

# Library Commission Meeting

June 18, 2020

# Library Commission Meeting Agenda

## NOTICE OF MEETING

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

**DATE:** Thursday, June 18, 2020

**TIME:** 4:30 PM

**PLACE:** Due to the COVID-19 health emergency and to protect our Commission Members, SFPL staff, and members of the public, the ~~Koret~~ Auditorium in the Main Library is closed.

### 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. SFPL Reopening Plan Discussion

(This is a discussion on the Library's plans for reopening.)  
Explanatory documents: City Librarian Memo dated June 15, 2020 – Phased Reopening for Library Services, State of California COVID-19 Industry Guidance: Retail, and SFPL COVID-19 Service Response Presentation.

### 3. FYs 2021 and 2022 Budget Discussion

(This is a discussion on the FYs 2021 and 2022 budget.)  
Explanatory documents: FYs 2021 and 2022 Budget Presentation; Attachment I and Attachment II.

### 4. Library Commission Secretary Recruitment Process Discussion/Possible Action

(This is a discussion and possible action on the Library Commission Secretary Recruitment Process.)  
Explanatory documents: City Librarian memo dated June 15, 2020 – Library Commission Secretary Recruitment; and 2006 Commission Secretary Job Announcement.

### 5. 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: SFPL Racial Justice Statement; Summer Stride and SF Poet Laureate.  
Explanatory documents: SFPL Racial Justice Statement; Summer Stride Presentation and SF Poet Laureate Press Release.

**6. Approval of the Minutes January 16, 2020 Action**  
(Presentation, discussion and possible action to approve the minutes of the regular meeting of January 16, 2020)  
Explanatory document: draft minutes.

**7. Approval of the Minutes February 6, 2020 Action**  
(Presentation, discussion and possible action to approve the minutes of the regular meeting of February 6, 2020)  
Explanatory document: draft minutes.

**8. Adjournment Action**  
(Requires motion and public comment)  
Explanatory documents:

(Vacant) Library Commission Secretary

Explanatory documents: Copies of listed explanatory documents are available on the Public Library's website  
<http://sfpl.org/librarycommission>.

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 [soff@sfgov.org](mailto:soff@sfgov.org).

# 1. General Public Comment

Please click on the HAND icon  found at the bottom of the Participant Panel in WebEx.

For dial-in participants, press \*3 to be added to the queue. For those already on hold in the queue, please continue to wait until it is your turn to speak.  
Thank you.

## 2. SFPL Reopening Plan

# City Librarian Memo – June 15, 2020



*San Francisco Public Library*

100 Larkin Street, San Francisco, CA 94102 - 4733

## **MEMORANDUM**

**Date:** June 15, 2020  
**To:** San Francisco Library Commission  
**From:** Michael Lambert, City Librarian  
**RE:** Phased Reopening of Library Services

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The San Francisco Public Library is bringing forth an update regarding the prospective resumption of public library services.

