



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of October 20, 2016

As approved as the regular meeting of December 15, 2016

The San Francisco Public Library Commission held a regular meeting on October 20, 2016 at the Koret Auditorium, Main Library.

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

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

Commissioner excused: Nguyen

AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT

Peter Warfield, Executive Director Library Users Association, said he wanted to bring to the attention of the Library Commission MTA's plan to change the 19 Polk bus stop in front of the library to a much more dangerous pedestrian location. He would like to see the Commission put this on the agenda and take a position on this very dangerous and very bad idea.

An anonymous woman said she wanted to know why the library puts up with Otis elevator and the fact that they cannot fix the elevators. She asked why the first floor woman's restroom cannot be fixed.

A woman who identified herself as a frequent user of the library wanted to thank staff and the Commission for continuing to try to clean the areas around the library as well as the interior. She said it has been smelling much better recently.

AGENDA ITEM NO. 2. LIBRARY COMMISSION MEETING SCHEDULE 2017

Sue Blackman, Library Commission Secretary, said that the Commission schedule will be the same for next year. She said the meetings will be one meeting a month on the third Thursday of the month, except for February when an extra meeting is scheduled for the first Thursday of the

month to discuss the budget. She said the regularly scheduled December meeting is very close to the holidays so we are recommending not having a meeting in December 2017.

Explanatory document: [Library Commission 2017 Draft Meeting Schedule](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said previously the library met at a later hour. He said the 4:30 pm meeting time seems to be for the convenience of the regular staff. He said a 5:30 pm meeting time would be more appropriate if you want to serve the public. He would recommend having a meeting on the first Thursday of December since the December meeting is cancelled.

Vanessa Hardy, Library Preservation section, said she thought the library didn't get its revenue estimates until early December and that there is a budget deadline to the Board of Supervisors so she questioned why the December meeting would not be held.

Commission Discussion

Commissioner Dunning said she has appreciated when we have had meetings at some of the branches and she would like the opportunity to have a meeting at the branches once again.

Luis Herrera, City Librarian, said as part of our discussions on the capital projects it will be important to hold a meeting at one of the branches. He said we will have at least two meetings at branches next year.

Motion: By Commissioner Dunning, seconded by Commissioner Mall, to approve the draft Library Commission calendar for 2017.

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

AGENDA ITEM NO. 3 CONTROLLER'S OFFICE SFPL OPEN HOURS ASSESSMENT 2017-18

Randy McClure, Controller's office, said he wanted to introduce Omar Conroy, who is a San Francisco fellow, who will be working on this issue with us for the next year. He gave the presentation on open hours assessment. He explained the Charter Requirement and said the study needs to be completed by June 30, 2018. He explained the findings of the 2012-13 Assessment.

Explanatory document: [Open Hours Assessment 2017-18](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said that according to the Charter, the Commission is responsible for the setting of hours and with the appropriate sensitivity to the public. He said not every hour is the same. He said the patrons have said they want additional

hours on evenings and weekends. He said there is not one word in this presentation about additional evenings and weekends. He said the last time there was a plan to cut every single 9:00 pm closing time and some Saturday morning hours and he was successful in modifying that plan.

Vanessa Hardy, Preservation Unit and Union representative, said she would like to see the study include the closed hours when librarians need to get a great deal of their work done.

Commission Discussion

Commissioner Mall asked if the patrons are asked about night and weekend hours.

Randy McClure, Controller's Office, said that yes patrons are asked their preference on the times for open hours.

President Wardell-Ghirarduzzi asked about the findings of the 2012-13 assessment and why patrons in District 11 were the most satisfied with the current hours and patrons in District 8 were the least satisfied.

Randy McClure, Controller's Office, said we could drill down more in the next assessment if the Commission is interested.

Michelle Jeffers, Chief Community Partnerships and Programs, said at the time of the last assessment none of the branches in District 8 were open seven days a week and they have added hours since then so that they are now open seven days a week.

Luis Herrera, City Librarian, said one of the things that was revealed in the last assessment was the inequity issue. So we have been working to correct that and have bumped up to a minimum of 45 hours per week.

President Wardell-Ghirarduzzi said it would be helpful to have the equity issue contextualized to help the Commission have a better understanding.

Commissioner Ono asked if the survey will be in multiple languages and if the survey will be different from the last time. She asked about the schedule for the meetings and if vacations will be taken into consideration

Randy McClure, Controller's Office, said the survey will be in multiple languages and be modified from the last time. He said since we are starting so early we will be able to plan the schedule accordingly.

Commissioner Dunning asked about the budget for this entire program.

Randy McClure, Controller's Office, said the consultant's costs would be about \$50,000 for an expert consultant and with the Controller's hours it will be about \$100,000.

