



San Francisco Public Library

MINUTES
Council of Neighborhood Libraries
February 25, 2021, 4:00 p.m.
CALL TO ORDER

Meeting Location: Zoom Virtual Meeting

Facilitator: Cathy Delneo, Chief of Branches

Attendees: A.J. Cave (ANZ), Lena Yu (CHI), Penni Wisner (EVA), Marcia Parrot (EXC), Nora Dowley (GPA), Susan Leury (MER), Judy Blanchard (MER), Ruth Maginnis (NVA), Edna James (OVI), Marcia Ehrlich (PAR), Diane Silver (PAR), Marcia Popper (PRE), Kaitlyn Tran (PRE), Deborah Oppenheim (SUN), Joan Walton (SUN), Mario Lemos (Friends), Michael-Vincent D'Anella-Mercanti (Friends), Rebecca Alcalá-Veraflor (Assistant Chief of Branches), Genevieve Feldman (Acting NE District Manager), Regan Gong (Acting NW District Manager), Darice Murray-McKay (Acting Central District Manager), Anne Vannucchi (SE District Manager), Michael Roman (Junior Management Assistant), Florinda Battad (Library Technical Assistant II)

Excused: Larry Ware (BAY), Katherine Hsieh (CHI), Ruth Grabowski (EXC), Gail Seagraves (Main), Mailene Chew (Main), Tyrone (Ty) Robinson (NBE), Kathleen McClay (NBE), Bessie Hahn (ORT), Elaine Cahn (RIC), Rochelle Fort (VVA), Maryam Roberts (WPO), Callen Taylor (WSA)

Library Administrators: Michael Lambert (City Librarian), Maureen Singleton (Chief Operating Officer), Margot Shaub (Library Commission Affairs Analyst), Tom Fortin (Chief of Main)

Guest: Roberto Lombardi (Facilities Director)

HOUSEKEEPING

Upcoming Meetings

➤ The next **Library Commission Meeting in March** will be on **Thursday, March 18, 2021, 4:30 p.m.**, *SFPL Virtual Library*

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UPDATES

City Librarian's Report – Michael Lambert

- Fiscal Years 2022 and 2023 Budget

- The Library budget for FY22 and FY23 was approved at the February 4th Library Commission Meeting.
- Using the Controller's economic recovery projections, the Library Preservation Fund is estimated to be \$153.2 million in FY22, and \$167.8 million in FY23.
- Capital Projects – Ocean View and Chinatown
 - o Proposed an additional \$1 million in FY22 and an additional \$2.5 million in FY2023 for each project
 - o The estimated budget to construct a new Ocean View Branch is \$47 million, with \$13 million already allocated for the project.
 - o The estimated budget to renovate the Chinatown Branch is \$29 million, with \$9.5 million already allocated for the project.
 - o The Library's Chief Financial Officer, Heather Green identified new strategies to tap into Citywide funds, such as the Certificates of Participation (COP) Program. Revenue from investing in major programs and projects found in the City's 10-year Capital Plan could generate \$50 million for Citywide use.
- Library Lending Kiosks
 - o Included in the budget are materials vending machines for underserved areas.
 - o Pilot sites in the Dogpatch and in Hunters View are planned for FY22, and a site on Treasure Island in FY23.
 - o Patrons will be able to pick up holds and select from a small collection, and place holds for materials from other locations at each of these kiosks.
- SFPL Scholars at Home Initiative
 - o Gives 10 books to 10,000 children from low-income families
 - o Program seeds home libraries and helps build a connection to the Library
- SFPL to Go
 - Currently, there is not an open library serving the neighborhoods in Supervisorial District 9, so Portola Branch will be the next library to provide SFPL to Go service.
 - Opening Portola will be contingent on staffing. A quarter of Library staff are still deployed doing disaster service work.
 - We hope to convert the branches currently serving as Community Hubs to SFPL to Go locations in June.
 - With the Bayview Branch opening as an SFPL to GO location, the bookmobile formerly serving the Bayview neighborhood will now be in the Richmond District at Roosevelt Middle School. Open Tuesdays and Thursdays from 2-6 pm, the Richmond bookmobile is anticipated to be a popular site that will also serve the inner Richmond, Western Addition, and Presidio neighborhoods.
- Re-opening Planning
 - The Library plans to open the Main for in person services in the spring.
 - o Patron access will be metered, patrons can use computers, browsing will be limited
 - The Library would like to restore in person services at the branches in the summer.
 - o Re-opening at the branches is more complicated since many of the branches do not have mechanical ventilation.
 - o Discussions with labor and the Library's Re-opening Committee will occur before re-opening.

