



# Facilities Division

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Facilities Director  
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San Francisco Public Library Commission



# Agenda

Overview

Facilities Office

Fellows Program

Health & Safety

Custodial

Capital Projects

Engineering

Security

Emergency Planning

Delivery Services and Stockroom





# Overview

## Mission Statement:

The Facilities Division serves as a foundational steward of SFPL, cultivating safe, sustainable, and inclusive environments that catalyze learning and foster communal connection. Through diligent infrastructure management and a commitment to operational integrity, we ensure our physical spaces remain vibrant sanctuaries that empower the diverse populations of San Francisco to flourish.

Category	Workforce Data
Total Headcount	155 Positions (130 FT / 25 PT)
Full-Time Equivalent (FTE)	142.5
Occupational Scope	7 of 11 Categories
Job Classifications	27 Unique Classifications
Labor Representation	8 Unions

## 30 Library buildings

- Main Library
- 27 Branch Libraries
- 190 9<sup>th</sup> St
- 750 Brannan Street

Totaling **672,929** square footage!  
24/7/365 Nature – Custodial,  
Security and Engineering Units



# Facilities Office

**Mission:** The Facilities Office provides the Facilities Division with strategic administrative stewardship across procurement, policy optimization, contract management, and human capital acquisition, ensuring seamless operational continuity and organizational excellence.

## Workforce

Senior Administrative Analyst	1
Administrative Analyst	1
<b>Total</b>	<b>2</b>

## Portals/ Platforms:

Facilities Management	<ul style="list-style-type: none"><li>• Facilities Condition Index</li><li>• Asset Essentials</li></ul>
Space & Layout Planning	<ul style="list-style-type: none"><li>• Maptician</li></ul>
Data & Reports	<ul style="list-style-type: none"><li>• Tableau</li><li>• SF Reports &amp; Analytics</li></ul>
Communication	<ul style="list-style-type: none"><li>• EMMA</li></ul>



# SF Fellows Program

SFPL's Facilities Division is proud to host an SF Fellow for FY 26. Total of 17 Fellows at the Library since 2008, at least 6 of whom served with Facilities.

**Mission:** The SF Fellows program places service-minded college graduates in departments across the City & County of SF to work as administrative analysts.

**Key Functions:** project management, information management, process improvement

## Current Projects:

- SharePoint File Management
- Emergency Evacuation Procedure Updates
- Custodial Health and Safety Program
- Maptician Implementation