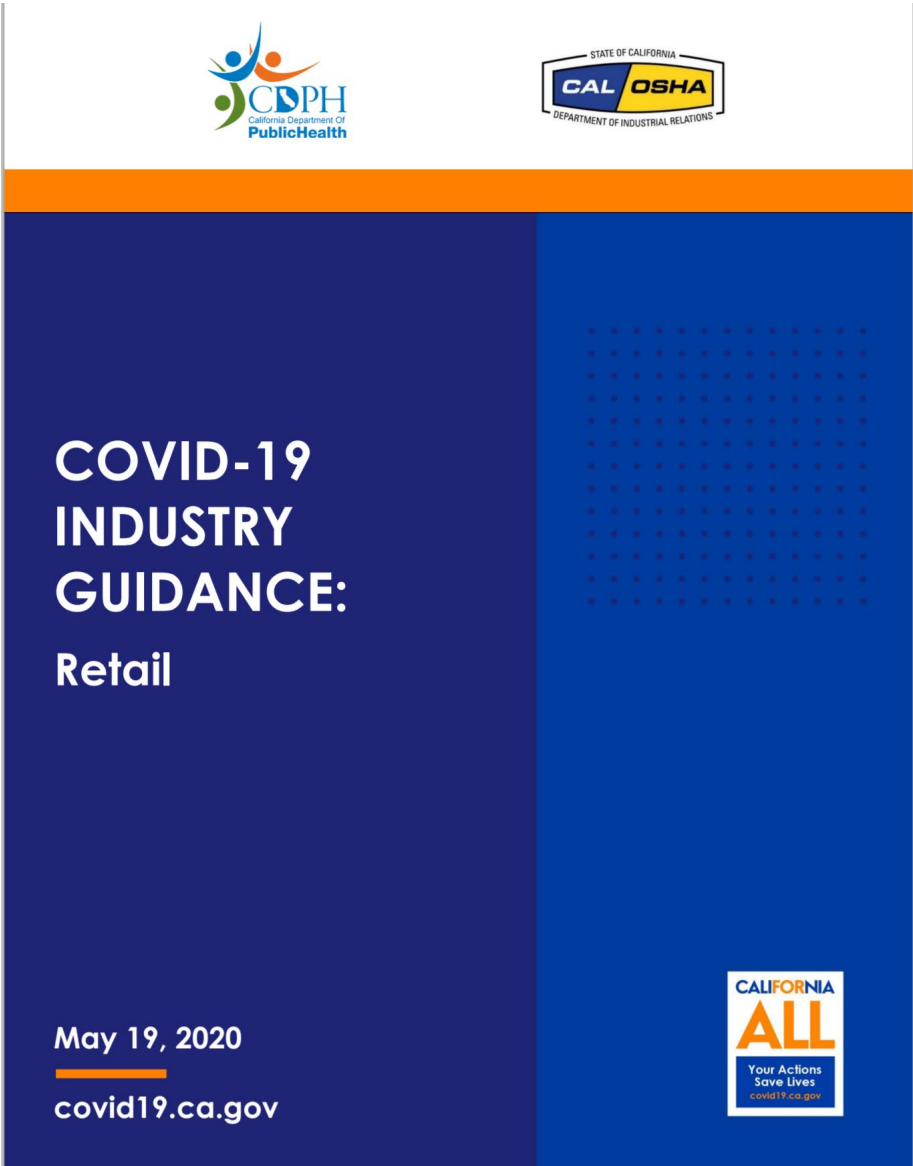
### **Background**

In response to the City and County of San Francisco – Department of Public Health [Order of the Health Officer C19-05b](#) issued on March 13, 2020, the San Francisco Public Library closed all 28 library locations to the public at the close of business on Friday, March 13, 2020. Over the course of the past few weeks during the shelter in place, the Library's Department Operations Center (DOC) has been mobilized to support the City's Emergency Operations Center (EOC) and to plan for the eventual resumption of library services. San Francisco Public Library personnel have been activated to serve as Disaster Service Workers (DSW) in myriad roles including food pantry workers to support food distribution operations of the San Francisco – Marin Food Bank, site monitors and onsite clerks at multiple hotel sites providing shelter for individuals experiencing homelessness, outreach workers supporting the EOC's Community Branch and as contract tracers supporting the work of the Department of Public Health in contacting individuals who may have had exposure to the virus. Library staff have also served in multiple other capacities as Disaster Service Workers and continue to support the City's emergency response. Throughout this time period, other essential staff have been reporting to work to keep critical operations going, including Human Resources, Information Technology, Finance and Facilities. Limited public services have continued via the [sfpl.org](http://sfpl.org) [virtual library](#) and through the Telephone Information Program at the Main Library.

