



San Francisco Public Library

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

**Meeting Location: Zoom Virtual Meeting**

**Facilitator: Rebecca Alcalá-Veraflor - Acting Chief of Branches**

**Attendees:** A.J. Cave (ANZ), Katherine Hsieh (CHI), Penni Wisner (EVA), Marcia Parrot (EXC), Nora Dowley (GPA), Judy Blanchard (MER), Ruth Maginnis (NVA), Marcia Ehrlich (PAR), Diane Silver (PAR), Marcia Popper (PRE), Kaitlyn Tran (PRE), Joan Walton (SUN), Deborah Oppenheim (SUN), Vicky Lam (Friends), Henry Smith (Friends), Ana Elisa de Campos Salles (CE District Manager), Anne Vannucchi (SE District Manager), Denise Sanderson (SW District Manager), Florinda Battad (Library Technical Assistant II), Michael Roman (Junior Management Assistant)

**Excused:** Larry Ware (BAY), Lena Yu (CHI), Ruth Grabowski (EXC), Mailene Chew (Main), Tyrone (Ty) Robinson (NBE), Edna James (OVI), Kathleen McClay (NBE), Elaine Cahn (RIC), Rochelle Fort (VVA), Maryam Roberts (WPO), Callen Taylor (WSA), Michael-Vincent D'Anella-Mercanti (Friends), Marysa Torres (Friends), Genevieve Feldman (NE District Manager), Regan Gong (NW District Manager)

**Library Administrators:** Maureen Singleton (Chief Operating Officer), Margot Shaub (Library Commission Affairs Analyst),

**Guest:** Kate Eppler (Digital Equity Manager)

**HOUSEKEEPING**

**Upcoming Meetings**

- The next **Library Commission Meeting in April** will be on **Thursday, April 21, 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 April** will be on **Thursday, April 28, 2022, 4:00 p.m., SFPL Virtual Library**

**UPDATES**

**City Librarian's Report – Maureen Singleton**

**Jail and Reentry Services**

- The Library was awarded a \$2 million grant from The Andrew W. Mellon Foundation to improve and expand library services for incarcerated individuals nationwide.
- SFPL's Jail and Reentry Services librarians, Rachel Kinnon and Jeanie Austin will collaborate with librarians and formerly incarcerated people to work on a comprehensive survey of existing models of library services for people in jails and prisons and help revise outdated standards.

- Three grant funded positions will be created to support the Jail and Reentry Services Team: an administrative position for grant fund distribution, a research analyst, and a librarian.

### **California State Library Infrastructure Grant Program**

- The State has allocated funds for public library facilities throughout California.
- The Library is applying for \$13.2 million for the Mission and Chinatown Branch renovations.
- The additional funds would free up money in the Library Preservation Fund for the Ocean View Branch renovation. The estimated cost of building a new Ocean View Branch is \$47 million. The project currently has a gap of \$14 million.

### **Personnel Updates**

- A new Chief Finance Officer has been hired. Mike Fernandez, previously with the San Francisco Municipal Transportation Agency will start on April 18.
- The first round of interviews for the Facilities Director position have been completed. The Library anticipates that a new Facilities Director will start in May.
- Recruitment for the Chief of Branches position is underway.

### **Library Preservation Fund**

- With help from the Friends of the Library, the Library Preservation Fund (LPF) was created in the mid-1990's when voters passed a ballot measure guaranteeing funds for the Library through property taxes and the City's General Fund.
- The 15-year measure was renewed in 2007 and will expire in 2022.
- The Library will present information in support of renewing the LPF for 25 years to the Board of Supervisors and the Mayor's office.
- The measure is set to be placed on the November 8, 2022 ballot.

### **Upcoming Library Events**

- On March 25<sup>th</sup>, Speaker of the House Nancy Pelosi and Representative Barbara Lee will host an event at the Western Addition Branch to kick off the American Women Quarters Program and to commemorate the release of the Maya Angelou coin.
- Branch libraries will have in-person Storytime beginning in April.
- A reading and panel discussion with the authors of the book, *The 1619 Project: Born on the Water* was postponed in March and has been rescheduled for April 5<sup>th</sup>.
- Día de los Niños, Día de los Libros, the Library's annual festival celebrating children, books and literacy will take place on April 24<sup>th</sup> in the Mission.

### **Q&A**

- *Penni (EVA) – Did SFPL recently win an environmental award?*  
MS – SFPL was given the Environmental Service Award by the Commission on the Environment for its Green Stacks initiative supporting sustainability and access to information and resources about greener living. As part of this initiative, SFPL renovated its buildings to LEED (Leadership in Energy and Design) standards, implemented practices to reduce waste, and buys green supplies and furniture.
- *A.J (ANZ) – Who is the best person to provide feedback to regarding the new SFPL mobile app?*  
RAV – You can email your feedback to [COB@sfpl.org](mailto:COB@sfpl.org) and we will share it with the Chief of Technical Services, Shellie Cocking.  
Penni (EVA) - The library barcode stored in the app can't be used except at the self-check machines.

