



# *San Francisco Public Library*

## **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

### **Minutes of the Regular Meeting of September 15, 2016**

#### **(As approved at the regular meeting of October 20, 2016)**

The San Francisco Public Library Commission held a regular meeting on September 15, 2016 at the Koret Auditorium, Main Library.

The meeting was called to order at 4:33 pm.

Commissioners present: Lee, Nguyen, Ono and Wardell-Ghirarduzzi

Commissioner excused: Mall

Commissioner Dunning arrived at 4:50 pm.

President Wardell-Ghirarduzzi said that Item Number 3 the Controller's Office Report will be heard ahead of Item Number 2 the Library Fines and Fees Amnesty Program.

#### **AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT**

Peter Warfield, Executive Director Library Users Association, said the Commission has sat by while the Library has entered into a sweetheart deal with the Friends of the Library for as much as 25 years at the 750 Brannan location. The Commission's approval was never requested. He said the agendas for the June and August meetings for 750 Brannan never mentioned the Friends at all. He said also not mentioned in the presentation was that the Friends would have 11% of the space and would have a book collection area.

Ray Hartz, Director, San Francisco Open Government, said he passed out a packet of information about the Sunshine Ordinance Task Force (SOTF) and its orders of determination. He said a copy of a letter from

Sue Blackman responding to the SOTF on a complaint filed by him is included. He said this was a bizarre rant and a subsequent IDR for communications relating to this resulted in no responsive documents. He said the Library and the Commission have been found in violation eight times by the SOTF.

*The following written summary was provided by the speaker, Ray Hartz. The content is neither generated by, nor subject to approval or verification of accuracy by the Library Commission.*

Sue Blackman, speaking on behalf of the SFPL and the LC, sent a complaint response which was not only completely dismissive of the SOTF, but devolved into a personal attack on me. A subsequent IDR for communications relating to this bizarre rant resulted in “no responsive documents.” I believe it reasonable to assume Ms. Blackman is once again abusing her position to express her personal hatred for me. She is doing so with, at minimum, the acquiescence of Luis Herrera. On the other hand, I believe it is not unreasonable to assume that she is being directed, wholly beyond her control, to respond this way by Luis Herrera and others. The SFPL/LC has been found in violation eight times! Each finding is a rebuke of your denial of my rights under law. Sending Ms. Blackman as the proverbial “sacrifice,” to answer for your wrongdoing, is both cowardly and contemptuous!

### **AGENDA ITEM NO. 3. CONTROLLER’S OFFICE REPORT ON LIBRARY’S FUND BALANCE ANALYSIS (taken out of order)**

Luis Herrera, City Librarian, said in prior conversations with the Commission during budget discussions the issue of the Library’s fund balance has been raised. He said we have asked the Controller’s office to analyze this and prepare a report. He said Randle McClure and Deric Licko are here from the City Performance Unit to present the report.

Randle McClure, Controller’s Office, said they started this last year but wanted to stagger the presentation with the staffing analysis and that is why it is being given today.

Deric Licko, Controller’s Office, gave the presentation on the fund balance analysis. He gave the project overview and explained the revenue sources for the library. He said revenue growth has been up and down but it has had an average of 6.3% growth since FY00. He explained the fund balance projections based on a robust revenue growth and a moderate revenue growth. He said the recommendations included, making an additional \$4.0 M debt service payment or creating a Buildings and Maintenance Reserve of \$2.2 M. He said, establishing a fiscal reserve is not needed. He said a continued strong revenue growth provides opportunities for expanding services. He said the Library should develop a spending plan for the projected unappropriated fund balance over the next five years under both the robust and moderate revenue growth scenarios.

Explanatory document: [Fund Balance Analysis](#)

#### Public Comment

Peter Warfield, Library Users Association, said the Library is not only rich in assets but it is rich in funding. He had questions regarding the chart in the presentation and why that showed a downturn in FY 20. He said he is unsure why the Controller's Office is making recommendations on spending by the Library and he said that is up to the Library Commission to ascertain. He said on page seven the Controller says the Library could consider expansion of both programs and hours at branch libraries. He said there should be more books.

