



San Francisco Public Library

MINUTES
Council of Neighborhood Libraries
August 26, 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), Marcia Parrot (EXC), Judy Blanchard (MER), Ruth Maginnis (NVA), Marcia Ehrlich (PAR), Marcia Popper (PRE), Kaitlyn Tran (PRE), Deborah Oppenheim (SUN), Marysa Torres (Friends), Michael-Vincent D'Anella-Mercanti (Friends), Rebecca Alcalá-Veraflor (Assistant Chief of Branches), Genevieve Feldman (NE District Manager), Anne Vannucchi (SE District Manager), Darice Murray-McKay (Central District Manager), Regan Gong (NW District Manager), Florinda Battad (Library Technical Assistant II)

Excused: Larry Ware (BAY), Katherine Hsieh (CHI), Penni Wisner (EVA), Ruth Grabowski (EXC), Nora Dowley (GPA), Gail Seagraves (Main), Mailene Chew (Main), Tyrone (Ty) Robinson (NBE), Edna James (OVI), Bessie Hahn (ORT), Kathleen McClay (NBE), Diane Silver (PAR), Elaine Cahn (RIC), Joan Walton (SUN), Rochelle Fort (VVA), Maryam Roberts (WPO), Callen Taylor (WSA), Rebecca Alcalá-Veraflor (Assistant Chief of Branches), Genevieve Feldman (NE District Manager), Anne Vannucchi (SE District Manager), Denise Sanderson (SW District Manager), Darice Murray-McKay (Central District Manager)

Library Administrators: Michael Lambert (City Librarian), Maureen Singleton (Chief Operating Officer)

Guest: Heather Green (Chief Financial Officer)

HOUSEKEEPING

Upcoming Meetings

- The next **Library Commission Meeting in September** will be on **Thursday, September 9, 2021, 4:30 p.m., SFPL Virtual Library**
- The next **CNL Meeting in September** will be on **Thursday, September 23, 2021, 4:00 p.m., SFPL Virtual Library**

UPDATES

City Librarian's Report – Michael Lambert

- Merced Branch welcomed its patrons back into the library on August 17th. 26 Branches are now open for in person service. (Mission is closed for renovation.)
- The Library is talking with City College of San Francisco to provide a temporary location on their campus while Mission Branch is closed for renovation.

- The next goal for the Library will be to restore pre-COVID hours of operations at all branches, which will depend on staffing. There are 136 vacancies.
 - A lot of vacant librarian positions have been filled, but the Civil Service process takes time - involving conducting interviews, reference checks, and finger printing.
 - The Library received 160 applicants for the thirty-two 3602 Page vacancies in the Branch Division.
 - Opening for seven-day service will be staggered, with a handful of branches starting in early October, and the last branches by early 2022.
- The Library is moving slowly to restore in person programming, however, the top priority in the branches is still providing seven-day service.
- Meeting Room access has restored.
 - The Library hosted the San Francisco Human Rights Commission's Violence Prevention Summit. About sixty masked people attended the event that was held in the Main's Koret Auditorium.
- Q&A
 - Ruth (NVA) – *Are children's programs on hiatus?*
(CD) – Programs for children continue to be offered online. We're looking to restart programming for youth in the coming months.
 - Deb (SUN) – *Do children participating in Summer Stride need to read books from the library?*
(CD) – No, books do not have to belong to the library in order to participate in Summer Stride. In addition to reading, children can be read to, listen to audiobooks, or participate in an online program.
 - Lena (CHI) – *How can patrons use the meeting rooms?*
(CD) – Patrons can speak to branch staff and use the meeting rooms on an ad hoc basis during in-person service hours. We will soon have a new online platform to reserve meeting rooms in advance.
(ML) – The Library's meeting room coordinator position will be vacant until the end of September. In addition to speaking to staff, patrons wanting to use a meeting room at the Main can send an email to Public Affairs.

Library Commission Report – Michael Lambert

- The Chief of Technical Services (CTS), Shellie Cocking, gave a presentation on patron borrowing trends and serving patrons during the pandemic.
 - The trend towards digital materials accelerated and the circulation of physical items dropped significantly. However, as libraries reopen, circulation of physical items is growing.
 - Demand for non-English materials increased
- Michael and Chief Financial Officer, Heather Green, gave an update on the Strategic Planning Services.
 - A request for proposal (RFP) has been developed to find a consultant to help the Library create a new five-year strategic plan (Plan).
 - The previous Plan (2016-2021) was developed by Library leadership and included achievements such as the expansion to 7-day service, the Scholar Card initiative, and the Service Excellence initiative.
 - The new Plan will focus on aligning with the Racial Equity Plan and positioning the Library to be relevant and responsive to the community's needs.
 - Next steps include employee and community engagement with the consultant.
 - June 2022 is the target date for completion.

- The meeting adjourned in honor of former Janice Mirikitani, who was a former San Francisco Poet Laureate and co-founder of Glide Memorial Church and Foundation.
- Q&A
 - Michael-Vincent (Friends) – *Will the Commission Meetings continue to be virtual?*
 - Ruth (NVA) – The Brown Act requires all public meetings be accessible to all.
 - (ML) – The Brown Act’s in person requirement has been suspended for the time being.

Budget Updates – Heather Green

- The Library’s two-year budget, FY 22/23, was approved and the overall budget picture was more positive than expected. As per usual, the second-year budget will be re-visited in the next budget cycle.
 - FY22: \$171.2M (\$13.8M more than what had been projected)
 - FY23: \$172.3M
- The Chair of the Budget and Appropriations Committee, Matt Haney, called on all city departments to address three core principles in their budget proposals. The Library’s budget priorities align with these city-wide priorities:
 - Eliminate corruption and waste - implement Racial Equity Action Plan
 - Rebuild for resilience – Chinatown and Ocean View Branch Renovation projects, work order increases to support economic recovery
 - Impact driven innovation – book vending machines, expand Youth Engaged in Library Leadership (YELL), Scholars at Home,
- Another budget priority includes a 5-year collection investment of 13%, which is above the 10% industry benchmark.
- The Friends of SFPL grant monies:
 - Annual Grant (\$860,885) supports adult and youth programs, special collections, staff development.
 - Mission Capital Project Grant (\$875, 500) funds costs related to furniture, fixtures, and equipment for the Mission Branch Renovation project.
- Q&A
 - AJ (ANZ) – *Comparing the budget presented at February’s Library Commission meeting, there is an increase of \$18M?*
(HG) – Yes, revenue updates from the Controller’s Office improved our budget outlook. The Library budget also received \$8M for the Chinatown Renovation from the Certificates of Participation funding.
 - AJ (ANZ) – *Also mentioned in the February presentation, was an estimated City budget shortfall of \$653M.*
(HG) – Yes, projections were conservative at the time, and by June the budget looked better. The City saw a very large commercial property transaction, which lifted the general fund and increased the revenue potential for the City.
 - AJ (ANZ) – *What is the 5-year Collections view based on?*
(HG) – The view is data driven. The Library’s Research, Strategy, and Analytics (RSA) Department tracks the circulation of both physical and electronic materials.
 - AJ (ANZ) – *What is the digitization line item?*
(MS) – That is targeted for the Library’s History Center to digitize their collection and make their materials accessible to everyone.

Adjournment: 4:45 pm

Respectfully submitted by Florinda Battad