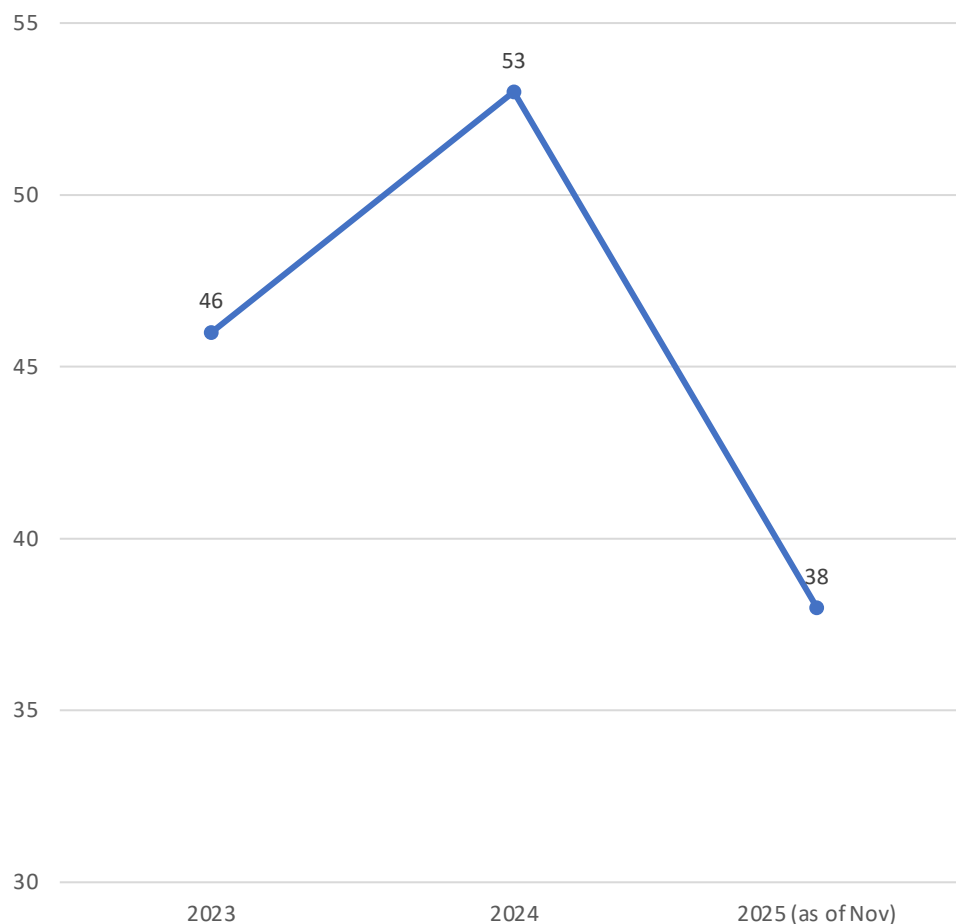


*“Alex has independently initiated and facilitated two major policy projects, creating comprehensive project-management workbooks and coordinating with core project teams and stakeholders.” – Facilities Office Team*



# Health & Safety

Injury Numbers in Last 3 Calendar Years



**Mission:** Health and Safety supports the division and the department by coordinating essential safety programs, maintaining regulatory compliance, and providing the training necessary to ensure a secure and prepared workplace.

## Workforce

Safety Officer	1
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Chair the Health & Safety Committee (HASCOM)

- **Subject Matter Expert in**

- Emergency Procedure Plan & Drills
- Injury & Illness Prevention Program (IIPP)
- Hazard Communication Program which includes a list of all chemicals used in the workplace and employee training on the safe use of the chemicals
- Workplace Violence Prevention Plan
- Training for health and safety issues (CPR, First Aid, Stryker Chair, etc.)
- Conducted 33 ergonomic workstation evaluations in 2025





# Custodial Unit



**Mission:** The Custodial Unit provides clean, safe, and healthy environment that foster productivity and well-being for all occupants through dedicated service and rigorous sanitization standards.

## Workforce

Custodial Manager	1
Custodial Supervisor	1
Custodial Assistant Supervisor	6
Custodian	62
Jr. Administrative Analyst	1
<b>Total</b>	<b>71</b>



# Custodial Unit

## Services Provided:

### Comprehensive Custodial Services

Oversee specialized sanitation for restrooms and flooring, alongside graffiti remediation and exterior building pressure washing.

### Specialized Facility Maintenance

Execute comprehensive deep cleaning projects, including carpet extraction, floor restoration, exterior power washing, and high dusting to ensure library branches are fully prepared for public open houses and community events.

### Integrated Waste Management

Oversee the secure decommissioning of electronic waste and the execution of sustainability protocols by synchronizing custodial workflows with IT standards and the Department of the Environment's Zero Waste objectives.

## Highlights in FY 25

- Supported 26 Branch Open Houses, Night of Ideas with setup and deep clean
- Completed 1,613 Work Orders





# Capital Projects Team

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**Mission:** The Capital Team manages library capital projects through all development phases and coordinating with city partners to deliver safe and adaptable facilities while maintaining strict budget and stakeholder’s interests for the community.

## Workforce

Capital Projects Manager	1
Senior Administrative Analyst	1
<b>Total</b>	<b>2</b>

## Core Service:

- **Manage Capital Projects** – Direct planning and execution of renovations for all library locations.
- **Coordinate Key Stakeholders** – Lead collaboration with city agencies and manage external partner relationships.
- **Oversee Project Finances** – Maintain fiscal oversight to ensure projects meet budget and schedule.