#### Commission Discussion

Commissioner Ono asked about the recommendations and if the Controller's Office had prioritized them.

Deric Licko, Controller's Office, said the first recommendation could be done right away. He said the second recommendation is more for planning for the future. He said the third recommendation is more an observation and recommendations four and five are for FY 19 and beyond.

Commissioner Ono asked about the downturn in FY 20 and FY 21.

Deric Licko, Controller's Office, said the downturn is due to the large capital investments planned in those years.

Commissioner Nguyen asked for Maureen Singleton's thoughts on these recommendations.

Luis Herrera, said we would like to hear her feedback. He said one of the recommendations is a spending plan and that will be brought back as part of the discussion on the budget.

Maureen Singleton, Chief Financial Officer, said she is a strong proponent of paying off our debt sooner. She said she also supports the idea of a Facilities Maintenance Fund. She said building out a spend plan is always a good thing to do. She said when the City gives us their five year plan that will give us a good idea on other costs such as labor.

Commissioner Lee said he is pleased we are in a position to look at this and he looks forward to looking at how we can implement some of the recommendations.

Commissioner Dunning asked about the first recommendation and about whether that would be back as part of the budget cycle or whether that would be a separate item.

Maureen Singleton, Chief Financial Officer, said that an additional debt service payment would go through a supplemental appropriation process.

Luis Herrera, City Librarian, said this process would have to come to the Commission for approval prior to going to the Board of Supervisors.

Commissioner Dunning said she would like to see this consolidated with the current debt service payment. She asked about the Controller's Office opinion on set asides.

Deric Licko, Controller's Office, said the concern is that set asides limit the Board of Supervisors on discretionary spending. He said he doesn't think the Controller has an opinion on specific set asides that have already been approved.

Maureen Singleton, Chief Financial Officer, said a set aside within the Department's budget for something like facilities maintenance makes a lot of sense to her.

Luis Herrera, City Librarian, said we need to be reminded that this is a framework and as part of the budget process the Commission would have the opportunity to change that.

President Wardell-Ghirarduzzi said that recommendation number three is more an observation than a recommendation. She asked Roberto Lombardi for his thoughts on creating a Building and Maintenance Reserve.

Roberto Lombardi, Facilities Director, said as a facilities department you are always happier when you have a reserve.

Luis Herrera, City Librarian, said one more point on the proposed Arts and Family funding proposition on the ballot. He said they will be bringing this item back to the Commission as an information item because it will certainly have an impact and implications to our budget specifically related to expanded hours.

## **AGENDA ITEM NO. 2. LIBRARY FINES AND FEES AMNESTY PROGRAM**

Michael Lambert, Deputy City Librarian, gave the presentation on the Library Fines and Fees Amnesty Program. He explained the goals of the amnesty program, the desired outcomes, the components of the program, the FY 17 fiscal impact, and the SFPL amnesty campaign. He said there would be an evaluation of the program. He said the next steps are approval by the Commission recommending approval by the Board of Supervisors. He said the amnesty program would be effective January 3 – February 14, 2017.

Explanatory documents: [Fines & Fees Amnesty Resolution-Commission](#) ; [Fines & Fees Amnesty Resolution-Board of Supervisors](#) ; [Fines & Fees Amnesty Memo](#) ; [Fines & Fees Amnesty presentation](#)

### Public Comment

Peter Warfield, Executive Director, Library Users Association, said he is in favor of an amnesty program. He said the timing has improved and the length of time for the amnesty period has improved. He said he supports a fine free system. He said there should be a system that allows non cash payment. He said there should be an independent adjudication. He said the amnesty is just an example of how bad the fines and fees are.

Ray Hartz, Director San Francisco Open Government, said he supports the amnesty program and that he believes the fine system is a very complicated one. He said he will be following up on the legislative history on this because the lease for 750 Brannon was already approved by the Board of Supervisors before it even came before the Library Commission.

### Commission Discussion

Commissioner Lee said the presentation does not give statistics on previous amnesties both before and after the amnesty.

Michael Lambert, Deputy City Librarian apologized for not including that information in this report but it was brought to the Commission previously and he said we have solid data on previous outcomes from amnesty programs.