Commissioner Dunning asked if staff and labor will be included in the study.

Randy McClure, Controller's Office said once the study has been completed with the public then the work with staff will begin. He said one of the nice things is that we just concluded the staffing analysis so a lot of their input has already been received.

Commissioner Dunning said she wanted to make sure that the staff's positions are taken into consideration.

Luis Herrera, City Librarian, said there is a communication process internally and we have monthly labor/management meetings.

Commissioner Dunning wanted to make sure the staff would be consulted and not just informed about the study. She said she would like to see a Commissioner present at each of the hearings.

Commissioner Lee said asking a patron if they would use the library more if it were open more hours is kind of a leading question. He said he would like to know what the data on the most recent expanded hours tells us. He also wanted to know what the incremental costs are.

Randy McClure, Controller's Office, said there will be a lot of drill down on the questions to find out more about the types of usage by the patron. He said we have a lot of data that will show peak usage.

Luis Herrera, City Librarian, said we will look at the cost per hour and the cost of expanded hours.

President Wardell-Ghirarduzzi said the Commission wants to have the outreach for the open hours be Commission lead. She said the Commission also wants to look at the evidence based pieces and the existing data.

AGENDA ITEM NO. 4 FYs 2018 and 2019 Budget Priorities

Maureen Singleton, Chief Financial Officer, gave a presentation on the FYs 2018 and 2019 Budget Priorities. She explained the budget calendar and background. She explained the SFPL prior cycle budget overview, and the Library's strategic priorities.

Luis Herrera, City Librarian, said the budget is a collaborative effort and he said he appreciates the guidance the Commission had given on priorities. He listed the budget priorities and said they are looking forward to the Commission's input on these priorities.

Explanatory documents: [Budget FY 2018-19](#); [Attatchment I](#) ;[Attachment II](#) ; [Attachment III](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the budget is a poor place to bring up new initiatives, if they have not previously been presented in detail. He said things like BiblioCommons and the sweetheart deal given the Friends at 750 Brannon were not discussed fully at the Commission. He said when he hears about an improved experience for patrons he wonders what that means. He said the Library never discussed the destruction of half the bound magazines in the library. He said he was glad to hear about collections, but if the library is stupidly considering RFID that is not so great.

Commission Discussion

Commissioner Ono thanked staff for starting early in the process and she said she likes the high level priorities.

Commissioner Mall asked if the priorities are prioritized and if not whether they should be.

Maureen Singleton, Chief Financial Officer, said it would be great to know what the Commission thinks the priorities should be.

Commissioner Lee said it would be helpful to him to know what is quantifiable for the strategic priorities. He said he would like to see the impact to the patron.

Luis Herrera, City Librarian, said that is great feedback and we can look at some examples of services and their impacts.

Commissioner Lee asked if the Library has ever tried zero based budgeting.

Maureen Singleton, Chief Financial Officer, said the Library has never tried zero based budgeting.

Commissioner Lee asked about how depreciation factors into the planning for capital projects.

Maureen Singleton, Chief Financial Officer, said there is a system the City uses that requires us to input information on our assets and the condition of them. She said the City is in the process of replacing our financial systems and in the new system there will be a lot more standardization on depreciation.

Roberto Lombardi, Facilities Director, said facilities look at a predictive model for depreciation.

Commissioner Mall asked about organizational excellence and how are things like the elevators included under that priority. She said maybe this is the time to change some of our priorities and to put more money into this building. She said the safety and security issues for the Main should be prioritized.

Roberto Lombardi, Facilities Director, said the custodial issue is also very, very important.

Luis Herrera, City Librarian, said he understands Commissioner Mall saying that we need more emphasis on these areas.

Commissioner Dunning asked about the amnesty program and how that will affect the budget.

Maureen Singleton, Chief Financial officer, said there is a way to absorb any loss revenue with some of our expenditures.

Commissioner Dunning asked about the plumbing issues in the Main and whether that is going to be fixed once and for all and asked if it is included in the budget.

Roberto Lombardi, Facilities Director, said the grinders for the restrooms are on order and they will be replaced soon.

Commissioner Dunning said she would consider repairing the plumbing a priority for the budget. She said she would like to know what the assumptions are for the Friends donations.

Luis Herrera, City Librarian, said the money from the Friends is more for programming and Furniture Fixtures and Equipment.

Maureen Singleton, Chief Financial Officer, said a lot of the money that comes from Friends is in-kind money. She said we do a separate Accept and Expend Resolution to the Board of Supervisors outside of the normal budget process.

Luis Herrera, City Librarian, said there is no fiduciary responsibility of the Commission over the Friends donations, but it is required to formalize it with the Board of Supervisors.