## Supports

- Facilities team, all 27 branches, 2 support services, and the Main Library
- Recent focus: IT offices, Chinatown and Mission renovations, Park waterproofing, Safety upgrades, Main Library infrastructure upgrades: Fire Alarm Control Panel, Café, Main Roof



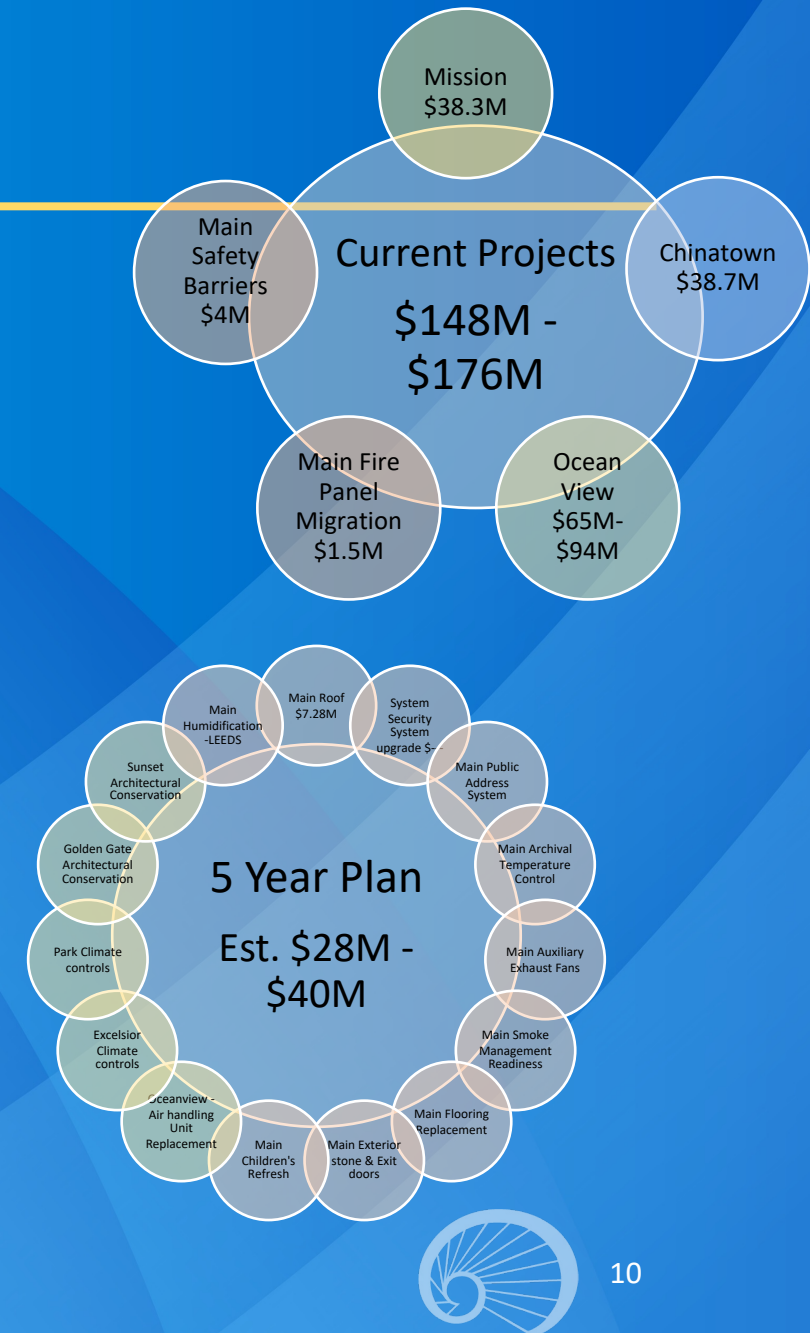
# Capital Projects Team

## Current Projects

- Mission Branch Library Renovation (\$39.3M total project cost) – 75% complete
- Main Library Fire Panel Migration (est. \$1.5M, total estimated cost of phase 1) – 93% complete
- Chinatown Branch Library Renovation (\$38.7M, total project estimate) – bid phase
- Ocean View Branch Library Renovation (\$65M-\$94M, conceptual project estimate)
- Main Library Safety Barriers (\$4M, total project estimate) – underway

## Five Year Plan

- **Bid Phase, Pre-construction**
  - Main Library Roof (\$8.28M)
  - Moat (\$7.28M)
- **Planning, Budget, Implementation Phase**
  - **Systemwide:** Security System Upgrade
  - **Main:**
    - 3 projects - completed assessment, cost analysis-pre implementation phase
    - 5 projects - Pre-assessment phase
  - **Branches:**
    - 1 project - completed assessment – cost analysis pre-implementation phase
    - 4 projects - Pre- assessment phase



