



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of June 16, 2016

(As approved at the regular meeting of August 18, 2016)

The San Francisco Public Library Commission held a regular meeting on June 16, 2016 at the Koret Auditorium, Main Library.

The meeting was called to order at 4:32 pm.

Commissioners present: Lee, Dunning, Mall, and Wardell-Ghirarduzzi

Commissioners Nguyen and Ono were excused.

AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT

Vanessa Hardy, Union Steward, said the Union would like it on the public record that the City Librarian and the Commission refused to allow the labor union report on the agenda this month. She said they had requested an item to discuss accountability and transparency regarding matters of library policy. She said the last two union reports have focused on policy issues. She said the Commission has ignored the policy aspects brought forward by the union. She asked that the Commission consider the issues raised and make a public report on the findings.

Peter Warfield, Executive Director Library Users Association, said in regard to the last speaker, unfortunately the Commission is unresponsive to the public. He learned during the budget discussion at the Board of Supervisors Committee that the library is looking at purchasing a building south of Market and there has been no public discussion about this. He said he also learned that 14 branches will be receiving 70 additional hours of operation. He said public input must be included and there has been no discussion at the Commission about this.

Judy Beck read a portion of the Commission's bylaws into the record relating to the Library Commission's purview. She said management decisions and processes regarding staffing, job descriptions, and scheduling are just as much policy matters as programs. She said these

are issues that the public would want to know about and that the Library Commission should recognize as within its purview.

Andrea Grimes, President Librarians Guild, said she would like to request that the Commission provide a response to the two items on the three to four day schedule and the preservation policy at the next Commission meeting. She read part of the Library Bill of Rights available on the Library's website into the record.

AGENDA ITEM NO. 2. FY 17 and FY 18 BUDGET AND FY 16 SUPPLEMENTAL BUDGET

Luis Herrera, City Librarian, gave a presentation on the FYs 17 and 18 Budget and Supplemental Appropriation Update. He said this includes expanded hours. He said there are three explanatory documents including the budget proposals by strategic priorities, the key expenditures increases in the Mayor's budget phase; and the recommended reductions from the Budget Analysis. He explained the budget overview including changes to the budget since the Commission had approved the budget in February. He explained the Board of Supervisors budget negotiations and the next steps.

Michael Lambert, Deputy City Librarian, explained the key initiatives including details about the expanded library hours. Additionally, he said the library will also be conducting its assessment of needs of library hours a year earlier than required in FY17. He said we will also be significantly increasing support for youth services. He said for FY 17 the library is proposing \$13.9 Million for library collections and 14.6 Million in FY 18. He said the library will be investing in digitization initiatives and technology.

Luis Herrera, City Librarian, said in capital assets the library will be expanding neighborhood services, investing in efficiency and sustainability and renewing SFPL facilities and systems. He said the library will be advancing equity through jobs, career and workforce development and literacy and learning. He explained the supplemental appropriation bonds key details and refunding scenarios. He said this has sailed through the Budget and Finance Committee and this will save the library anywhere between \$14.98 Million and \$16.73 Million. Explanatory documents: [FYs 17 & 18 Budget and Supplemental Appropriation Update presentation](#) ; [Attachment I Budget Proposals by Strategic Priority](#) ; [Attachment II SFPL Expenditures Increases FYs 17 & 18](#) ; [Attachment III Board's Analyst Budget Recommendation](#)

Public Comment

Andrea Grimes, President Librarians Guild, said they are always thrilled to have additional hours, but they would also be thrilled to have a robust staffing level. She said on June 3 we asked for a Meet and Confer on the new hours and they would appreciate an answer and a meeting on this as soon as possible.

Peter Warfield, Library Users Association, said in general he supports additional open hours for the public. He said the last round of recommended hours completely trashed what the public wanted. He said every evening session was cut. He said the library eventually pulled back on those cuts. He said it is shocking to him that the library would be looking at additional hours without looking at the Main Library. He said the Main Library's evening hours does not compare well with other major cities. He said he supports the refinancing. He said he doesn't understand the need for more public relations. He said he would like to see more books.