- Q&A
 - Judy (MER) – *Will library workers be able to get the vaccine?*
(ML) – Library staff working as Disaster Service Workers, those working in the Community Hubs, and staff maintaining library infrastructure, such as the engineers, custodians, and security guards are also able to get the vaccine.
 - A.J. (ANZ) – *Do you know how well virtual services have been accessed by patrons? Is there a line item in the budget for virtual services?*
(ML) – Circulation of digital materials has increased 62% year over year. Most of the 51.3% of library patrons who have returned during the pandemic are using electronic resources. There is a slight increase in the budget for collections, with a greater share allocated for digital materials.
 - Michael-Vincent (Friends) – *Are the 51.3% of returning patrons temporary library card holders?*
(ML) – No, these are patrons with full access library cards.
 - Ruth (NVA) – *Is there an update on the Mission Branch?*
(CD) – Yes, we have some updates:
 - While Mission is closed, their monolingual and bilingual patrons can access the new dedicated language phone lines which are available in Spanish, Cantonese, Mandarin, Russian, Vietnamese, Filipino, and Japanese.
 - Staff have gone to Mission Branch and paged 1,400 items to fill patron requests. Many of these items are from the Spanish language and Latino interest collections.
 - Mission’s Spanish language collection will move to the Main.
 - The three public artworks at the branch by Emmanuel Montoya will be put in storage for safe keeping until they can be reframed, relocated and displayed together in the new community room.
 - The San Francisco Arts Commission will select artists for new public artwork that will be installed at the branch. The community is encouraged to be involved in the process.
 - The renovation is progressing. The project is going out to bid, with construction beginning in the fall.
 - Edna (OVI) – *It is good to know that the plans for a new Ocean View Branch are still proceeding. Will it be in the same location?*
ML – Yes, the Ocean View project is still a priority and the branch location will still be on Brotherhood Way.
CD – The Library is also still committed to the Chinatown Branch renovation. We will send a survey to the Chinatown community asking them when they would prefer construction to begin. The Library is trying to be sensitive to the needs of the neighborhood, which may be experiencing construction fatigue, what with the building of the central subway and renovation of Portsmouth Square.
 - Penni (EVA) – *Has there been any research showing the efficacy of the Community Hub Initiative?*
ML – According to the community studies by the Department of Children, Youth and Families, 97% of the 2,000 children at the Community Hubs come from the City’s most vulnerable populations. Many children would have fallen behind if not for the Hubs, and the Library is proud to have played a part in providing this critical service.

- A.J. (ANZ) – *How was the Night of Ideas?*
(ML) – Over 5,000 people from all over the world attended the livestream event. Highlighting the evening were talks from Mayor London Breed, disability activist Alice Wong, San Francisco Poet Laureate Tongo Eisen-Martin, and SFPL Western Addition Branch Manager, Naima Dean.
<https://www.nightofideassf.com/>

Library Commission Report – Margot Shaub

- There were presentations on the FYs 2022 and 2023 Budget, the Library’s COVID-19 Response, the Community Hubs, the Night of Ideas, and the Effie Lee Morris Lecture.
- After the presentations, the Commissioners acknowledged the incredible job Library staff have done under difficult circumstances.
- The meeting adjourned in honor of recently deceased retired SFPL librarian, Johanna Goldschmid.

Facilities Updates – Roberto Lombardi

- **Main**
 - The elevators at the Main Library are 25 years old and are currently being rehabilitated. Of the seven elevators, two are almost finished and a third has been taken out of service.
 - The lower level has been remodeled and an Automatic Materials Handling System (AMHS) has been installed. Primarily used for branch materials, the AMHS will automatically scan and sort items efficiently and accurately, as well as be ergonomically beneficial for staff.
- **750 Brannan**
 - A large area in the Library’s facility at 750 Brannan will be dedicated to the SFPL San Francisco History Department’s archives. Ninety percent of the work to install state of the art heating, cooling and humidity control has been completed. The SF History collection will move into the building once the work is finished.
- **190 9th Street**
 - The project to replace the 190 9th Street windows with energy efficient windows is almost complete.
 - The air conditioning and heating systems on the roof will also be replaced. Following the City’s mandate that all new and renovated municipal building have electric heat, the Library will install solar panels. The Library received a grant from the Public Utilities Commission to have them installed.
- **Branches**
 - A waterproofing consultant has been hired to help address the issues with leaks at the Marina, Park, Anza, and Richmond Branches.
 - Funding for preventative maintenance is in the FY22-23 budget.
 - The Mission renovation project will go out to bid possibly in the summer.
- **Q&A**
 - Nora (GPA) – *What is the maintenance cost of switching from gas heat to electric heat?*

RL – There is a City mandate that all new municipal buildings have electric heat. The initial cost is high, however maintaining an electric heating system will be less expensive. The energy costs are also lower in buildings with electric heat, as evidenced in the renovated BLIP (Branch Library Improvement Program) buildings.

- Marcia (EXC) – *Will the elevators at the Main have a touchless alternative to the push-button controls?*

RL – The elevators will still have buttons. The latest science has shown that the danger of transmitting COVID from surfaces is very low, however we plan to continue to be safe and hygienic. Our custodians will frequently wipe and sanitize the elevator buttons and we have signage limiting the number of people that can be in the elevator at one time.

CD – The latest science is also informing our policy of quarantining returned materials for four days before removing them from patron records. We will reduce the quarantine period to twenty-four hours, which is still cautious and follows Public Health guidelines. The shorter quarantine period is more service oriented and will speed up the delivery of materials filling patron requests.

- AJ (ANZ) – *What measures will be taken regarding the public computers - the computer screens at Anza Branch got very dirty at times.*

CD – Yes, if branches open to the public, more attention will be given to cleaning the computer terminals. The Library work group that is discussing how to safely provide public service recognizes that the cleaning component is important. Luckily, we have a good body of information to help guide us.

- Marcia (EXC) – *Will staff need to monitor capacity limits?*

(CD) – Yes, we will limit the number of people coming into the library. Patron activity will be limited to quick browsing and holds pickup. We will also remove chairs in order to maintain a social distancing.

RL – We will need to submit new Health and Safety plans to the City Administrator in order to open for public service. The Main is serving as the pilot location – we will then begin looking at the possibility of opening the larger branches.

- Nora (GPA) – There is a problem with the coating on the windows at Glen Park Branch.

RL – That is good to know – I'll note it for the Engineering Department.

Adjournment: 5:30 pm

Respectfully submitted by Florinda Battad