# Capital Projects Team

## The Washington Stand

“...and having done all...stand firm.” Eph. 6:13

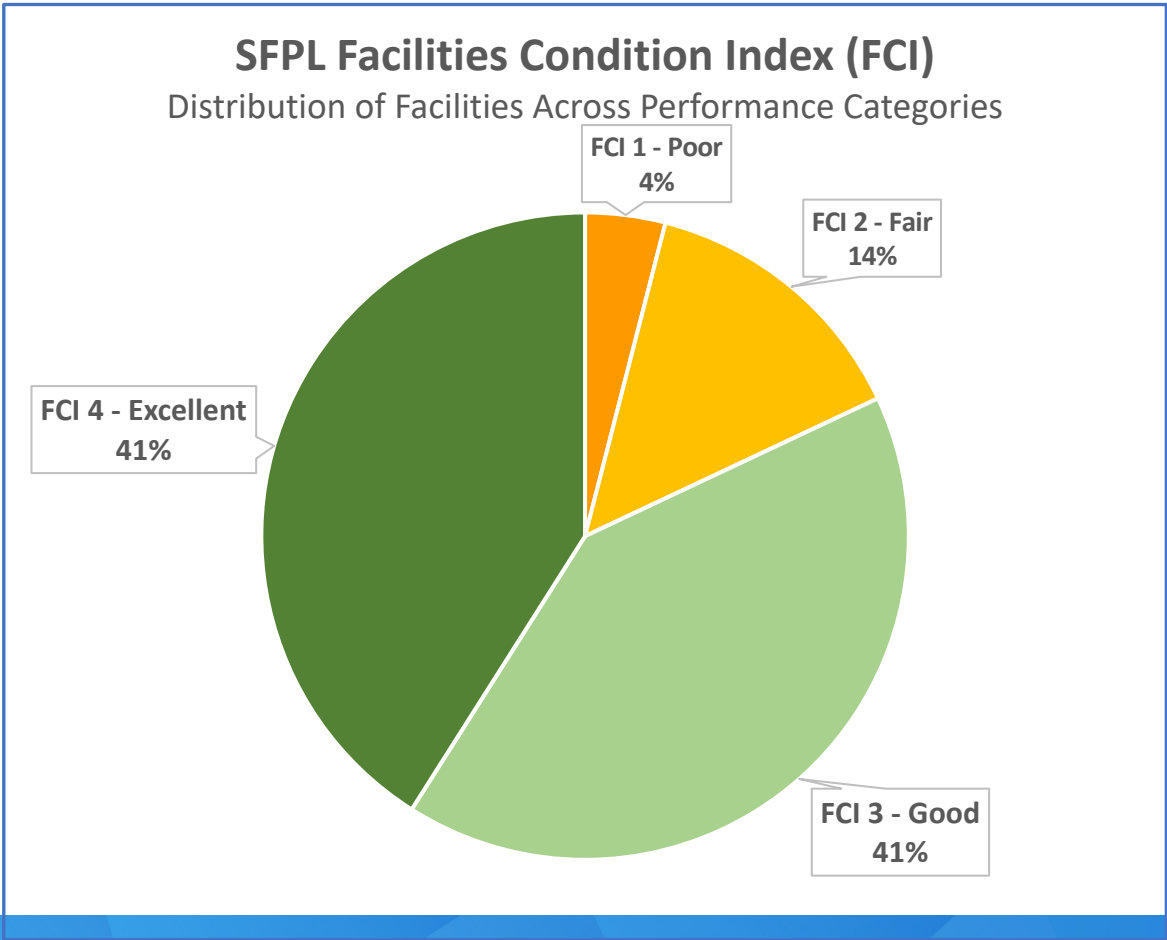
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Photo: Matthew Feeney | Unsplash

NEWS

### More Than Two-Thirds of Public Libraries Face Major Maintenance Challenges





# Engineering Unit

**Mission:** The Engineering Unit oversees the maintenance and restoration of all library facilities, including but not limited to emergency response for incidents such as sewer backups, elevator entrapments, door security issues, and vandalism board-ups, while providing support for capital projects and renovations.