### **Current Action**

Consistent with guidance from the City Administrator, the San Francisco Public Library is developing department site-specific health & safety plans for consideration in order to secure approval for resumption of library services. The reopening plan will also meet the requirements outlined in the [State of California's COVID-19 Industry Guidance: Retail](#), which provides specific guidance for "Curbside Pick-up for Libraries." The health and safety of library workers will be the top priority throughout every phase of reopening to ensure service delivery is guided by five progress indicators prescribed by the San Francisco Department of Public Health. The target date for launching *SFPL To Go*, a contact free pick-up service, will be determined pending further planning in consultation with the City Administrator to determine which services can move forward and under what timeline.

# California COVID-19 Guidance: Retail





San Francisco Public Library

# COVID-19 Service Response



# Overview

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Following recommendations issued by DPH for social distancing to help curtail the spread of COVID-19, SFPL closed its doors at 6:00 PM on March 13, 2020.

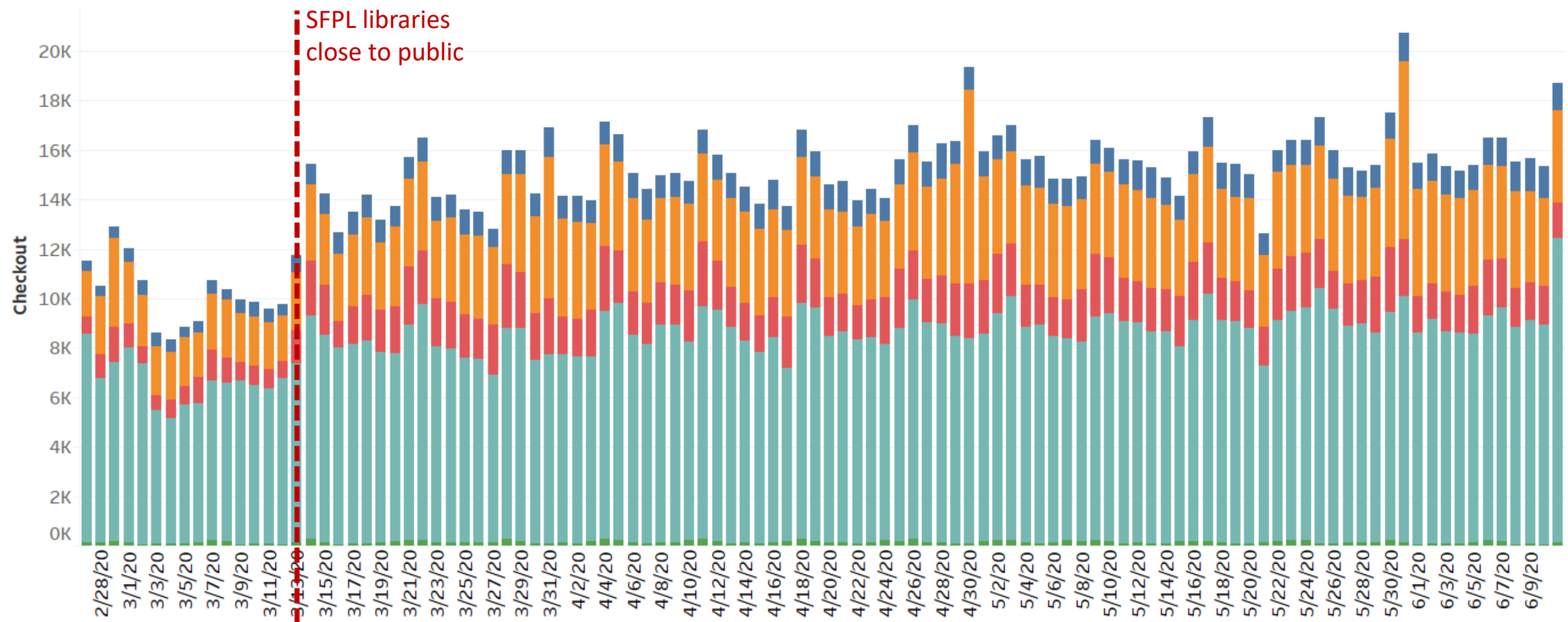
## SFPL, however, never stopped working for the public.