President Wardell-Ghirarduzzi said Commissioner Lee has asked staff to help conceptualize the process with more goals and matrix to be more responsive to prioritizing the budget items.

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Luis Herrera, City Librarian, said he would like to announce that Tom Fortin has been appointed as the new Chief of Main and told a little bit about his background. He also thanked Mark Hall for doing a terrific job as Interim Chief of Main.

Roberto Lombardi, Facilities Director, gave a presentation on the facilities projects update. He said we are preparing feasibility studies for the Chinatown, Mission and Oceanview branch libraries. He said design work has commenced at 750 Brannan Street and the lease term commences

on January 1, 2017. He explained the major projects planned for the Main Library including roof replacement, elevators, seismic joint, exterior lighting and the café. He said there are also planned branch projects including Presidio Landscaping and Drainage, Eureka Valley Landscaping Improvements, Ortega staff workroom improvements and Marina ADA access. He explained other general projects.

Michael Lambert, said they will be reporting on BiblioBistro and said that the program won the innovation award for Creative and Inventive Approaches to Community Issues. He introduced Lia Hillman and gave a little bit of her background.

Lia Hillman, Program Manager, gave a presentation on the Biblio Bistro, food education at the Library program. She showed photographs of the program. She said there are reading lists and recipes available for each vegetable she highlights in the program. She said children are really enjoying the program. She explained lessons learned and what's next for the program.

Luis Herrera, City Librarian, said there was one other item under the City Librarian's report and that is an update on the possible impacts on the Library from Proposition S on the November ballot.

Brad Russi, Deputy City Attorney, said he wanted to remind the Commission that this item is for information only and that the Commission cannot take a position for or against the proposition.

Maureen Singleton, Chief Financial Officer, said the full text of Proposition S, the San Francisco Arts and Families Funding Ordinance is in your packets. She said if adopted the proposition will have an impact on the Library's budget. She explained the way SF's hotel tax is now and what the proposal is. She said the Proposition will need a 66 2/3% affirmative vote to pass. She said that Proposition S does not generate new revenue, it dedicates increased funding to the arts and family homeless services and explained that expenditures currently funded with this source would have to be reduced or new revenues identified to maintain current service levels.

Luis Herrera, City Librarian, said this would have an effect upon the currently proposed extended open hours.

Explanatory documents: [Facilities Projects](#) ; [Biblio Bistro](#) ; [Top Innovators 2016](#) ; [Proposition S Arts and Families Funding](#) ; [Attachment I](#)

Public Comment

Peter Warfield, Executive Director, Library Users Association, said he wanted to know what the source was for the estimates on the revenue loss to the library for Proposition S. He said he is concerned with full and appropriate funding for the library and would like to know what impacts this would have on the library. He said he was happy to hear the BiblioBistro program had a reading list along with it.

Vanessa Hardy, Preservation Unit, said she is happy the archives are moving out of Brooks Hall to appropriate storage. She said she would like to know who the library is working with to establish appropriate environmental conditions for the archival storage.

Commission Discussion

Commissioner Ono asked about the possibility of solar panels for the Main Library.

Roberto Lombardi, Facilities Director, said that has been looked at several times, but the roof is very cut up in sections and it would be too expensive to put in the panels.

Commissioner Mall said the food program sounds fantastic and its connection with learning.

Lia Hellman, said there is a curriculum for each recipe.

Luis Herrera, City Librarian, said that our learning programs and civic engagement programs topped one half million attendees this last year. He said the Friends of the Library will not be moving into the space at 750 Brannan and they are opting to remain at their current location.

Commissioner Dunning asked if we are going to seek another tenant for the space at 750 Brannan and if not will we be able to absorb the cost impact.

Luis Herrera, City Librarian, said that we will not be seeking another tenant and we will be able to absorb the loss in revenue.

President Wardell-Ghirarduzzi congratulated Lia that the program is learning at its best and it is an equity movement.

AGENDA ITEM NO. 6 APPROVAL OF THE MINUTES SEPTEMBER 15, 2016

Public Comment

Peter Warfield, Executive Director, Library Users Association, said there should be some corrections and improvements to the Minutes. He said his comments on page one, four and six need to be clarified.

Motion: By Commissioner Dunning, seconded by Commissioner Lee, to approve the [September 15, 2016 minutes](#).

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

AGENDA ITEM NO. 7 ADJOURNMENT

Public Comment

Peter Warfield, Executive Director, Library Users Association, said the Commission is shirking its responsibility by not having New Business on the agenda. He said he would like to see the Commission put on an upcoming agenda the proposed change to the Polk 19 Muni bus line. He said he would like to see the Commission much more active in upholding their responsibilities.

Motion: By Commissioner Ono, seconded by Commissioner Mall, to approve the October 20, 2016 minutes.

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, 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).