The chair will put Link+ on next month's agenda for discussion.

Officer Reports included a discussion of the tour of the refurbished first floor of the Main Library and of Project Read. Recruitment efforts are under way to fill the three vacant library-appointed seats and the District 4 seat, where the officers are working with Supervisor Chu.

Minutes: After an amendment proposed by Weaver, he moved to approve the minutes for the January, 2008 meeting, with Cuttler seconding. The motion passed 9-2.

Yes: Bamberger, Braun, Cauthen, Cuttler, Halde, Kallen, Resnick, Soto, Weaver

No: Ryan, Warfield

The next meeting will be Wednesday, March 19, 2008, at 6:00 PM in Room 278 of City Hall.

The meeting was adjourned at 8:20 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE

FINAL MINUTES

March 19, 2008

Room 278 City Hall

Chair Sue Cauthen called the meeting to order at 6:12 PM. Jan Seeman took the minutes.

Present: Ted Bamberger, Sue Cauthen, Lucille Cuttler, Carlyn Halde, Roger Kallen, Margaret Lee, Clarice Moody, Douglas Ryan, Janis Seeman, Gladys Soto, Peter Warfield, Dan Weaver

Absent: Enne Braun, Jenny Situ, 3 vacancies (SFPL seats)

Chair Cauthen welcomed three new members: Ted Bamberger (senior delegate), Carlyn Halde (District 8) and Clarice Moody (District 4). LCAC Members introduced themselves.

Two members of the public were present: Kim Clark, who is with a homeless shelter monitoring group, and James Knoebber, community organizer for the Telegraph Hill Neighborhood Center

Presentation on Link+/Interlibrary Loan: Kathy Lawhun, Chief of Main, and Vivian Pisano, IT Chief, distributed copies of the Interlibrary Loan and Link+ power point program presented at the Library Commission meeting on March 6, 2008. Ms Lawhun described the process and presented some statistics. SFPL receives approximately 30,000 items and sends out 15,000 per year. One advantage noted is speed of delivery. It takes 2-3 days to receive a Link+ book, as opposed to 2-3 weeks for OCLC's WorldCat (ILL).

There was concern about the \$115-120 fees for lost books. Ms Lawhun said there have been very few books lost since Link+ became available in 2007. She said that fees are negotiable and may also be satisfied via book replacement by the borrower, plus a processing fee. Also mentioned was a member's difficulty in making an ILL request that involved moving from one screen to another and back.

The Library Commission is set to consider Link+/ILL in May or June. It will be discussed further at the LCAC meeting in April.

The meeting recessed from 7:03 - 7:08.

The new **Collection Development Plan** was introduced by Marcia Schneider, chief, of the department, and Laura Lent, deputy chief. Ms Schneider went over the plan, which was developed over the past two years. It describes SFPL holdings and how to access them, as well as the library's guiding principles. She demonstrated some of the links from the Main Library web site to the home pages of the branches and the branch collection.

Member Suggestions and Comments: Put notices of LCAC meetings in newspapers to attract more of the public; participate in a member's plan to do an article on the Library CAC; Presentations by the Friends of the Library and a veteran library activist.

Minutes: A motion to approve the February 20, 2008, minutes passed unanimously.

Yes: Bamberger, Cauthen, Cuttler, Halde, Kallen, Lee, Moody, Ryan, Seeman, Soto, Weaver, Warfield

The next meeting is April 16, 2008, in Room 278, City Hall.

The meeting adjourned at 8:15 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE

Minutes

Meeting of April 16, 2008

Room 278, City Hall

San Francisco, California

Chair Sue Cauthen called the meeting to order at 6:08 PM.

Roll Call: Present: Ted Bamberger, Enne Braun, Sue Cauthen, Lucille Cuttler, Carlyn Halde, Roger Kallen, Margaret Lee, Jan Seeman.

Absent: Clarice Moody, Douglas Ryan, Jenny Situ, Gladys Soto, Peter Warfield, Dan Weaver.

Minutes: Joanna Schaller agreed to take the minutes for this meeting.

General Public Comment: There was no public comment at this time.

Chair Cauthen welcomed three new library appointees: Michael Olinger (technology delegate), Neil Mills (disabled representative) and Linda Guitron (schools representative). LCAC members introduced themselves.

Two members of the public were present: David Singleton, husband of the meeting's presenter and SFPL budget manager, Maureen Singleton, and Henry Pan, potential candidate for the District 3 seat.

