



## San Francisco Public Library Commission

100 Larkin Street, San Francisco, CA 94102  
Phone 415.557.4236

### NOTICE OF MEETING

London N. Breed  
*Mayor*

Connie Wolf  
*President*

Pete Huang  
*Vice-President*

Jarie Bolander  
Dr. Mary Lomax-Ghirarduzzi  
Dr. Eurania Isabel López  
Susan Mall  
Teresa Ono  
*Commissioners*

Michael Lambert  
*City Librarian*

Margot Shaub  
*Commission Affairs Analyst*

A regular meeting of the [San Francisco Public Library Commission](#) will be held as follows:

**DATE:** Thursday, December 14, 2023  
**TIME:** **4:30 PM**  
**PLACE:** Koret Auditorium, Main Library, 100 Larkin Street, lower level

Members of the Library Commission will attend and participate in the meeting in person.

**Meetings are real-time captioned and are available to view on Commission meeting days on Zoom at this link:** <http://on.sfpl.org/SFPLCommissionMeeting>

This meeting is being held in-person in the Main Library Koret Auditorium and members of the public can observe the meeting using the Zoom system by following the link in the Library's event calendar or by calling +1 877 853 5247 and entering the Meeting/Webinar ID #: 842 1811 6974

Members of the public who attend the meeting in-person may address the Commission to provide public comment for up to three minutes per item. If you cannot attend the meeting in-person due to a disability and would like to provide public comment, you may request an accommodation to provide remote public comment. Please see Accessibility Information below for instructions on how to request an accommodation.

It is possible that the Library Commission may experience technical challenges that interfere with the ability of members of the public to access the meeting remotely. If that happens, the Library Commission will attempt to correct the problem but may continue with the meeting as long as people attending in-person, and anyone who received a disability accommodation to offer remote public comment, are able observe and offer public comment. You may submit correspondence to the Commission concerning any item on the agenda. To ensure your correspondence is received by the Commission in advance of the meeting, please send an email to [citylibrarian@sfpl.org](mailto:citylibrarian@sfpl.org) by **5 PM on Wednesday, DECEMBER 13, 2023** or call 415-557-4236. Emailed comments will be posted on the [Library Commission webpage](#).

Meeting documents (agenda, explanatory documents, presentation slides) can be downloaded from the library's website at: <https://sfpl.org/about-us/library-commission/public-notice-library-commission/library-commission-meeting-agendas>.

The agenda is as follows:

The meeting will be called to order.

**1. General Public Comment**

This item is to allow members of the public to address the Commission on matters that are within the subject matter jurisdiction of the Commission and that do not appear on the agenda.

**2. Approval of the Minutes for November 16, 2023 Meeting** **Action**

Discussion and possible Action to approve the Draft Minutes of the Library Commission meeting of **November 16, 2023.**

Explanatory Documents: [November 16 Draft Minutes](#)

**3. FY25-26 Budget** **Discussion**

Discussion and update on FY 25-26 Budget and Budget priorities.

Explanatory Documents: [FY 25-26 Budget Presentation](#)

**4. City Librarian’s Report** **Discussion**

This item is to allow the City Librarian to report on recent Library activities and make announcements. The City Librarian will give updates on: Volunteer Services Report, Teen Winter Read and Holiday Train.

Explanatory Documents: [Volunteer Services Report Presentation](#); [Teen Winter Read Presentation](#); and [Holiday Train Presentation](#)

**5. Election of Commission Officers 2024** **Discussion/Action**

Discussion and action to nominate and/or elect Library Commission officers (President and Vice-President) for 2024.

Explanatory Documents:

**6. Adjournment** **Action**

Explanatory Documents:

(Requires motion)

Margot Shaub, Library Commission Affairs Analyst

***Note: The Commission will hear public comment on each item on the agenda before or during consideration of that item.***

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). The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound producing electronic devices.

## **KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE**

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Administrator, Sunshine Ordinance Task Force by mail to Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415-554-7724; by fax at 415-554- 7854; or by email at [sotf@sfgov.org](mailto:sotf@sfgov.org).

Citizens interested in obtaining a free copy of the Sunshine Ordinance can request a copy from the Sunshine Ordinance Task Force or by printing Chapter 67 of the San Francisco Administrative Code on the Internet, <http://www.sfgov.org/sunshine/>

## **SAN FRANCISCO LOBBYIST ORDINANCE**

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct code sec. 2.100] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 2200, San Francisco, CA 94102, telephone 415-252-3100, fax 415-252-3112 and web site: [sfgov.org/ethics](http://sfgov.org/ethics).

## **ACCESSIBILITY INFORMATION**

Per the American Disabilities Act and the Language Access Ordinance, American Sign Language and/or Chinese, Spanish, Filipino (Tagalog) interpreters will be made available if requested at least 48 hours before the meeting. The hearing room is wheelchair accessible. Every effort will be made to provide a sound enhancement system, meeting materials in alternative formats, and/or a reader.

For questions regarding disability access, or to obtain a disability-related modification or accommodation, including the ability to provide remote public comment, please call (415) 557-4236. Requests for accommodation must be made at least 48 hours in advance of the meeting. Late requests will be honored if possible, but are not guaranteed. Requests for translated minutes will be completed after minutes have been adopted by the Commission.

To assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that others may be sensitive to various chemical-based products. Please help the City accommodate these individuals.