## Workforce

Buildings And Grounds Maintenance Superintendent	1
Chief Stationary Engineer	1
Senior Stationary Engineer	3
Stationary Engineer	6
Carpenter	1
Electrician	1
General Laborer	2
Senior Administrative Analyst	1
<b>Total</b>	<b>16</b>



# Engineering Unit

## Core Engineering Services

- Climate Control & HVAC Operations
- Elevators Transportation Support
- Public Amenity Maintenance
- 24/7 Mission-Critical Support
- Specialized Preservation Support

## Operational Partnerships:

- Public Works & City Agencies
- Property Managers
- Contractors & Specialized Vendors

## Highlights in FY 25

Completed 2,898 work orders

### 1. Climate Resilience Expansion

Retrofitted community rooms at five branch libraries with HVAC systems, establishing critical climate-resilient cooling hubs for enhanced public welfare.

### 2. Fire Life Safety Modernization

Overhauled the Main Library's Fire Life Safety infrastructure and smoke control protocols, fortifying life safety standards and vital asset protection.

### 3. Building Management System Backbone Integration

Upgraded Building Management System networking to CAT 6, establishing the digital backbone for comprehensive HVAC automation and precision environmental controls.





# Security Unit

**Mission:** The Security Unit ensures safe and welcoming environments within all San Francisco Public Library facilities through preventive patrols, responsive crisis management, and strategic coordination with municipal emergency services.

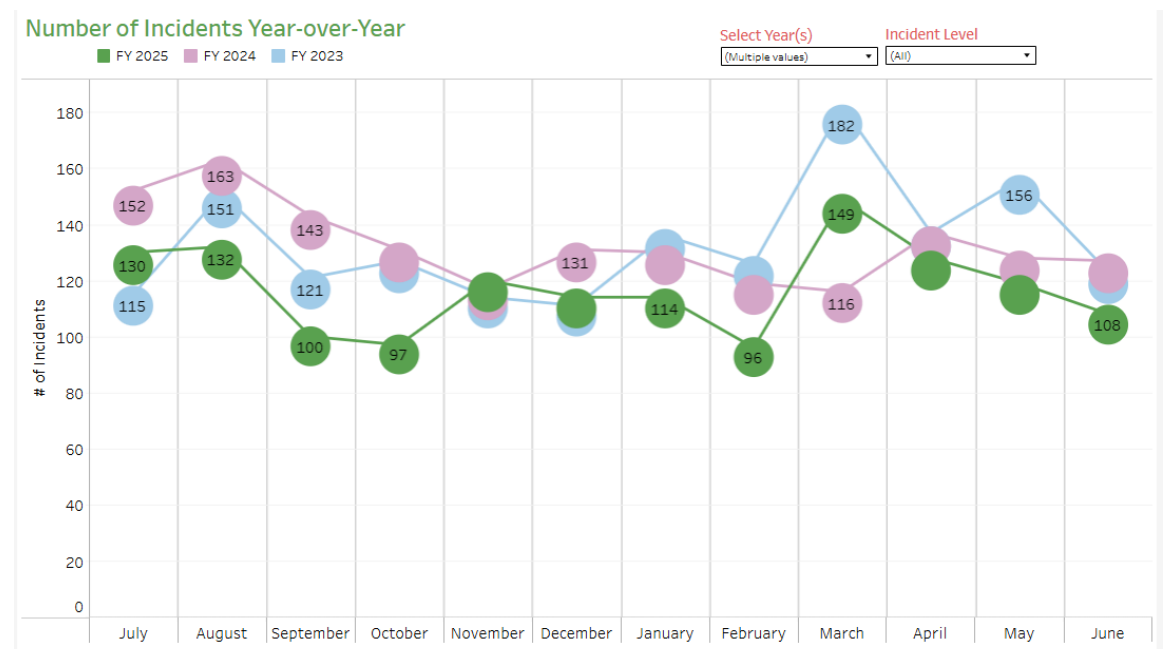
## Workforce

Security & Emergency Planning Manager	1
Supervising Building and Grounds Patrol Officer	4
Building And Grounds Patrol Officer	35
<b>Total</b>	<b>40</b>