- A.J. (ANZ) provided her feedback in a [power point](#).
- *A.J. (ANZ) – How is the Chief of Branches hired? Are internal Library staff able to apply?*  
MS – An announcement was sent out through the City hiring process and the deadline for submitting applications has passed. The applications will be vetted and those who meet the minimum qualifications will be invited for interviews. Second round interview will be with a panel that includes Michael Lambert, a Library Commission member, and a Library Department Chief. Yes, internal Library staff were able to apply.

## **Library Commission Report – Margot Shaub**

### **Highlights from the Library Commission Meeting include:**

- A resolution allowing the Library Commission to hold in-person meetings. The first hybrid (in-person and virtual) meeting went well.
- Michael Lambert gave a [progress update report](#):
  - Timeline of services the Library has been providing since closing its doors on March 13, 2020
  - Target dates for re-opening the remaining branches for 7-day service
  - Visitor and circulation statistics continue to increase since re-opening
  - Programming metrics
- An overview of events for Herstory, SFPL’s celebration of Women’s History Month
- The One City One Book 2022 selection is *This is Ear Hustle* by Nigel Poor and Earlonne Woods
  - The authors are the co-creators and co-hosts of the acclaimed podcast, *Ear Hustle*, which is the first podcast created and produced entirely within a prison.
  - The book contains stories of prison life from those who are incarcerated and formerly incarcerated.
  - SFPL will collaborate with the San Francisco Unified School District to distribute the book to high school and City College students.

### **Q&A**

- *Judy (MER) – How is the One City, One Book title selected?*  
RAV – The Library’s Community Program and Partnerships Chief, Michelle Jeffers, puts together the panel each year, which is a mix of community members, librarians and commissioners.
- *A.J. (ANZ) – What platform is used for the hybrid meetings?*  
MShaub – The WebX platform is used for accessing the Library Commission meeting remotely. The Mayor issued an order to hold in-person meetings, with Commissioners having the option to attend remotely for COVID-related health reasons.

## **Digital Equity Overview and Connect with Tech Week – Kate Eppler**

### **Digital Equity**

- [Digital Equity Powerpoint.pdf](#)
- Kate’s work as the new Digital Equity Manager focuses on promoting and supporting digital inclusion.
- Digital inclusion is possible when three factors are present: internet access, computer devices, and digital literacy.
  - SFPL has been a place where the community is able to access reliable internet connection.

- The Library's Tech It Forward program is a partnership with the Friends of SFPL, where donated Windows laptops and Chromebooks are refurbished and given to students to keep.
- The Library has been offering help with technology for years. In-person basic computer classes will be available again at The Bridge at Main.
- Neighborhoods where many residents do not have internet at home and where broadband is unreliable are mostly found in San Francisco's southeast district, Chinatown, and in the Mission. The Library will prioritize these areas when providing technology training and tech support services.

## Q&A

- *Katherine (CHI) – Will classes be hybrid?*  
KE – We have in-person and on-line classes. Teaching computer basics is more effective in-person, while middle-skills classes can be taught on-line.
- *Diane (PAR) – How can we donate a laptop to the Tech It Forward program?*  
KE – We stopped accepting donations at the end of February and are now refurbishing the laptops and Chromebooks.
- *Marcia (EXC) – Is the Library working with the school district to help students with barriers to technology?*  
KE -The Library's technology classes focus on the Google suite programs which are free and used in schools. We've made an effort to target schools in underserved communities.
- *A.J. (ANZ) – A good source for laptops would be from companies – they get new computers every three years.*

## Connect with Tech Week

- The pandemic has deepened the digital divide, making the Library's digital equity efforts even more vital.
- In its fifth year, Connect with Tech Week will take place on May 8-14, 2022 and aims to raise awareness of the free resources and digital literacy trainings available through the Library, community organizations and government programs.
- More than fifty classes will be available on-line and in-person at the Main, three branches (Excelsior, Park and Richmond) and partner locations throughout the city. Many classes will be available in other languages.
- Program highlights include:
  - Virtual tour of Chinatown created in Minecraft by the teens of the Chinatown Community Development Center
  - TechSF free training programs
  - One-on-One computer help

## Q&A

- *Penni (EVA) – The Library used to have a program where you could check out a laptop and a hot spot device. What happened to that program?*  
MS – We experienced a retention problem with the devices, and in order to be good stewards of public money, discontinued the program.

**Adjournment: 5:15 pm**

**Respectfully submitted by Florinda Battad**