San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of JUNE 16, 2022

The San Francisco Public Library Commission held a regular meeting on **JUNE 16, 2022** virtually and at the Koret Auditorium, Main Library pursuant to Government Code Section 54953 (e) and Mayor Breed's 45th Supplement to her February 25, 2020 emergency proclamation

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

Commissioners Present: Wolf, Ono, Mall, Wardell Ghirarduzzi (arrived at 4:35), López, and Bolander.

AGENDA ITEM NO. 1 FINDINGS TO ALLOW TELECONFERENCED MEETINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 54953(e)

Public Comment

Peter Warfield, Executive Director of Library Users Association said he did not know if he had any objection to approving this and having hybrid meetings and remote meetings are inferior to in-person meetings.

Motion: By Commissioner **ONO,** seconded by Commissioner **WARDELL GHIRARDUZZI** to Adopt the Resolution of Findings to Allow Teleconferenced Meetings Under California Government Code Section 54953 (e).

Action: AYES 6-0 (Wolf, Ono, Mall, Wardell Ghirarduzzi, López, and Bolander)

AGENDA ITEM NO. 2 GENERAL PUBLIC COMMENT

General Public Comment

Peter Warfield said the Ocean View Library has gone from a renovation of a small library to a gigantic project. He said that there is not anything wrong with that but it is a transformation of the project. He also expressed concern about the Library's emphasis of advertising through the internet.

A caller, Glenn, tried to make public comment but it was inaudible, which Bill Kolb, Library Media Services recommended he hang up and call back in.

President Wolf suggested the caller send in his remarks which would be distributed to Commissioners.

AGENDA ITEM NO. 3 APPROVAL OF AMENDED COMMISSION BYLAWS

Naomi Jelks, Racial Equity Manager, gave an overview of the changes to the Library's Bylaws to include inclusive Racial Equity language as part of the Library's Racial Equity Action Plan (REAP) under Boards and Commissions, section 7.1.1.

Public Comment

Peter Warfield said why he gives out his contact information each time he gives public comment, if anyone wants to contact him, they can. He said there is the Mission Statement, a section that has been added that talks about the racial equity piece and that is fine. He said the Library Commission Affairs Analyst position is confusing.

Commission Discussion

President Wolf said the presentation and update is an important part of the efforts to ensure that the language that guides the library is inclusive and reflects its goals and vision.

Motion: By Commissioner **MALL,** seconded Commissioner **LOPEZ** to approve the Amended Commission Bylaws

Action: AYES 6-0 (Wolf, Ono, Mall, Wardell Ghirarduzzi, Lopez and Bolander)

AGENDA ITEM NO. 4 STRATEGIC PLANNING PROCESS

City Librarian, Michael Lambert, outlined the restart of the Library's strategic planning process. Lambert said the previous process was terminated for convenience; the timing proved not to be optimal while the Library was navigating the pandemic. The City Librarian said he is confident in the organization's capacity and the community's readiness to engage and think about the future of San Francisco Public Library. He said the Library plans to embark on a planning process and welcomes the Commission's input on the outcomes they would like to see. He said the Library expects to release a new Request for Proposal later this summer, with a solicitation process this fall and begin a contract in early 2023.

Public Comment

Peter Warfield said the concept of a strategic plan is worthy and he expressed concern with the outsourcing of some portion of this to an outside agency. He said he thinks a strategic plan is something that the Library itself and the Library Commission should be very involved with.

The Western Addition Branch Librarian said thank you for the presentation on the coming strategic plan and for revealing the plans to include the racial equity work that has been done by the Committee and trying to create a

more inclusive environment in the workspace. The Librarian said they would like to hear more about the process of selecting the consultant and asked if there will be consideration for the consultant to be a representative of the BIPOC community.

Commission Discussion

President Wolf thanked the presenters and said the Commission appreciated the efforts to rethink this opportunity and the timing could not be better. Wolf said staff is dedicated and committed to create an equitable and visionary strategic plan and the Commission is eager to participate in any way they can to ensure its success in its creation and implementation.

Commissioner Bolander said it is extremely important to pick a good consultant and make that process as open and transparent as possible. He said the Library Preservation Fund, if approved, will be a 25-year fund cycle and he would like to see the plan encompass the next 25 years.

Commissioner Wardell Ghirarduzzi asked about the difference between the strategic priorities versus the strategic plan, some organizations have abandoned the planning piece and say the priorities allow them to be flexible and continue moving organization goals forward.

City Librarian Lambert responded that there are different schools of thought and different philosophies around five-year strategic plan versus a framework that allows for continuous scenario planning and responsive to changing conditions in the environment. He said if you look back to the 2016-2021 strategic plan there was a framework of strategic priorities, which many are still carried forward.

