



San Francisco Public Library

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the Regular Meeting of JANUARY 19, 2023

The San Francisco Public Library Commission held a regular meeting on **JANUARY 19, 2023**, virtually and at the Koret Auditorium, Main Library pursuant to Mayor Breed's 45th Supplement to her February 25, 2020 Proclamation of Local Emergency.

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

Commissioners Present: Wolf, Huang, Mall, Lomax Ghirarduzzi, and Ono. Commissioner Bolander joined the meeting at 4:38 and Commissioner Lopez joined the meeting at 4:40 PM

AGENDA ITEM NO. 1 ELECTION OF OFFICERS

Public Comment

Peter Warfield, Executive Director of Library Users Association, Libraryusers2004@yahoo.com Explained why he gave his contact information and said it was problematic that the Commission nominates only one person per Office, it is not competitive.

Commission Discussion

Motion: For the Office of President, Commissioner Ono made a motion to nominate President Connie Wolf to serve as the 2023 Commission President.

Action: AYES 6-0 (Wolf, Huang, Bolander, Lomax Ghirarduzzi, Mall, and Ono)

Motion: For the Office of Vice President, Commissioner Mall made a motion to nominate Vice President Pete Huang to serve as the 2023 Commission Vice President.

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

AGENDA ITEM NO. 2 GENERAL PUBLIC COMMENT

Peter Warfield said due to the recent election the Library has 25-years of guaranteed funding with no guiding

standards or oversight.

Caller, Glen Rogers said the Ocean View Branch Library new proposed site has hidden costs, such as it is across an earthquake fault, there are organic soils and the site is dangerous to bring kids and it is a bad idea to locate a branch there.

Caller, who identified themselves as Library staff, said they appreciate the Commission recognizing the hard work of Library staff to keep Library Operations going and providing service for all and hopes it continues to do so.

AGENDA ITEM NO. 3 APPROVAL OF MINUTES – DECEMBER 15, 2022

Public Comment

Peter Warfield said the minutes have omissions and misrepresentations.

Glen Rogers said he wanted to bring attention to the Ocean View Library development and the Transportation Plan and the Masterplan of the Library being separate, it was his hope that the Transportation Plan failure would signal that the location of the Library would be folly.

Commission Discussion

Commissioner Bolander suggested putting a link in the Minutes to the audio Recording of the meeting.

Motion: By Commissioner **LOPEZ**, seconded by Vice President **LOMAX GHIRARDUZZI** to approve the **DECEMBER 15, 2022**, Commission Minutes.

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

AGENDA ITEM NO. 4 FY 24-25 BUDGET UPDATE

Mike Fernandez, Chief Financial Officer, outlined the FY 24 & FY 25 Budget Calendar process. Fernandez gave an overview of the budget environment, saying there was a projected deficit of \$728 million and Departments had received the Mayor's Budget Instructions, which are to prioritize economic recovery, improve public safety and street conditions reduce homelessness and transform mental health service delivery and accountability and equity in services and spending. He said the Library Preservation Fund estimates \$7 million less than the FY24 adopted budget. Fernandez outlined position, non-position, and Capital investments the Library will propose in FY24 and FY25.

Public Comment

Peter Warfield said the report shows a disturbing level of debookification, there is no mention of books and materials and e-books are funded slightly higher than physical books and physical books are more popular.

Glen Rogers said \$50 million to go to Ocean View Library before the plans have been approved, especially a circulation plan, which has been attempted by SFCTA and providing no access into the greenbelt with Brotherhood Way is wildly unpopular, which this District will fight tooth and nail for that to occur. He said the idea of separating the Master Plan and the Transportation Plan is a bad idea.

Commission Discussion

Commissioner Mall asked about the investment in the Main Library safety enhancement for \$4 million.

Fernandez said in the last two years the Library has worked with the Public Works Architect to install safety barriers that go with the architecture of the building.

Mall asked when the work would be complete.

Chief Operating Officer, Maureen Singleton, said the work is not done easily in a year but this is to ensure the funding is available to do the work.

Mall asked if the matter is urgent wouldn't it be a priority to address.

Singleton said the project is a priority and this would allow for proper cash flow needed. The Library will continue to work with Public Works to do the design work and be ready for the physical work in FY24.

Mall said she thought a lot of the work had been done on this.

Singleton said it has, and that is why the Library was able to put into the budget the \$4 million estimate, the design considerations are done and it's a matter of moving the project forward through the permitting process and determining who will provide the installation of the permanent safety barriers.

Vice President Huang questioned the LPF estimates, if the LPF Revenue source is expected to be \$7 million less than the adopted budget after FY24, is the Library going to be \$7 million less minus another \$6 million less of investments, which leaves \$17 million in the Fund Balance at the end of FY24.

Fernandez said part of the adopted budget for FY24 assumed we'd have close to \$4 million that we would put back into reserve, which with the \$7 million shortfall means we won't put anything back into the reserve.

Huang said the right framing is if we're dipping into the Fund Balance it is primarily due to the capital investments and not the sort of budget changes being proposed because on an ongoing basis those capital investments aren't going to be there.

Fernandez said that was correct.

Commissioner Bolander said the safety project is a library priority, and the stairwell aspect is compete and other safety improvements have been made. The lightwells have black netting as temporary mitigation but the project requires a significant investment to make it look the way we want throughout the building, but the safety concerns

have been implemented and this money is to make it look integrated with the building.

Singleton said that is right.

Bolander asked about position investments and if that is for Full Time Employment and if the costs are going to go up.

