San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of FEBRUARY 3, 2022

The San Francisco Public Library Commission held a regular meeting on **FEBRUARY 3, 2022** virtually and telephonically pursuant to Government Code Section 54953 (e) and the Sixteenth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency dated February 25, 2020. The purpose of the orders is to provide the safest environment for all persons consistent with San Francisco Department of Public Health Order of the Health Order No. C19-07y and current public health recommendations, while allowing the public to observe and address the Commission.

The regular meeting of the San Francisco Library Commission was called to order at **4:30 PM**

Commissioners Present: Wolf, Huang, López, Mall, Ono, Wardell-Ghirarduzzi and Bolander.

AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT

General Public Comment
Peter Warfield, Executive Director, Library Users Association, libraryusers2004@yahoo.com, requested screen shots from each Commissioner of the Meeting. He said the Library is continuing with openings and those are good, and he is glad to hear of that and expressed his concern with the evening hours.

AGENDA ITEM NO. 2 FY 23 and 24 BUDGET
Maureen Singleton, COO and Acting CFO, presented the Fiscal Year 23-24 budget, which she said was presented publicly at the December and January Commission Meetings. Singleton reviewed the budget background and budget priorities of advancing Racial Equity through collections, Digital Access, Capital and Facilities, Right-sizing operations and the Children and Families Recovery Plan. She outlined two budget options to the Commission for consideration: Option 1- Invest $2 Million to Building Systems Renewal Plan in FY24 and Reserve $14 Million in FY 24. Option 2- Invest $2 Million to Building Systems Renewal Plan, enhance FY24 Ocean View Investment for a total of $15 Million and Reserve $6 Million. The budget will be submitted to the Controller and Mayor on February 21, 2022.
Explanatory documents: FYs 2023 and 2024 Budget Presentation

Public Comment
Peter Warfield said he is very concerned with repeated mentions of racial equity with a tremendously

growing emphasis on eBooks, which requires people to have their own equipment to be able to read in electronic formats. He said there is the debookification at the Library and there is no mention of what the budget is for books that everyone can read and borrow.

Commission Discussion

Commissioner Bolander said he appreciated the presentation and details. He asked if the Controller was still working on CPI adjustments, and if so, will that change the numbers.

Maureen Singleton said they will continue to refine the cost projection estimates during the Mayor's phase of the budget and may see some adjustment to labor costs, as the city goes through negotiations with the Unions and any increased labor cost impacts would be addressed by the fund balance reserves for the next budget cycle.

Commissioner Wardell Ghirarduzzi affirmed Budget Option 2, to respond to what they have heard from the Ocean View community and its requests over the years.

Commissioner Ono said she appreciated the thorough budget presentation and having two options to consider. Ono said she did not want to hold up the budget and wanted to approve the budget that evening because the discussions have been ongoing, and there is clear understanding that there is a possible change coming during budget negotiations with the budget office.

Commissioner Mall said she is very supportive of the Children and Family Recovery Pan, and happy to see the Library is going to be involved. She asked what the financial split would be and if the Library would be paying to run the entire program. She said she supports the Library handling it is because it does a good job and would hate to see the School Board take it over and just use Library buildings.

City Librarian Michael Lambert said it is highly unlikely the Library would shoulder the entire investment and the Department of Children, Youth and Families would be a strategic partner in any investments associated with children and families.

Commissioner Mall said the Poet Laureate is a very important position in the SFPL Library and we should be setting the bar. She asked if the fee for the Poet Laureate program was under market and that is why there was a big bump to that budget.

City Librarian Lambert said the program originated in 1996 and the $5,000 stipend had been there for decades for the three-year commitment. Through benchmarking, they determined what would be more appropriate and in doing so they have set the highest honorarium for a Municipal Poet Laureate nationwide.

Vice President Huang said they have a strong budget and support from residents, many libraries are strapped for cash year over year. The Library has made very solid commitment to the OMI neighborhoods and he strongly encouraged the Commission to vote for Budget Option 2

President Wolf thanked Maureen Singleton for her leadership on the budget, that this was one of the most important votes they will take this year and allowing the Library to continue to be a leader and a resource in this community and set a tone about why libraries matter.

Motion: Commissioner **WARDELL GHIRADUZZI** made a motion seconded by Commissioner **LOPEZ**
To approve Budget Option #2.

Action: AYES 7-0 (Wolf, Huang, Mall, Ono, Lopez, Wardell-Ghirarduzzi and Bolander)

AGENDA ITEM NO. 3 BRANCH CAPITAL PROJECTS UPDATE

Acting Chief of Branches, Rebecca Alcala Veraflor reported on the Community Engagement taken with the Mission Branch, in which the Library hosted a series of meetings in December 2021 and January 2022. The meetings focused on the Mission Branch Renovation, the Temporary Library service Plans for the Mission and an update on the public art. Veraflor said the patrons provided feedback and were positive about the final plans and the importance of prioritizing Spanish and English print collections in the new space

City Architect Andy Sohn gave an update on the renovation plans and next steps for the Mission and Chinatown Branches, and the new Ocean View Library construction along Brotherhood Way. He outlined the next steps for the Branch projects and images of the building plans.