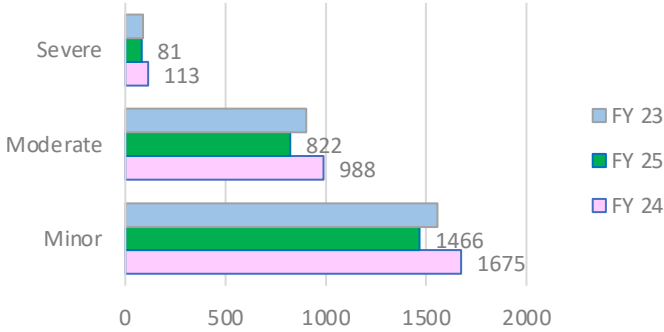




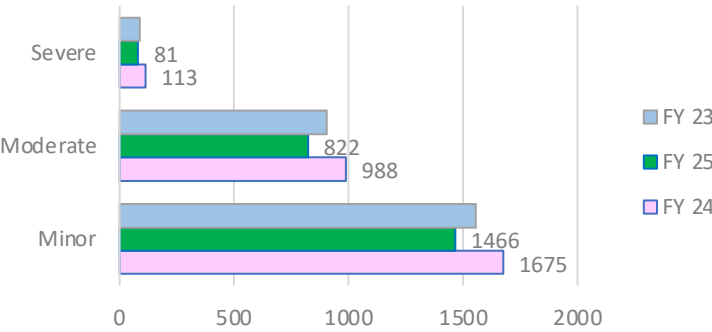
# Security Unit



Total Incident by Level  
FY 23 Vs. FY 24 Vs. FY 25

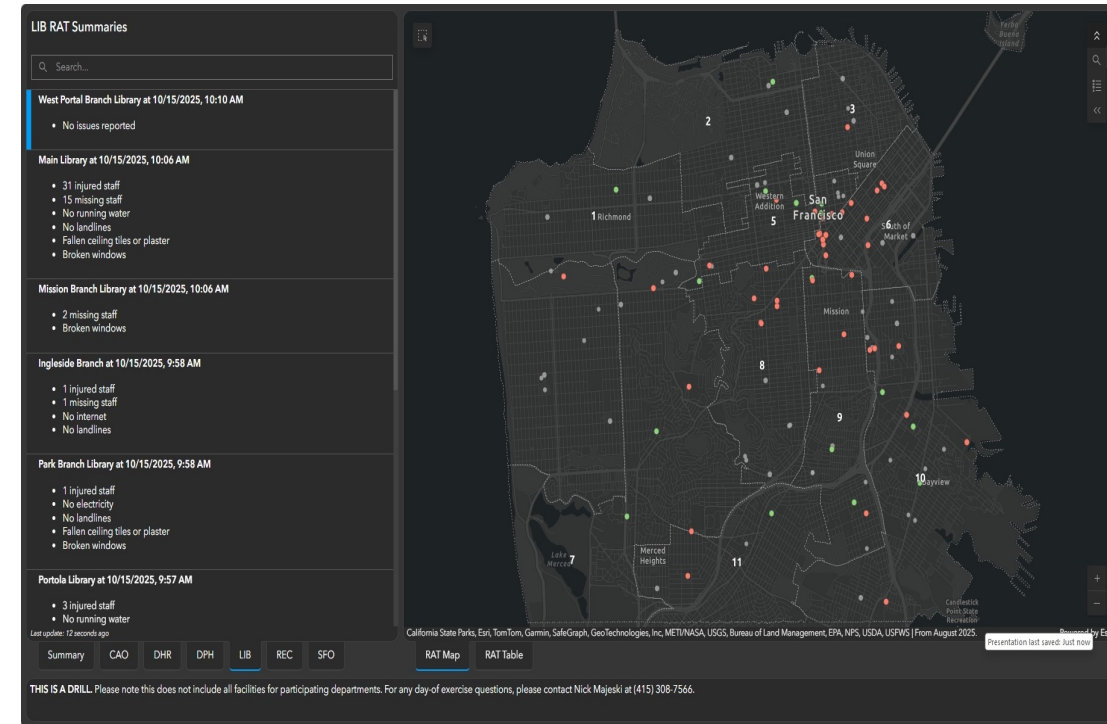


Total Incident Types  
FY 23 Vs. FY 24 Vs. FY 25



# Emergency Planning

- **Mission:** Emergency Planning provides safe spaces and critical services to our communities during emergencies, while also coordinating with city partners on emergency responses.
- **Partnerships:**
  - Partners with **City Administrator, City Hall, Asian Art Museum, Rec & Park, Department of Emergency Management** & other public-facing city organizations to align our procedures with city-wide standards
  - Join city-wide tabletop exercises and planning events given by Bay UASI and hosted by DEM



City-wide rapid assessment survey hosted by ADM (City Hall)



# Delivery Services & Stockroom Unit

**Mission:** The Delivery Services & Stockroom Unit serves as the essential logistical backbone of the San Francisco Public Library by providing safe, timely, and efficient distribution of materials, mail, and assets across our city-wide network.