Fernandez said because there is a 2.37 position in FY 24, which becomes a 3 in FY25, assuming a COLA increase and a budget increase because people get more expensive on a per-year basis.

Commissioner Lopez asked if the Youth Poet Laureate of \$30,000 in FY24 would continue in FY25 and why it was categorized as a Non-Position.

Fernandez replied, yes it would become an ongoing expense in future budgets and it is categorized as a Non-Position because it is not a new City staff person.

Commissioner Ono said she appreciated how the Mayor's Budget Instructions are incorporated into the Library Budget. The Budget Priorities the Library has now, as we go forward with a different Strategic Plan, may change, but for FY24 and FY25 the budget priorities remain the same

Fernandez said that is correct.

Commissioner Ono asked about the HASA contracts converting into Library Staff.

Fernandez said they are currently on work orders with another agency and will now become Library staff.

Commissioner Lomax Ghirarduzzi asked if the Bookmobile hours are expanding and where they currently serve.

Michelle Jeffers, Chief of Programs and Partnerships said Bookmobile service is all over the City, Treasure Island, a number of pre-schools, elementary schools and at multiple events, it has become so popular that we've asked for another Bookmobile.

Lomax Ghirarduzzi asked if it is the first time the Library is moving people from contracted workers to Library Staff.

Fernandes said we have a Social Worker Program, that was originally an order with the Department of Homelessness and Supportive Housing, which are now Library staff.

President Wolf said she appreciates Budget discussions because it is not only understanding the numbers but it really illuminates what actually happened and how the dollars are spent.

AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT

Naomi Jelks, Racial Equity Manager, reported on More Than A Month: Black History, Culture & Heritage activities, events, and programs offered by the Library including music by MJ'S Brass Boppers and Author Events with Alyssa Cole, Wellness programs and Book Clubs.

Nicholas Ott, Digitization Librarian in the Digi-Center gave a report on the Main Library's Digi-Center, which opened in October 2022, and how it is used. Ott said the Digi-Center is a place to learn about digitization hardware and software tools. Library cardholders can digitize a variety of materials, such as video and audio tapes, prints, slides, negatives, and film. The Lab supports users to digitize their materials themselves and is open for three-hour appointments on Sunday and Tuesdays, appointments can be booked up to 30-days in advance.

Michelle Jeffers, presented the California State Library Parks Program, which was started by the California State Library and State Parks to provide free vehicle day use passes to most state parks in California. Jeffers said the Library has 697 passes, which are available for SF residents to check out at all SF Library branches, bookmobiles and CA public libraries, for three weeks.

City Librarian, Michael Lambert, presented the 2022 Library Journal's Star Libraries Index, Library Journal Index of Public Library Service, which SFPL was included in the rankings as a Five-Star Library. Lambert said the Library's cumulative utilization, although impacted by COVID, surpassed peer libraries.

Public Comment

Peter Warfield said the information presented all has to do with what the library is doing for the public. He said it wasn't clear where somebody would find the material and he was looking for Martin Luther King himself on More Than a Month materials and programs, he found a single item that had to do with King himself, a film. Warfield said the Star report is very interesting and when you look at smaller libraries the Library's score is way lower and asked what the scores and measures mean.

Commission Discussion

Commissioner Lomax Ghirarduzzi said the More Than a Month programming is beautifully curated, so robust and engaged all forms of art, and appreciated the intergeneration programming piece of it.

Commissioner Lopez said she was glad to hear about the plan to increase the Digi-Lab hours and asked if there was support for non-English speakers who want to do this work, and what is the support level for someone who is not comfortable with technology.

Nick Ott said there are people on staff who speak different languages and provide support to Digi-Lab patrons and people visit the website in Spanish and Chinese. Ott said Digi-Lab staff is available help people learn the different tools in the lab as it is created as a Do-It-Yourself space.

Lomax Ghirarduzzi said the Digi-Lab is a democratization of the process, it used to be only the wealthy had access to something like this and this project is a leveling of the playing field and she can't wait to see what it does when you have the citizen archivist it is a very important social equity engagement for the Library.

President Wolf thanked the presenters and said it was a great way to start the year with the Five-Star rating and thanked The Friends for their support of these programs and making them possible.

AGENDA ITEM NO. 6 ADJOURNMENT OF THE JANUARY 19, 2023

Public Comment

Peter Warfield said the Library should not adjourn until they insist on putting an item for Commission discussion on what agenda items, they would like to see discussed or acted on at a future Library Commission meeting and the Library needs a budget for informing people about the very generally terrific library programs.

Maurice Rivers, who said he was a lifelong resident of the O.M.I Community and is very excited about the cultural programming he's been seeing in the last hour, and he will work closely with Ingleside's new Librarian on putting programming at that branch.

Starchild, called in and said he was on Webex but called in because he couldn't figure out how to raise his hand on Webex or get unmuted. He asked how to raise his hand in Webex, he didn't see anything at the bottom of the panel. He said he is the Chairman of the Libertarian Party of San Francisco and there is a program you can come in and make a sound jam which he thinks is awesome but only teens are able to use it and that is unfortunate.

Commission Discussion

Motion: By Commissioner **LOMAX GHIRARDUZZI**, seconded by Vice President **HUANG** to adjourn.

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

The meeting adjourned at 6:43 PM

Margot Shaub - Commission Affairs Analyst

To access Commission Meeting recordings please visit: [Library Commission Meeting Recording](#)

Please note: These are draft minutes subject to revision by the San Francisco Public Library Commission. Copies of the minutes and handouts are available in the office of the Library Commission Affairs Analyst, 6th floor, Main Library, 100 Larking Street, San Francisco, CA 94102-4733.

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).