



San Francisco Public Library

Date: May 9, 2008
To: Library Commissioners
From: Luis Herrera, City Librarian
Subject: **Library Commission Meeting May 15 2008, Agenda Item No. 3**
Memorandum of Understanding Between Library and Department of Public Works Regarding Branch Library Improvement Program

On September 20, 2007, the findings of the Office of the Controller's Branch Library Improvement Program (BLIP) Review were discussed by the Library Commission. The Controller's Office had been requested to conduct this review by the Library Commission and the City Librarian. The audit recommended that the Library and the Department of Public Works (DPW) "replace the current Memorandum of Understanding (MOU) with one that describes in detail specific activities necessary for each agency to meet its obligation to efficiently and effectively manage the bond program."

A draft MOU was first submitted to the Commission on February 15, 2008 for discussion at the February 21st meeting, but the item was tabled at that time. An update was provided at the Commission meeting on March 6. Since that date, the Library and DPW have made extensive edits to the original draft to streamline descriptions and clarify the many detailed processes involved in the management of the BLIP. DPW Finance staff have included language to describe the financial oversight of program funds – language that replaces the need for a Fiscal Oversight Agreement, which was originally proposed as a future attachment.

The May 9, 2008 draft MOU is written and organized around the goals for establishing this agreement:

Section I. Background – Provides the history of funding, scope, schedule and budgets from the program's inception in 2000

Section II. Roles and Responsibilities – Details both individual and joint responsibilities of the two departments relative to the BLIP

Section III. Project Coordination - Describes SFPL and DPW's project coordination activities during each phase of branch design and construction

Section IV. Terms and Conditions – establishes representatives and terms for termination and modification the agreement

A great deal of attention has been given to accurately documenting the program's complex and involved processes, which were developed to provide the best possible oversight by both departments.

Attached is the latest draft MOU (May 9) which will be discussed at the Library Commission meeting on May 15, 2008.