



# *San Francisco Public Library*

## **SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

### **DRAFT** Minutes of the Regular Meeting of August 15, 2024

The San Francisco Public Library Commission held a regular meeting August 15, 2024, at the Koret Auditorium, Main Library, and view virtually on Zoom.

The SFPL Commission meeting was called to order at **4:30 PM**.

Commissioners Present: Wolf, Huang, Mall, Lopez, and Lomax Ghirarduzzi.

#### **AGENDA ITEM NO. 1 GENERAL PUBLIC COMMENT**

Peter Warfield, Executive Director of Library Users Association [Libraryusers2004@yahoo.com](mailto:Libraryusers2004@yahoo.com), PO Box 170544, San Francisco California 94117-0544, said Governor Newsom has been in the news lately, one of the big things he did was send letters to school leaders about the problematic and the toxic effects of social media.

Michael Vincent, Friends of the Library gave an update on Friends activities including their new Executive Director has been in the role for a full month and they are in the process of hiring a Development Director.

Public Commenter asked if the Library could get more than one copy of the Wall Street Journal.

#### **AGENDA ITEM NO. 2 APPROVAL OF MINUTES – JULY 18, 2024**

##### Public Comment

Peter Warfield said his public comments are censored.

##### Commission Discussion

Motion: Motion by Commissioner Mall seconded by Commissioner Lomax Ghirarduzzi to approve the **JULY 2024** Commission Minutes.

**Action:** AYES 5-0 (Wolf, Huang, Lopez, Mall, and Lomax Ghirarduzzi)

#### **AGENDA ITEM NO. 3 COLLECTION AND UTILIZATION TRENDS PRESENTATION**

Shellie Cocking, Chief of Collections and Technical Services reported on collection trends and the differing costs of providing books in Print, Overdrive and Hoopla and how the Racial Equity work has impacted the collection. Cocking said the Library has given away 250,000 books.

#### Public Comment

Peter Warfield said he is very concerned about the touting of electronics which not everybody has access to and especially the latest and the greatest, anyone can read a book, but whether people like that medium or not is not necessarily measured just by circulation, the browsing feature of a book on the shelf is not being measured.

#### Commission Discussion

Commissioner Mall asked for more information about access to e-collections in jury waiting rooms.

Shellie Cocking said they made posters and put them up in the jury waiting rooms in court houses for people to have the option to look at in e-book while they waited. The Internet access is not good in the waiting rooms so it was not used a lot.

Mall asked about the pop-up collections and if people just needed to scan the QR code to view them.

Cocking said people can check out the books without a library card, download them onto their device and when you leave the area you still have it for three weeks. They use it as a marketing opportunity, at the end they get an email that says don't forget to go to the Library and get a library card.

Vice President Huang asked for more substantial information on the trends they were seeing. Patrons checking out physical materials are checking out more materials per person and asked what is going on there and he said he wants to understand any behaviors that the Commission should be encouraging through the budget.

Cocking said these are driven by children's materials, and a wider range of material types are driving more checkouts per person.

Huang asked if the goal is to drive towards a "cost per checkout" number by all material types. Shellie mentioned some manual processing for physical material, he asked if she could explain the manual process required for processing physical material.

Cocking said it depends on how they purchase the items. For some items they have to do all the cataloging and processing. They can also purchase materials partially processed from the vendor, which is quicker and shelf ready which is the fastest because they don't need to do anything to the book.

President Wolf asked Huang what the goal behind that kind of analysis is, which is a lot of work.

Huang said he wanted to know it is being managed, especially as digital collections cost ballooned. He said they had a period of rapid budget expansion; now that that's over, the Commission needs to stay wise about what new populations they are serving and what it costs to reach them.

Commissioner Lomax Ghirarduzzi said that there's a particular role that the San Francisco Public Library plays in information literacy, information availability and the freedom to read movement particular at a time like this when there are municipalities and state governments that have taken measures to prevent full accessibility to many books and titles.

Commissioner Lopez said she appreciates the book giveaways and helping people build their own libraries, which brings the library closer to people and contributes to developing a passion for reading.

Wolf asked what success looks like with the Book Kiosks.