Presentation by San Francisco Public Library: Fiscal Year 2008-2009 Budget

Maureen Singleton, budget manager for the San Francisco Public Library, spoke about the library's 2008-2009 budget. She discussed the city's budget and the potential city-wide reductions because of state budget cuts. Every city department has been asked to cut their budget by an additional 8%, following earlier cuts totaling 13%. For the library, this amounts to about \$3.2 million. Ms. Singleton is not sure exactly what will be cut from the library's budget, but most likely downsizing would occur in services to be expanded in FY 08-09 and not from services currently in existence and actively operating. For example, certain library branches that had increased hours this past year will not be affected. However, increased hours that were proposed at other branches might not be implemented if funds to hire additional personnel were eliminated. Thus, the library would not be able to achieve increased hours at the same increased rate it had hoped for this upcoming year. Instead, the expansion of library services would be rolled out more slowly. Other potential services that could be cut include vending machines for books in some branches, and bookmobile services.

Since labor is the most expensive cost in most city departments, the biggest cutback city-wide will be elimination of full-time equivalent employees (FTEs). At the library, 10.3 FTEs would be cut. These cuts would be primarily employees working in the extended hours project, and in youth services, as well as a new School District library position. Libraries recently reopened and

branches being renovated would not be impacted. Employees at those branches are already covered in the budget and would not be eliminated.

Ms. Singleton passed out copies of the current draft FY 2008-2009 budget and discussed the library set-aside: money collected from property taxes authorized by Proposition D and designated exclusively for the library. Funds from the Prop D set-aside are not being used now, but will be used in future years.

It was suggested that LCAC members contact their supervisors and let them know how important the library and its services are, and voice any concerns members might have with the proposed budget cuts.

After the presentation, there was discussion concerning the set-aside, and Chair Cauthen recommended that LCAC draft a proposal. After discussion and amendment, Chair Cauthen proposed the following resolution, with Carlyn Halde seconding:

The Library Citizens Advisory Committee is mindful that the public voted twice to set aside funds for library services, and the Library Citizens Advisory Committee therefore strongly objects to any action that would reduce funds for proposed service enhancements.

Yes: Bamberger, Braun, Cauthen, Cuttler, Halde, Kallen, Lee, Olinger, Mills, Guitron.

No: Seeman.

Motion carried 10 to 1.

Link+/Inter-Library Loan:

The next item on the agenda was the new Link+ book lending system, and the older system still in place: Inter-Library Loan. The lost book fee of \$115 per book is highly contested, and the issue will go before the Library Commission in early May, and later to the Board of Supervisors. Many people think the fee is too high and creates barriers to access library resources, while others believe that books are highly valuable and a high fee is necessary to compel patrons to return books. The library is now proposing that patrons who lose books simply replace the book and pay a \$5 processing fee. Alternatively, the lost fee can be negotiated.

The meeting recessed from 7:20 to 7:26 PM.

Chair Cauthen proposed a resolution concerning Link+. As amended, the last clause of the Draft resolution reads as follows:

Therefore be it resolved that the San Francisco Board of Supervisors' Library Citizens Advisory Committee supports the Link+ system and recommends that the San Francisco Library Commission approve it and that the Link+ consortium permit SFPL to charge its standard late fees for Link+ books that are overdue, and that fines and fees are clearly stated both when the book is ordered and when it is checked out.

Halde moved to accept the resolution, as amended, and Cuttler seconded.

Yes: Bamberger, Braun, Cauthen, Cuttler, Halde, Kallen, Lee, Seeman, Olinger, Mills, Guitron.
Motion carried 11 to 0.

Public Comment: Henry Pan commented that he thinks the \$115 lost book fee is too high.

Officer Reports included a welcome address to the LCAC's new members, and a discussion of the Annual Report due June 30 to the Board of Supervisors. Ted Bamberger is going to learn about library services available to and specifically for seniors, and he will report back to the committee. There was discussion about possible LCAC outreach and marketing for the library to further publicize the library's services. Margaret Lee reported on her efforts towards enhancing Multilingual Services. After talking with the community and receiving feedback, Margaret received suggestions such as providing more space in and outside libraries for reading, more computers and longer access periods, more bookmobiles, and more reading clubs.

Branch Library Improvement Program:

There was discussion about the status of the Memorandum of Understanding between SFPL and DPW (Department of Public Works) on the branch improvement project. Chair Cauthen proposed a resolution urging the Department of Public Works and the San Francisco Public Library to work out the financial aspects and come to an agreement. The committee decided that more background on the subject is needed before passing a resolution. Since City Librarian Luis Herrera is supposed to report back to the Library CAC soon on the progress of the Memorandum of Understanding, the committee will wait until that report is heard before passing a resolution on this matter.