- Robust Electronic Resources
- Expanding Patron Base
- Educational Support
- Virtual Programming
- Archiving COVID-19
- Disaster Service Workers



# Robust Electronic Resources

## eResources # of Checkouts - Daily



All of our major eResources platforms have seen a substantial increase in circulation numbers

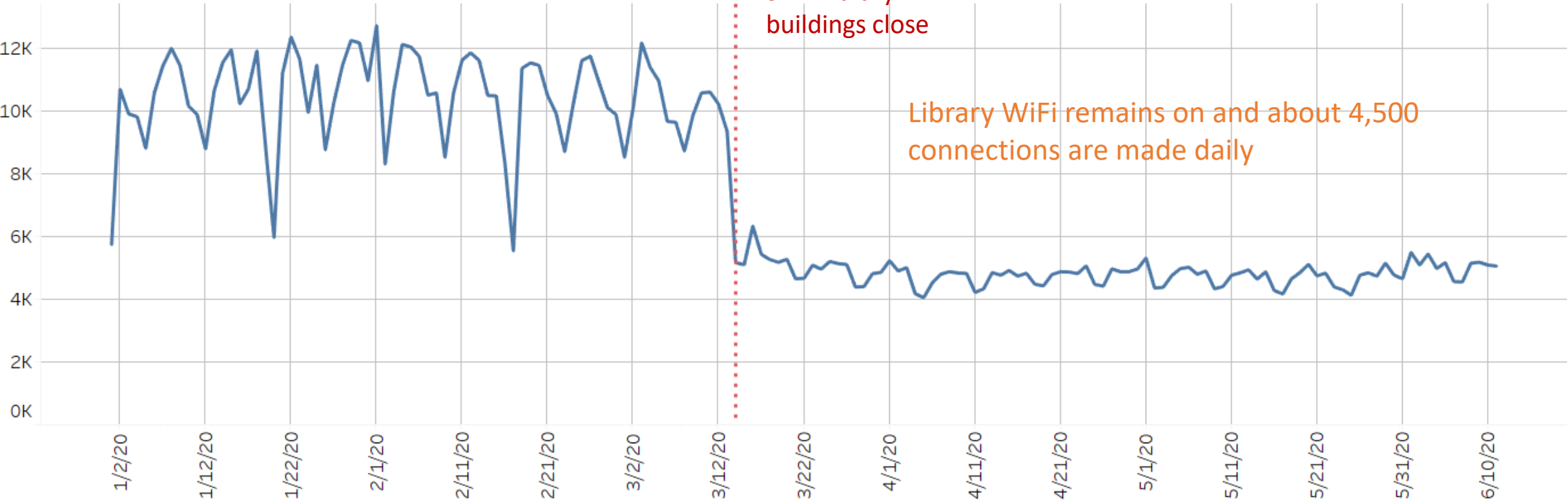
### % Change Per Platform Since Closing (3/14 - 6/11)

Platform	Average	Total Since Closing	% Change Since Closing
Axis360	46,472	93,148	100.4%
hoopla	187,129	333,375	78.2%
kanopy	79,973	169,862	112.4%
OverDrive	561,326	777,855	38.6%
RB Digital	10,463	13,806	32.0%
TOTAL	885,363	1,388,046	56.8%

*“JUST LOVVVVVEEEEE KANOPY!!!! BETTER THAN ANY STREAMING SITES, SUCH HI QUALITY SELECTION OF INDIE AND ART FILMS!!! WAAAAAY BETTER THAN BORING NETFLIX N VUDU. AND THANK U FOR 15 FILMS A MONTH!!!! OHHHHH I MISSSSSSS UUU TERRIBLY sfpl!!!!” – Facebook message*