Nancy Cross asked the Commission to include in the budget better relations with the public. She said there is no fair hearing before an appeal of a suspension. She said the Commission should review its rules and she would like a review of her situation.

Commission Discussion

Commissioner Dunning asked about the operating budget in comparison to other libraries.

Luis Herrera, City Librarian, said it is difficult to do a direct comparison.

Commissioner Dunning asked about the expanded hours for the Mix.

Michael Lambert, Deputy City Librarian, said usage of the Mix is very robust. He said we are looking at expanding the hours to include Sundays and Mondays.

Commissioner Lee asked about digital usage and how it compares to the use of physical materials.

Laura Lent, Chief of Collections and Technical Services, said the physical circulation is about 81% and the ebook and emedia is about 19%. She said we spend a nice chunk of our materials budget on materials that do not circulate including on line reference resources. She said the print materials are still heavily used but there has been a small decline while virtual materials have increased slightly.

Commissioner Lee asked about the numbers under Literacy and Learning program attendance.

Christy Estrovitz, Manager Youth Services, said pre-school statistics are much higher because the child is accompanied by a parent or caregiver. She said we are always striving to get more teen participants.

Luis Herrera, City Librarian, said we will be adding capacity in Youth Services where we can do more to promote additional teen participation.

President Wardell-Ghirarduzzi said she wanted to support the decision on the supplemental appropriation and she wanted to thank Maureen Singleton in her absence for all of her work on this.

Commissioner Mall said she was very pleased to participate in a pre-school program with her grandchild at the library and she was very proud of how well this was done.

Commissioner Dunning said since we did some scenario planning during the budget process that gives her comfort that the Commission had input into the decisions on the additional funding.

AGENDA ITEM NO. 3. CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, said he wanted to acknowledge one of our distinguished management members Toni Bernardi who will be retiring at the end of this month after 24 years of service to the City and County of San Francisco. He wanted to let her know how much we appreciate and value her public service. He introduced the Space Solutions Area Focus Team presentation.

Mark Hall, Acting Chief of Main, gave a presentation on the Space Solutions Area Focus Team. He said there are problems with using Brooks Hall and the focus team looked at the use of this space, benchmarking this space with how other libraries use their offsite storage and how to insure sustainable growth in the future. He said the conclusion from the peer survey was that SFPL, including the Brooks Hall space and 190 Ninth Street has a median level collection housing capacity. He said there is room for improvement related to security and environmental controls. He explained the collection levels in the Collection Development Plan. He said there are next steps for the librarian staff relating to collection maintenance tools.

Roberto Lombardi, Facilities Director, said the Department of Real Estate has located a property at 750 Brannan Street that may suit our needs. He said the next steps for Facilities is to have the lease review and approval by the City Attorney's Office this summer and the Board of Supervisors review and approval by this summer and fall.

Michelle Jeffers, Chief of Community Programs and Partnerships, gave a presentation on the Art/Lit Living Innovation Zone Partnership, which is a partnership with the Asian Art Museum, the Youth Art Exchange and the Library. She showed photographs of the proposals for the Fulton Street area between the Asian Art Museum and the Main Library.

Christy Estrovitz, Youth Services Manager, gave a presentation on the Library's Summer Stride Summer Learning Program. She said this year we are partnering with the National Parks Services in their celebration of their centennial. She showed photographs of the kickoff event at Chrissy Field as part of the Junior Ranger Jamboree. She said they were joined

by 25 other partners. She said she will report back in September on the program.

Margaret Steiner, Children's Librarian at the West Portal Branch and the President of the Association of Children's Librarians of Northern California (ACL), said the ACL Institute was held at the Main Library on June 3 and they had approximately 175 participants. She said they held presentations throughout the day. She said the theme was Race Matters – Practical Ways Libraries Can celebrate all Youth.