## Workforce

Fleet and Logistics Manager	1
General Laborer Supervisor I	1
Truck Drivers	5
Sorting Staff	11
Stockroom Staff	2
<b>Total</b>	<b>20</b>

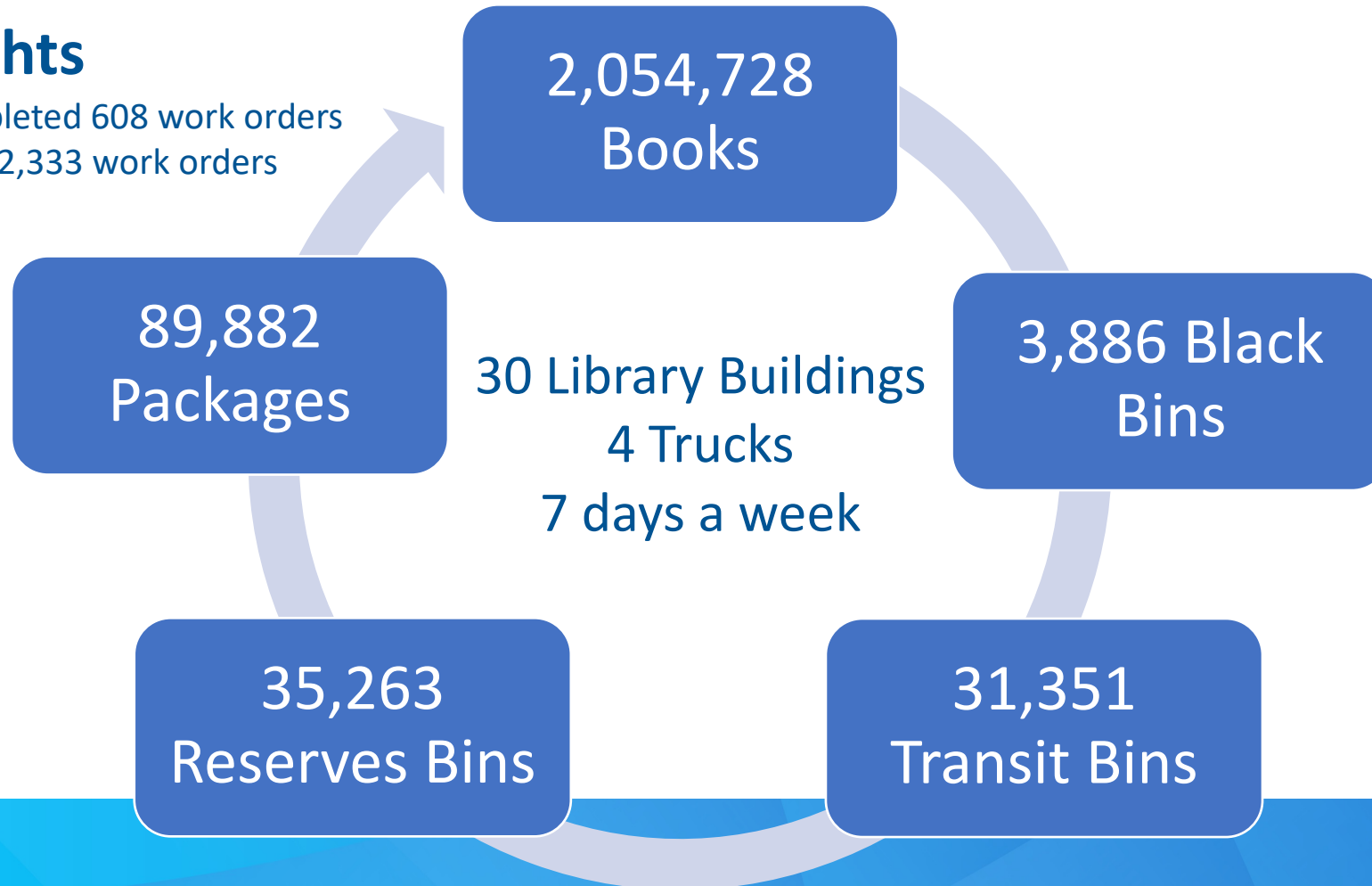


