



San Francisco Public Library

MINUTES
Council of Neighborhood Libraries
February 24, 2022 4:00 p.m.
CALL TO ORDER

Meeting Location: Zoom Virtual Meeting

Facilitator: Rebecca Alcalá-Veraflor - Acting Chief of Branches

Attendees: Lena Yu (CHI), Penni Wisner (EVA), Marcia Parrot (EXC), Nora Dowley (GPA), Judy Blanchard (MER), Ruth Maginnis (NVA), Marcia Ehrlich (PAR), Marcia Popper (PRE), Kaitlyn Tran (PRE), Deborah Oppenheim (SUN), Ana Elisa de Campos Salles (CE District Manager), Anne Vannucchi (SE District Manager), Regan Gong (NW District Manager), Florinda Battad (Library Technical Assistant II), Michael Roman (Junior Management Assistant)

Excused: A.J. Cave (ANZ), Larry Ware (BAY), Katherine Hsieh (CHI), Ruth Grabowski (EXC), Mailene Chew (Main), Tyrone (Ty) Robinson (NBE), Diane Silver (PAR), Edna James (OVI), Kathleen McClay (NBE), Elaine Cahn (RIC), Joan Walton (SUN), Deborah Oppenheim (SUN), Rochelle Fort (VVA), Maryam Roberts (WPO), Callen Taylor (WSA), Michael-Vincent D'Anella-Mercanti (Friends), Marysa Torres (Friends), Vicky Lam (Friends), Genevieve Feldman (NE District Manager), Denise Sanderson (SW District Manager),

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

Guest: Jamie Wong (Public Relations Officer)

HOUSEKEEPING

Upcoming Meetings

- The next **Library Commission Meeting in March** will be on **Thursday, March 17, 2022, 4:30 p.m.** *The meeting will be held virtually and in-person. Attendees are encouraged to attend virtually.*
- The next **Council of Neighborhood Libraries Meeting in March** will be on **Thursday, March 24, 2022., 4:00 p.m., SFPL Virtual Library**

UPDATES

City Librarian's Report – Michael Lambert

FY23-24 Budget

- The budget for FY23 and FY24 was approved by the Library Commission at the February 3rd meeting.
 - The proposed budget for FY23 is \$179.4M
 - The proposed budget for FY24 is \$185.2M

- Funding for the Mission and Chinatown renovations is in the budget and address cost increases due to inflation.
- The FY24 budget has increased funding for the Ocean View Branch renovation. The cost of the renovation is \$47M, with \$16.5M already allocated to the project. The additional \$15M in the budget will bring the project to 69% of its funding.
- The California State Legislature is allocating \$432M for library capital projects; libraries can apply for up to \$10M per project.
 - SFPL will request \$6.4M for Chinatown and \$5.2M for Mission, allowing \$11.6M to be moved to the Ocean View project and bringing its funding to 94%.

Branch Capital Projects – Ocean View Branch

- Public Works has submitted a preliminary project assessment (PPA) to the planning department.
- The proposed location of the branch is along the Brotherhood Way greenway. The greenway is city owned property, which has helped to keep the cost of the renovation down.
- The building will be 20,000 square feet. If a third floor is added, the square footage will be 30,000. The Library would like to work with a municipal partner to occupy the third floor.
- The project is a once in a generation opportunity to expand the level of service in this densely populated area.

Branch News

- The Library is anxious to be open at 100% of their pre-pandemic hours of operation. Currently they are open at 92%, with 75% of the branches open seven days a week.
- More branches will be open seven days a week in the next couple of months:
 - April – Golden Gate Valley, Portola
 - May – Excelsior, Noe Valley, Visitacion Valley
 - June – Glen Park, Ingleside
- Recruitment continues and we hope to fill the nine branch manager vacancies by the end of the fiscal year.
- It has been difficult finding a site for the Mission Branch temporary location. The Library is in talks over a potential space and are working with Supervisor Hillary Ronen and the Mission Economic Development Agency.
- California lifted the mandate requiring masks be worn indoors, however SFPL’s mask policy is in alignment with the Department of Public Health’s directive requiring masks in all City facilities. The mask requirement in City facilities could be lifted in early March.

SFPL Mobile App Features

- Library barcode is stored in the app
- Quick access to check-outs, fees owed and holds ready to pick-up
- Embedded help links

Q&A

- *Nora (GPA) – How are the delays to the Mission renovation impacting the budget?*
 ML – A dispute between PG&E and the San Francisco Public Utilities Commission (SFPUC) has delayed the Mission renovation, as well as capital projects throughout the City.
 MS – As news articles have reported, the dispute is over who owns the public power grid. The Library is a customer of the SFPUC, but the powerlines to the building belong to PG&E. PG&E is requiring equipment to be installed that would add an additional \$500,000 to the project.

- *Marcia (EXC) – Will there be parking available at the proposed Ocean View Branch? How safe are pedestrians using the walkways in that area?*
ML – We're aware of the challenges on Brotherhood Way and know that a traffic light will not be enough to ensure pedestrian safety. This issue is of great concern and we are working with the San Francisco Municipal Transportation Agency (SFMTA) to come up with ways to make the area safer for pedestrians and have the branch more accessible by public transportation. The director of SFMTA, Jeffrey Tumlin is in favor of partially closing Brotherhood Way, but that would be a long term and expensive project, so the Library will work with the existing space in the meantime.

Library Commission Report – Margot Shaub

- Beginning March 7th public meetings must be held in-person. The Library Commission will convene hybrid meetings beginning in March, allowing the public to attend in-person at the Koret Auditorium or remotely via webex. Patrons are encouraged to attend remotely.
- Member Updates
 - Connie Wolf is the new President of the Library Commission
 - John Lee's term ended
 - Jarie Bolander is a new member
- The link to access the meeting remotely is on the SFPL website: [Library Commission Meeting](#)

LibAware Newsletter – Jaime Wong

- During the pandemic, the Library found that using email messaging was the most effective way to reach patrons and branch newsletters will relaunch in the spring.
- Staff will be trained in the LibAware platform in April, giving them the ability to communicate directly with their communities.
- The Library's Research, Strategy and Analytics Department (RSA) will provide a patron list for each location.
- Q&A
FB(COB) – Will patrons be able to choose which newsletters they want to receive?
JW – Yes, patrons can go to the [enews sign up page](#) on the SFPL website and choose which newsletters they would like to receive. A variety of newsletters are available including updates from special departments at the Main and booklists by genre.
RAV – Not all locations will have a newsletter ready in the spring. The rollout will be in waves, with branches participating when they are ready. The branches will also determine how often they will send a newsletter.

Meeting Topics – Rebecca Alcalá-Veraflor

Suggested topics include:

- Take a virtual tour of the Main Library's Teen Center, The Mix
- Youth Engaged in Library Leadership (YELL) program for teens
- Presentation by the Library's new digital equity manager, Kate Eppler

Let the COB office know what topics are of interest to you.

Adjournment: 5:00 pm

Respectfully submitted by Florinda Battad