Seeman left the meeting at 8 PM.

Minutes: Kallen moved to approve the minutes for the March, 2008, meeting, with Cuttler seconding. The motion passed 10 to 0.

Yes: Bamberger, Braun, Cauthen, Cuttler, Halde, Kallen, Lee, Olinger, Mills, Guitron.

The next meeting will be Wednesday, May 21, 2008, at 6:00 PM in Room 278 of City Hall.

The meeting was adjourned at 8:12 PM.

LIBRARY CITIZENS ADVISORY COMMITTEE

Final Minutes

Meeting of May 21, 2008

Room 278, City Hall

San Francisco, California

Chair Sue Cauthen called the meeting to order at 6:01 PM.

Roll Call: Present: Ted Bamberger, Sue Cauthen, Lucille Cuttler, Linda Guitron, Roger Kallen, Margaret Lee, Neil Mills, Clarice Moody, Michael Olinger, Douglas Ryan, Jan Seeman, Peter Warfield, Dan Weaver.

Absent: Enne Braun, Carlyn Halde, Jenny Situ, Gladys Soto

Minutes: Joanna Schaller agreed to take the minutes for this meeting. Charles Moody, husband of member Clarice Moody, volunteered to monitor the tape recorder.

General Public Comment: There was no public comment at this time.

Presentation by San Francisco Public Library (SFPL) and Department of Public Works (DPW) on the Memorandum of Understanding (MOU) for the Branch Library Improvement Program (BLIP)

Maureen Singleton, SFPL budget manager, spoke about the new MOU between SFPL and DPW and the reason for the undertaking. Edgar Lopez, manager of the library modernization project at DPW, then spoke about the revised and expanded MOU. He emphasized that it is meant to clarify the roles and responsibilities in completing the BLIP, to describe how and when decisions are made, to lay out expectations and goals, to provide more details about the designs, and to standardize schedules that all branches will follow. Lopez answered LCAC questions regarding interaction with building contractors, financial management and other issues, including warranty tracking, the website, documentation of progress, and change orders. He said the section on warranty tracking would be clarified. Chair Cauthen asked for a status update in three months.

The meeting recessed from 7:02 PM to 7:06 PM.

BOS Authority over SFPL Fines and Fees

There was concern that the current library proposal would remove BOS authority over fines and fees. The chair and Vice Chair Lucille Cuttler researched the matter and discovered that the Charter gives BOS final authority and that any language in the current proposal that might remove it was unintentional and was to be removed.

Ryan moved and Weaver seconded a motion to pass a resolution presented on the subject. After discussion and amendment, members passed the following resolution urging retention of BOS authority over SFPL fines and fees:

Therefore, be it resolved that the Library Citizens Advisory Committee supports retention of the existing system, as provided in Charter Section 2.1.09, which reserves final authority over SFPL fines and fees to the Board of Supervisors.

Yes: Bamberger, Cauthen, Cuttler, Guitron, Kallen, Lee, Mills, Moody, Olinger, Ryan, Seeman, Weaver

No: Warfield

Motion carried 12-1.

Officer Reports

Chair Cauthen reminded members that the chair has the right to report to BOS a member's three consecutive absences without prior authorization. She also noted that officer elections are coming up. She and vice chair Cuttler are up for reelection in July. There was discussion about (1) the Annual Report and what it should contain and (2) the library's website and how to make the LCAC more prominent on it.

Member Suggestions

SFPL Website: Ask SFPL's website coordinator to make a presentation. LCAC recommends that we be displayed prominently on the home page instead of under "Library Affiliates." City Librarian Luis Herrera previously informed LCAC that the website is being redesigned and that the LCAC's concerns would be considered.

FY 08-09 Budget: LCAC should receive a status report. City Librarian Herrera is scheduled to discuss the new budget in June.

Presentations on the Sunshine Ordinance, the SFPL Friends & Foundation, and by a longtime library activist.

The chair emphasized the need to prioritize the subjects LCAC addresses in order to keep meetings to two hours.

Minutes: Weaver moved to approve the minutes of the April meeting, with Mills seconding. The minutes were approved as amended by a vote of 13-0.

Yes: Bamberger, Cauthen, Cuttler, Guitron, Kallen Lee, Mills, Moody, Olinger, Ryan, Seeman, Warfield, Weaver.

The next meeting is scheduled for Wednesday, June 18, 2008, at 6:00 PM in Room 278 of City Hall.

The meeting was adjourned at 8:12 PM.