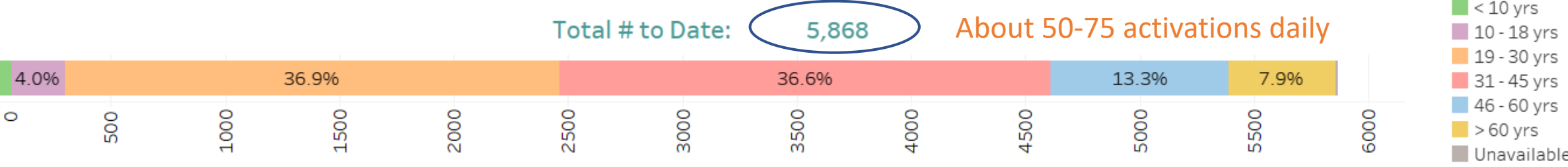
# Robust Electronic Resources

Daily # of WiFi Connections (All)

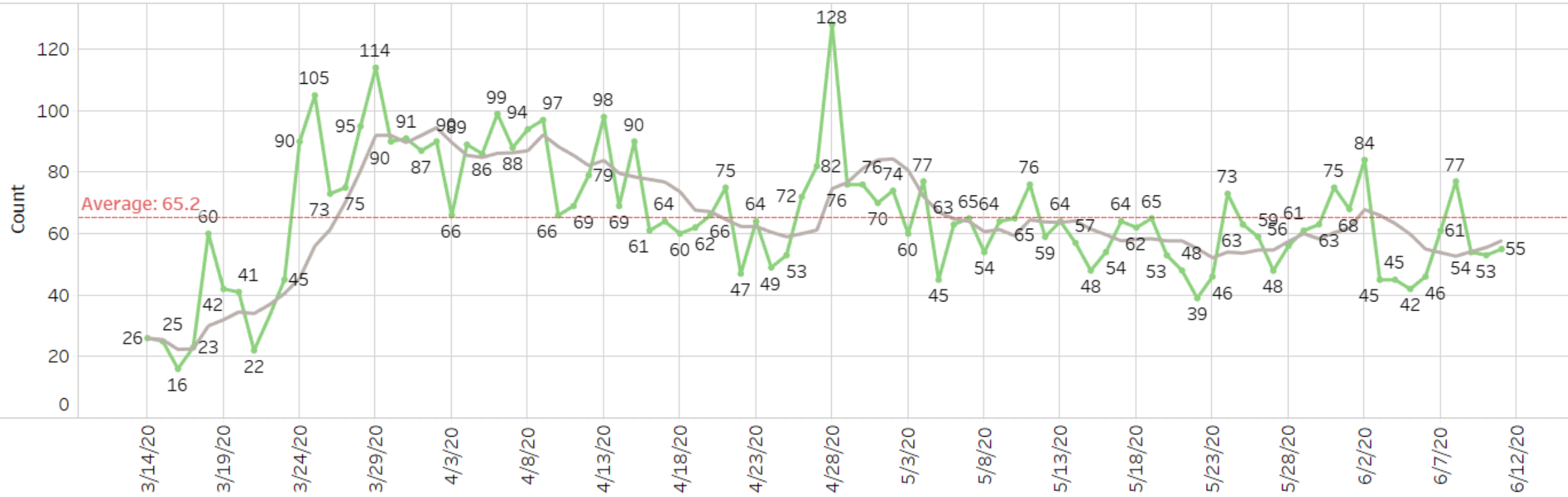


# Expanding Patron Base

## Total # of eCard Activation Since Closing



## Daily # of eCard Activation



## SF School Library Card Activation

	# of Schools	Total # of Activation	Total # of Cards	# of Circ Active Since Closure	Ratio of Circ Active to # of Cards
Public	122	15,409	61,379	8,486	13.8%
Private	4	2,453	2,453	422	17.2%
<b>Grand Total</b>	126	<b>17,862</b>	63,832	8,908	14.0%