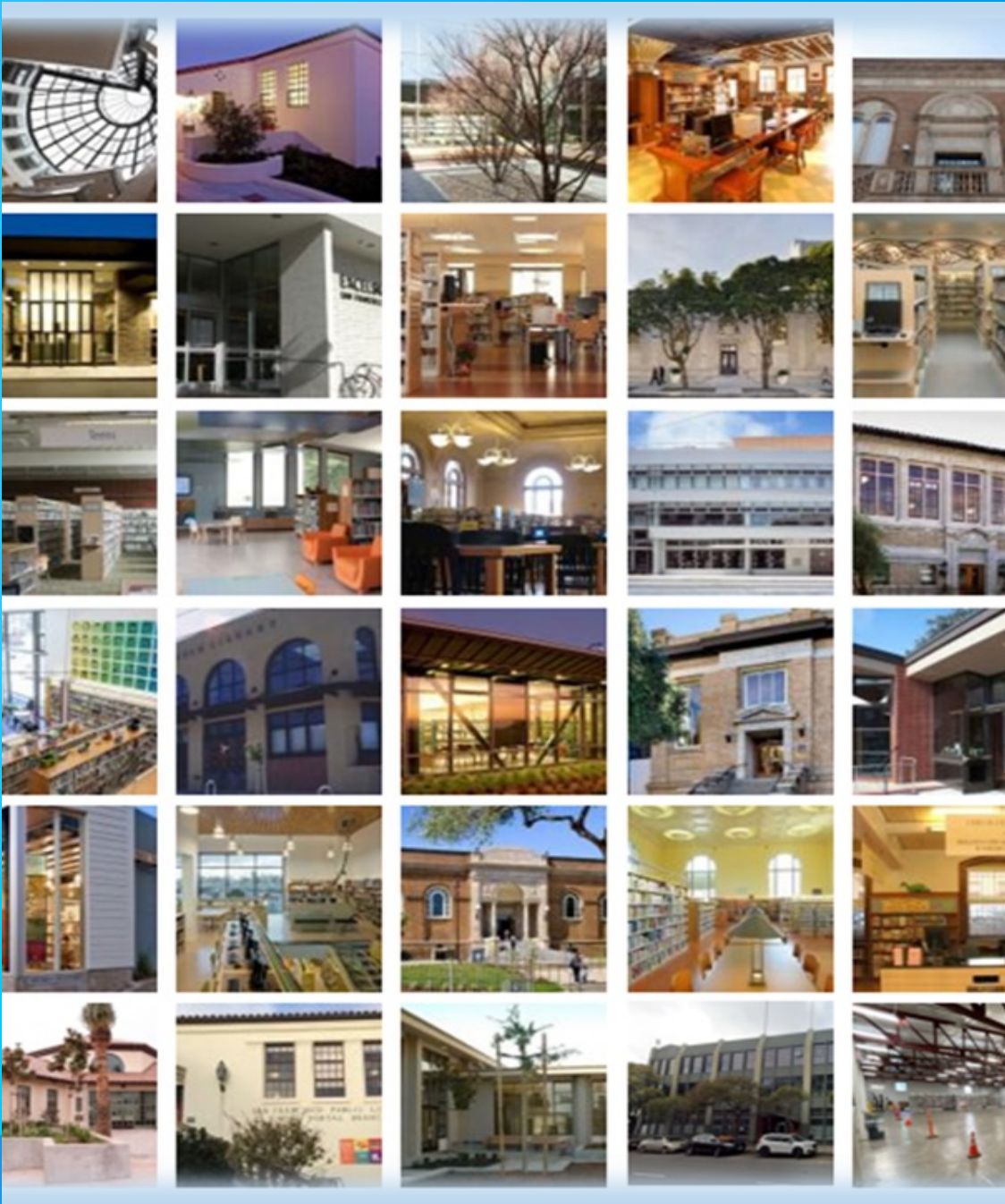


# Delivery Services & Stockroom Unit

## FY 25 Highlights

Delivery Services completed 608 work orders  
Stockroom completed 2,333 work orders





# Thank you!