President Wolf said she strongly encourages the Library to be bold in this process and it is poised to continue its visionary approach to being a leader in the city, its communities and nationally.

AGENDA ITEM NO. 5 LIBRARY REOPENING UPDATE

Chief of Branches, Rebecca Alcalá-Veraflor gave an overview of Branch reopening and staff efforts to restore 7-day service and evening hours to all branch locations. Alcalá-Veraflor spoke about the Mission Branch temporary sites and its hours of service. She said programming is back in the branches.

Randy McClure, Chief Analytics Officer gave an update on key performance metrics of the Library and said over the last six months foot traffic at the Library has steadily gone up and is now welcoming almost a quarter million visits per month. The spilt between physical circulation of physical and electronic is 50-50 and the Library achieved one million in circulation in March and May, which is a strong benchmark. The mixture of patron type has changed since 2020, most of the new patrons and those who came back are now exclusively using electronic resources.

Public Comment

Peter Warfield said he is independent of any Library vendor and said he is always happy that there are more openings and there seems to be a temporary site. He thought he heard something about 65 hours, 1234 Valencia looks like it's totaling 35 hours and only one evening a week in a library that has had three evening a week and that evening is only to 8:00 PM, which is a degraded service.

Commission Discussion

Commissioner Wardell Ghirarduzzi thanked the presenters and said she is looking forward to seeing 1234 Valencia. She said it is very important to have someone to aggregate data, understand what the data means to help drive Commission decisions. The data presented makes for strong visual representation and for the Commission to understand the complex patterns.

Commissioner Bolander said he is always impressed by what the team does and asked what the typical churn is per year, the 28% seemed high

McClure responded the Library was churning about 5-7% of its patrons monthly out.

Commissioner López asked if the numbers included all the branches and would like to see individual numbers for the different branches since neighborhoods and their demographics change, and having that data, in terms of equity will help the Library find other ways to support communities and encourage Library usage.

AGENDA ITEM NO. 6 CITY LIBRARIAN'S REPORT

Lynn Davidson, Manager of the Fisher Children's Center presented the annual Effie Lee Morris lecture featuring author Nicola Yoon and gave background on who Effie Lee Morris was.

Ruben Balderas, Teen Youth Services Librarian, gave an overview of the 2022 Summer Stride program, the Library's largest and most expansive literacy campaign. Balderas highlighted the Library worked with the Human Right Commission to intentionally reach black and brown youth and select culturally relevant books by BIPOC authors for the Everybody Reads Initiative.

Alan Wong, Learning and Instruction Librarian, reported on the annual Tech Week program which works with patrons to build skills, explore technology, and connect with expert help. Wong said there were over 1600 attendees, 54 free classes and workshops, events and assistance was provided in five languages and participants reported they learned something that will help them.

Maureen Singleton, Chief Operating Officer introduced the new Facilities Director, John Cunha and provided an overview of his background and expertise.

John Cunha addressed the Commission briefly giving additional background and said he was impressed with the Library leadership and professionalism.

Public Comment

Peter Warfield commented on the Effie Lee Morris and Tech Week programs. He said Effie Lee Morris was great, she had excellent ideas, pushing for the fine-free system at the Library and she encouraged reading. He said he attended the event by telephone. He said Tech Week was lacking with any kind of warnings about socially negative impacts of it.

Commission Discussion

President Wolf thanked the presenters.

Commissioner Lopez asked if Summer Stride had any partnership with the Youth Commission.

Michelle Jeffers replied that the Library and Summer Stride are connected with the Youth Commission.

AGENDA ITEM NO. 7 APPROVAL OF MINUTES – MAY 19, 2022

Public Comment
Peter Warfield said documenting what happened at commission meetings to summarize what people have said is your duty and he disagreed with the summary of his comments about the minutes.

Commission Discussion

Motion: By Commissioner **MALL**, seconded by Commissioner **ONO to** approve the **MAY 19, 2022** Minutes.

Action: AYES 6-0 (Wolf, Ono, Mall, Wardell Ghirarduzzi, López, and Bolander)

AGENDA ITEM NO. 8 ADJOURNMENT OF THE June 16, 2022 COMMISSION MEETING

Public Comment

Peter Warfield said he does not think the Commission should adjourn until they say what they would like to see on future agendas. He said the Sunshine Task Force voted against the Library in his case at the Task Force.

Commission Discussion

Motion: By Commissioner **WARDELL GHIRARDUZZI**, seconded by Commissioner **LOPEZ** to adjourn.

Action: AYES 6-0 (Wolf, Ono, Mall, Wardell Ghirarduzzi, López, and Bolander)

The meeting adjourned at 6:20 PM
Margot Shaub - 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).