Sohn said the Mission Branch bid period would be 130 days and construction should take 22 months; Chinatown Branch will be permitted in Spring of 2023 and is expected to have a two-year construction period, opening in Fall 2025; Ocean View Library Preliminary Project Assessment (PPA) will begin February 2022.

Explanatory Documents: Branch Libraries Capital Projects Presentation

Public Comment

Peter Warfield said he sometimes says he would appreciate page numbers. He said it was interesting that public meetings were held for Mission Branch but only when the final plans were in place. He said he attended some of those meetings and comments were left out, many people were concerned about the long closure of Mission already and lack of specifics about temporary service.

Marie Ciepiela, Executive Director Friends of the Library, said The Friends are writing the fundraising case for the Furniture, Fixtures and Equipment for Ocean View and the Library can count on the Friends to meet the dollar amount needed. She said the Mission Community meetings started in 2018, 2019 and 2020 in the Mission Communities and there has been a lot of Community input.

Commission Discussion

President Wolf said we have seen a dramatic increase in on-line engagement and outreach during the pandemic, and this presentation reaffirms the physical presence of the Library branches in every community is essential for supporting and building community.

Commissioner Lopez asked for clarification on the soil sample tests, and what they are expecting to

find.

Andy Sohn said it is the Maher Ordinance, a local ordinance, and every project they do needs to be screened for the Maher Ordinance and they are not expecting to find anything significant.

AGENDA ITEM NO. 4 CITY LIBRARIAN REPORT

Shellie Cocking, Chief of Collections and Technical Services presented the SFPL Mobile App outlining new features, such as a dashboard, staff picks, embedded help links, access your Library Card from your phone and a search function in which you can scan a book barcode to check the Library catalog. She said the App is available in multiple languages.

Kate Patterson, Director of Communications presented the Library's Economic Recovery Campaign, which is currently rolling out. Patterson said the campaign goals are to build on the success of SFPL programs like Work It and Tech Time, and to connect patrons to other services and resources, build public awareness about non-book resources and provide support for small businesses. They have posted ads in neighborhood papers, placed bus ads and plan to post an ad on LinkedIn. The ads are in Spanish, English and Chinese. She said success will be measured by increases in attendance and engagement for all the highlighted programs. She thanked the Friend, which they engaged Hearst Media to build out a component that will focus on platforms the Library has not generally used, like ads on YouTube, Hulu, and Spotify.
Explanatory Document: SFPL Mobile App Presentation, Economic Recovery Campaign Presentation

Public Comment

Peter Warfield said as a phone user he had difficulty getting into this and only got through by pressing for a long time. He said the presentation had no page numbers. He said the motives and goals are good with respect to both programs the problem he has is that money and effort for digital access for people who don't want email or computer access the Library won't send them notices.

Commission Discussion

Commissioner Ono thanked the presenters for the presentations. Ono said the people with a smartphone will appreciate the Mobile App for the new and innovative way they can use the Library. Ono said the Economic Recovery Plan is amazing, and the Library is helping people that struggle, especially over the past few years.

Commissioner Lopez said she is excited about both programs because they are multi-lingual, which is an important thing for reaching out to communities. Lopez asked if staff had reached out to alternative schools and community colleges.

Kate Paterson responded they have not targeted City College yet but liked the idea.

AGENDA ITEM NO. 5 APPROVAL OF MINUTES – JANUARY 20, 2022

Public Comment

Peter Warfield said the minutes were shocking by not including his comments about Facebook and other comments he made about the minutes.

Commission Discussion

Commissioner Ono said she would like to amend the minutes to include Commissioner Bolander as present and fix a typo in Agenda item 7.

Motion: By Commissioner **ONO** seconded by Commissioner **WARDELL GHIRARDUZZI** to approve the Minutes of the **JANUARY 20, 2021** Commission Meeting as amended.

Action: AYES 7-0 (Wolf, Huang, Mall, Ono, Wardell-Ghirarduzzi, Lopez and Bolander)

AGENDA ITEM NO. 6 ADJOURNMENT OF THE FEBRUARY 3, 2022 COMMISSION MEETING

Public Comment

Peter Warfield said he would ask the Commission not to adjourn until they have insisted on every Agenda in the future include an item that provides an opportunity for Commission Members to recommend subjects, they want on future agendas.

Motion: By Commissioner **MALL** seconded by Commissioner **WARDELL GHIRADUZZI** to adjourn the Commission Meeting of **FEBRUARY 3, 2022.**

Action: AYES 7-0 (Wolf, Huang, Mall, Ono, Wardell-Ghirarduzzi, Lopez and Bolander)

The meeting adjourned at **6:39 PM**

Margot Shaub

Library Commission Affairs Analyst

Explanatory documents: Copies of listed explanatory documents are available as follows: (1) from the Commission Liaison Affairs Analyst/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 Commission webpage: sfpl.org/library-commission/public-notices/agendas. 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).