*“Thank you library for finding creative ways to let us check out books!!!”*

--Clare, Scholar Card recipient

## Total # of Online Reference Questions Answered Since Closing

LibAnswers Tickets	7,572
TIP Calls	3,939
<b>Grand Total</b>	<b>11,511</b>

About 125 daily

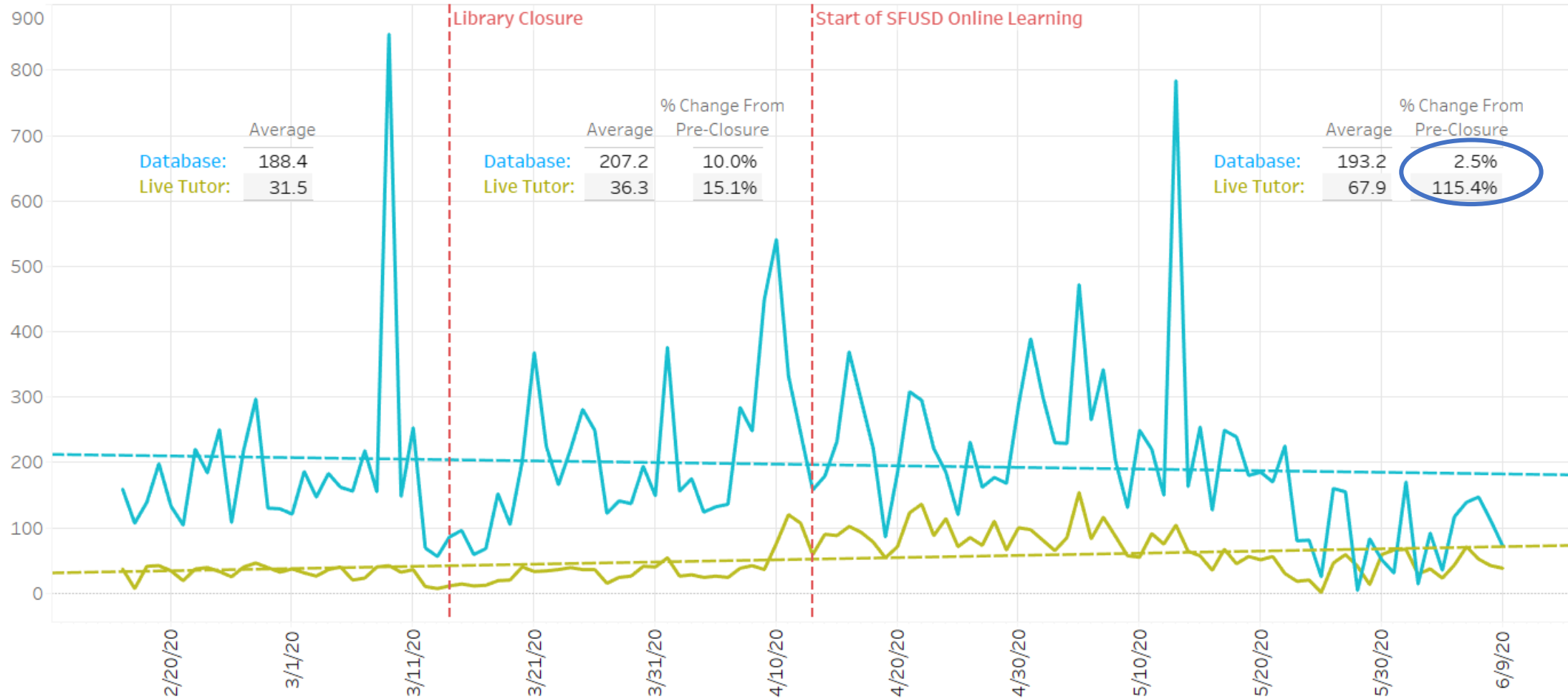
# Educational Support

## Homework Help Daily Totals



- database usage refers to a page view; i.e. flashcards, SkillsSurfer, tests, etc.
- live tutor interaction is when a patron either connects with a live tutor or uses the writing lab/send question