Commissioner Lee said he was interested in the data from 1998 and 2009.

Michael Lambert, Deputy City Librarian, said we will pull those statistics and report back to the Commission.

Motion: By Commissioner Dunning, seconded by Commissioner Ono, to approve the resolution urging the Board of Supervisors to adopt a resolution authorizing the Library Commission to establish a Library Fee Amnesty Program in 2017 for overdue library materials.

Action: AYES 5-0: (Dunning, Lee, Nguyen, Ono and Wardell-Ghirarduzzi)

### **AGENDA ITEM NO. 4 CITY LIBRARIAN'S REPORT**

Roberto Lombardi, Facilities Director, gave a presentation on the public safety update including security operational updates. He explained some of the security training given to staff during FY 16, He went over security statistics and trends including the district and branch security statistics. He gave the appeals hearing statistics and trends. He gave the custodial operational updates and said the restroom alert system was launched in May, 2016.

Leah Esquerra, Social Worker, gave the presentation on the SFPL/Department of Public Health Partnership. She said the team includes a social worker, Health and Safety Associates (HASAs) and a team leader. She explained the HASA focus, SFPL staff training, and the pilots at the branch libraries. She gave the statistics on the number of

patrons assessed and referrals made. She gave an example of patrons who have been assisted by the team. She explained the partnership with Lava Mae.

Luis Herrera, City Librarian, said there is some positive news but we still have some serious challenges and incidents in some of our branch libraries.

Roberto Lombardi, Facilities Director, said drug abuse around the Main has become a serious challenge. He said we have to be constantly vigilant around the exterior of the Main.

Luis Herrera, City Librarian, said that Leah and her team have served as a model for the rest of the nation.

Roberto Lombardi, Facilities Director, said the Library Café should be opening relatively soon and we are continuing to work with them and the Department of Public Works on developing some exciting ideas for the space to complement the Café. He introduced some of his new staff including our new San Francisco Fellow.

Michelle Jeffers, Chief, Community Programs and Partnerships, gave a presentation on the Library's Summer Stride program. She gave the Summer Learning Outcomes. She explained the partnership with the National Park Service and she showed a video of participants visiting the National Parks and a video about the Little Free Libraries. She said they worked with the Giants on their Jr. Giants program. She told about the youth engagement, adult engagement, publicity and raffle prize sponsors. She gave a presentation on Exhibition and Programming highlights for this fall. She told about the One City One Book programs coming up. She said there is a Middle Eastern Heritage Celebration with exhibitions and programming. She said this is the eighth year of Tricycle Music Fest, we are celebrating VIVA Latino Hispanic Heritage Month and she said Financial Planning Day will be October 22.

Explanatory documents: [Public Safety Update](#) ; [Summer Stride 2016](#)

#### Public Comment

Peter Warfield, Executive Director, Library Users Association, said the reports should not be under one three minute comment period. He said under the Public Safety updates. He said there seems to be a serious question about justice versus injustice. He said the appeal is usually after the punishment has been imposed. He said there is nothing that shows the outcome of the appeals. He said there is still concern over the men's bathrooms. He said if you don't have a smart phone a sign should direct you to tell a librarian if there is a problem. He said the social services program is very valuable and is underfunded.

Ray Hartz, Director, San Francisco Open Government, said that both Mr. Lombardi's presentation and the presentation he handed to the Commission earlier are PowerPoint presentations. He said the Sunshine Ordinance Task Force found the library in violation for not allowing the

public to show their PowerPoint presentation. He said the Commission is a bunch of cowards for hiding behind Ms. Blackman at the Task Force.

### Commission Discussion

Commissioner Nguyen said he wanted to express his appreciation to Michelle Jeffers and her staff for their enthusiasm. He asked about the partnership with the National Park Service.

Michelle Jeffers, Chief Community Programs and Partnerships, said that the National Park Service came to us to help celebrate their centennial celebration.

President Wardell-Ghirarduzzi said that the intergenerational piece to that was remarkable.

Commissioner Ono asked about results of the social worker program compared to last year's program.