Cocking said they have had connectivity issues on Treasure Island because it loses Internet access often. They are shifting the collections; cookbooks are the biggest hits and children's books and graphic novels are circulating well. Hunters has a low circulation but they didn't expect much circulation there.

#### **AGENDA ITEM NO. 4 LIBRARY INFORMATION TECHNOLOGY PRESENTATION**

Jason Blandon, Acting Chief Information Officer gave an overview of the IT landscape, what the different IT divisions supported throughout the Library and some of their key achievements, like the Koret upgrade and Chromebook and Mac training. Upcoming IT projects included self-service kiosks and SharePoint migration.

#### **Public Comment**

Peter Warfield said there's almost nothing in this report that he can see directly affecting the patrons or how it would affect the patrons or improve things or for that matter keep things running.

#### **Commission Discussion**

Commissioner Lomax Ghirarduzzi asked about cyber-security threats.

Blandon said they take cyber-security seriously, they are constantly vigilant about the issue and the real possibility of attacks.

Lopez asked what is and who conducts the Penetration Test.

Blandon said they partner with an outside company that tries to hack different areas of the Library system to show where the Library might be vulnerable.

#### **AGENDA ITEM NO. 5 CITY LIBRARIAN'S REPORT**

Mike Fernandez, Chief Financial Officer gave an update on FY 25 & 26 Budget saying we are at the end of the Budget Cycle and will be back to the Commission with next Budget Cycle when it begins in October.

Michelle Jeffers, Chief of Community Programs & Partnerships gave an overview of the Library's participation in the 2024 Junior Giants event. The youth that participate are

encouraged to keep reading, keep learning all summer, which has a strong reading tie-in and connects to the Library's summer reading program. The Library gave away books at Oracle Park to the 4000 NCAL players and any of their siblings that attended and signed up 100 new people for Library cards.

Shawna Sherman, Main Library, African American Center Librarian presented the Protect the Freedom to Read Protest and Rally, which is a partnership between Third Baptist Church's Freedom School, SFUSD and SFPL. They stood in solidarity with SFUSD and the Scholars from the Third Baptist Church Freedom school to help elevate their efforts and get the word out about protecting the freedom to read.

#### Public Comment

Peter Warfield said he doesn't want books to be neglected, which a lot of people like. He said with the book giveaways they are not giving away kindles, or e-books they are giving away actual books, which he thinks are different from e-books. People have a fondness for them, there are lots of people who prefer to read an actual book.

Leticia Irving, Director of African American Leadership for SFUSD, thanked the Library for a job well done and to the Freedom School collaboration. The Freedom to Read Rally was an incredible experience for their young people and timely, it was a perfect civic engagement activity in alignment with the Childrens Defense Fund National Day of Action. The Library has been instrumental in their department creating access to literature that mirrors their students and opens up their imagination to something beyond the common narrative that is presented to them in the news and in classrooms.

Marie Robinson, African American Parent Advisory Council Program Manager thanked Naomi Jelks and Shawna Sherman for their dedication and continued support to host their events here and to partner with them to support African American and Pacific Islander students that came to the district as kindergartners to help achieve ELA proficiency in reading and thanked the Library for all of its support.

#### Commission Discussion

Lomax Ghirarduzzi thanked Michelle Jeffers for the way she and the team lift up the community and create space for San Franciscans and for folks beyond, and thanked Shauna Sherman for her leadership.

President Wolf thanked the teams of people behind the presenters today who make things happen.

### **AGENDA ITEM NO. 6 ADJOURNMENT of THE AUGUST 15, 2024 COMMISSION MEETING**

#### Public Comment

Peter Warfield said the way circulations are measured makes it appear in some cases that there is more use or more popularity for something than there actually might be and what the impact is on those who are still interested in books and it would be great if the Commission did not adjourn until they have an item on the agenda to bring up what they would like discussed at future meetings.

Commission Discussion

Motion: By Commissioner **MALL** seconded by Commissioner **LOPEZ** to adjourn the meeting.

**Action:** AYES 5-0 (Wolf, Huang, Lopez, Mall, and Lomax Ghirarduzzi)

The meeting adjourned at **6:50 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 Larkin 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, 6<sup>th</sup> 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](http://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).