Michelle Jeffers, Chief of Community Programs and Partnerships, said on May 31st the Library hosted the 20th Annual Effie Lee Morris lecture with guest speaker Christian Robinson. She said this year's One City One Book is Beautiful Chaos - A Life in the Theater by Carey Perloff. She said the book is about Perloff's role in her 20 plus years at the helm of San Francisco's own American Conservatory Theater or ACT as it is commonly known. She said the book was also published by a local publisher City Lights.

Explanatory documents: [Space Solutions Area Focus Team and potential lease space presentation](#) ; [Art/Lit Living Innovation Zone \(LIZ\) presentation](#) ; [Exhibition and Programming Highlights presentation](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said it is always a pleasure to hear from Michelle Jeffers and about book related activities. He said it is quite shocking that the library is talking about \$2 Million for a facility nearly a mile away to replace Brooks Hall. He said this has never been before the Commission and the Commission should have been involved in the discussion of this. He said he would like to know what the peer libraries mentioned are.

Commission Discussion

Commissioner Lee asked about collection retrieval.

Mark Hall, Acting Chief of Main, said books are paged from Brooks Hall every day and the turnaround time is approximately 24 hours which is compatible to what the offsite location would offer so there would be no change to the patrons.

Commissioner Lee said if only 1% of the collection in Brooks Hall is retrieved, then theoretically 99% could be offsite.

Luis Herrera, City Librarian, said the building will serve multiple purposes. He said we will also be housing the bookmobiles and it would provide a possible revenue stream by renting out some of the space. He said the collection varies in terms of accessibility.

Commissioner Dunning asked about the mechanism for creating transparency in culling and discarding parts of the collections.

Mark Hall, Acting Chief of Main, said there are a lot of bound periodicals that have very low usage and are available online and in multiple databases so some of those are deaccessioned. He said we keep a list of those items and why they were removed.

Commissioner Dunning asked about the length of the lease.

Roberto Lombardi, Facilities Director, said it is a 10-year lease with terms for renewal. He said we would also have the right of first offer should the owner decide to sell the property.

Commissioner Dunning said this issue has come before the Commission in the past and the Commission has been aware that the library is looking for additional space. She said she is excited to see we have another strong candidate for that additional space.

Luis Herrera, City Librarian, said the approval process will go through the Department of Real Estate and the Board of Supervisors, but we will certainly keep the Commission updated on the status. He said this might come under the amount we have budgeted for it.

President Wardell-Ghirarduzzi said she wanted to thank Commissioner Dunning for reminding us that the Commission has had discussions on this issue in the past. She thanked Michelle Jeffers and her staff on all of the programs including Summer Stride and the Association of Children's Librarians.

AGENDA ITEM NO. 4 APPROVAL OF THE MINUTES APRIL 21, 2016

Public Comment

Peter Warfield, Executive Director, Library Users Association, said there are a number of things that need to be changed. He said his public comment on agenda item number one needs to be changed to clarify that Michael Lambert told the Commission that there would be no charge for a damaged laptop if the laptop was damaged in the library. He said he was later told that there was no such policy. He said on page two it should read a member of the public not a person from the audience. He said promised actions should be put into bold in the minutes. He said his comments on Library Fines and Fees needs to be clarified.

Motion: By Commissioner Dunning, seconded by Commissioner Mall, to approve the [April 21, 2016 minutes](#).

Action: AYES 4-0: (Dunning, Lee, Mall, and Wardell-Ghirarduzzi).

AGENDA ITEM NO. 5 ADJOURNMENT

Public Comment

Peter Warfield, Library Users Association, said he would like to see new business on the agenda and he suggested some of the issues be added that the Labor Union has presented in the past as well as other issues.

Nancy Cross said the irregularities of the security guards in relation to her are a direct result of their unhappiness in the work place and this should be discussed by the Commission.

Motion: By Commissioner Mall, seconded by Commissioner Dunning, to adjourn the regular meeting of June 16, 2016 in honor of Toni Bernardi on her retirement after 24 years with the San Francisco Public Library.

Action: AYES 4-0: (Dunning, Lee, Mall, and Wardell-Ghirarduzzi)

The meeting adjourned at 6:20 pm.

Sue Blackman
Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the commission secretary/custodian of records, 6th 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).