President Wardell-Ghirarduzzi thanked the social worker team and asked about the trends and significant concerns.

Leah Esquerra, Social Worker, said the program is a national model but it is the HASA and the library staff who have been very supportive. She said the vision is not just for the library and it makes good sense to have a social worker in the library.

Commissioner Lee said the Summer Stride program is remarkable. He said the numbers on public safety are very impressive. He asked about factors other than the social worker program that have contributed to the reduction of incidents.

Roberto Lombardi, Facilities Director, said he believes the training and the data collection have helped to reduce incidents and foster awareness. He said we also have a security and communications task force that is annotating our entire patron code of conduct.

Commissioner Lee asked if we know how the patrons feel and how staff feels about their security.

Roberto Lombardi, Facilities Director, said things are safer in the library but a lot is going on in the surrounding areas that may be causing anxiety.

Luis Herrera, City Librarian, said we are looking at doing some more surveys of our own staff and patrons on this issue.

Commissioner Dunning said it is great news on incident reductions. She said it averages out to about nine severe incidents a month and she wanted to know a little bit more about those.

Roberto Lombardi, Facilities Director, said the percentage of incidents that rise to the very severe is very low. He said most of the incidents are patron to patron rather than patron to staff.

Commissioner Dunning asked about the restroom alert system and if there will be some sort of signage to direct people on how to report if they don't have a smart phone.

Roberto Lombardi, Facilities Director, said yes we will have signage to notify security. He said what is great through this program is that we can see patterns. He said we will be rolling this out slowly.

Commissioner Dunning asked if the library has met with the new Director for the Homeless.

Luis Herrera, City Librarian, said there is a meeting schedule with the new Director for the Homeless.

#### **AGENDA ITEM NO. 5 APPROVAL OF THE MINUTES AUGUST 18, 2016**

##### **Public Comment**

Peter Warfield, Executive Director, Library Users Association, said the Minutes need some improvement. He said he was glad that the Labor Union's remarks were included on page 2 and he said he is disappointed that again there is no Labor Union Report on the agenda. He said on page 4 and page 6 his comments need to be clarified.

Ray Hartz, Director, San Francisco Open Government, said the Labor Union Report has completely disappeared from the agenda. He said he wanted to point out his 150 word statement on page two. He said he had spent three years fighting to get those statements in the Minutes. He said the Public library should be freedom of expression. He said it is an embarrassment that the library does not accurately represent what people say in the Minutes.

**Motion:** By Commissioner Dunning, seconded by Commissioner Lee, to approve the [August 18, 2016 minutes](#).

**Action:** AYES 5-0: (Dunning, Lee, Nguyen, Ono and Wardell-Ghirarduzzi).

#### **AGENDA ITEM NO. 6 ADJOURNMENT**

##### **Public Comment**

Peter Warfield, Executive Director, Library Users Association, said New Business should be an item on the agenda. He said the Library's position on set asides has made the library rich, rich, rich. He said Mr. Lombardi

left something out when he was talking about the chair incident and that is that security got the wrong person and that person was found not guilty.

Ray Hartz, Director, San Francisco Open Government, said the Commission completely ignored what Mr. Warfield said on the Minutes and whether they were accurate. He said he considers this Commission especially the City Librarian to be domestic enemies of the First Amendment. He said he has a list of findings that he has received from the Task Force on this Commission and others in the City.

Motion: By Commissioner Ono, seconded by Commissioner Dunning, to adjourn the regular meeting of September 15, 2016.

Action: AYES 5-0: (Dunning, Lee, Nguyen, Ono and Wardell-Ghirarduzzi)

The meeting adjourned at 6:43 pm.

Sue Blackman  
Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6<sup>th</sup> floor, Main Library; (2) in the rear of Koret Auditorium immediately prior to, and during, the meeting; and (3), to the extent possible, on the Public Library's website <http://sfpl.org>. Additional materials not listed as explanatory documents on this agenda, if any, that are distributed to library commissioners prior to or during the meeting in connection with any agenda item will be available to the public for inspection and copying in accordance with Government Code Section 54954.1 and Sunshine Ordinance Sections 67.9, 67.28(b), and 67.28(d).