■ Database Usage  
■ Live Tutor Interaction



# Virtual Programming



## Sweet Stories: virtual storytime

 **YouTube**    Number of Videos: 36

	Views	% Likes	Shares
Total	16,082	N/A	228
Average	446.7	94.2%	6.3

    Number of Videos: 41

	Views	Likes	Comments
Total	30,075	2,787	188
Average	733.5	68.0	4.6

# Virtual Programming



Alison Farrell Live - Summer Stride 2020  
238 views • 3 days ago



Contribute to COVID-19 Time Capsule  
55 views • 4 days ago



Dear Zoo - "Sweet Stories" at the San Francisco Public...  
109 views • 5 days ago



Alphabet Rockers Rock the Block - Summer Stride 2020  
264 views • 6 days ago



COVID Q&A with Dr. Louise Aronson  
927 views • 6 days ago  
CC

Video title	Views	Likes (vs. dislikes)	Comments	Shares
COVID Q&A with Dr. Louise Aronson	970	100%	65	13
Alphabet Rockers Rock the Block - Summer Stride 2020	294	100%	37	3
Alison Farrell Live - Summer Stride 2020	293	90%	26	1
Contribute to COVID-19 Time Capsule	72	100%	0	1
Getting Started with LinkedIn	58	100%	0	2
Water Bending Challenge - "STEM Challenge Yo' Self" at the San Francisco Public Library	321	90.91%	2	2
The Mountains Sing by by Nguyễn Phan Quế Mai	28		0	0

Virtual adult programs include Money Coaching, Book Club, ESL Conversation Group, and Career Coaching. In May, the average attendance was 11 viewers.



Over 200 submissions  
totaling more than 275 file attachments



Significant collections (including one with 700  
excellent photos) from a couple of individuals


For long-term preservation and sharing of the collective experiences of  
San Francisco residents during the COVID-19 public health emergency

# Disaster Service Workers

More than 350 SFPL employees are deployed as City's disaster service workers.  
Over 75% of those are deployed as...



# Public Comment – Agenda Item No. 2

Please click on the HAND icon  found at the bottom of the Participant Panel in WebEx.

For dial in-participants, press \*3 to be added to the queue. For those already on hold in the queue, please continue to wait until it is your turn to speak.  
Thank you.

# 3. FY21/FY22 Budget



*San Francisco Public Library*

# SAN FRANCISCO PUBLIC LIBRARY

FYs 21 & 22 Budget

June 18, 2020

Maureen Singleton, Chief Operating Officer



# February 2020 Summary of Proposed Investments: Review

Option 2: approved at February 6, 2020 Library Commission meeting						
Strategic Priority	One-time/ Ongoing	FY 21	FY 21	FY 21	FY 22	FY 22
		Original Budget	Proposed Investment Amount	Proposed Budget Amount	Proposed Investment Amount	Proposed Budget Amount
Premier Urban Library	One-Time	-	25,000	25,000	460,000	460,000
	Ongoing	75,000	25,000	100,000	5,000	105,000
<b>Premier Urban Library Total</b>		<b>75,000</b>	<b>50,000</b>	<b>125,000</b>	<b>465,000</b>	<b>565,000</b>
Literacy & Learning <sup>(1)</sup>	One-Time	850,000	(848,250)	1,750	850,000	850,000
	Ongoing	19,275,509	314,876	19,590,385	1,000,000	20,565,510
<b>Literacy &amp; Learning Total</b>		<b>20,125,509</b>	<b>(533,374)</b>	<b>19,592,135</b>	<b>1,850,000</b>	<b>21,415,510</b>
Youth Engagement	Ongoing	65,000	15,000	80,000	-	80,000
<b>Youth Engagement Total</b>		<b>65,000</b>	<b>15,000</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>
Digital Strategies	One-Time	-	880,000	880,000	-	-
	Ongoing	-	9,500	9,500	-	9,500
<b>Digital Strategies Total</b>		<b>-</b>	<b>889,500</b>	<b>889,500</b>	<b>-</b>	<b>9,500</b>
Partnerships for Excellence	Ongoing	25,000	112,000	137,000	-	137,000
<b>Partnerships for Excellence Total</b>		<b>25,000</b>	<b>112,000</b>	<b>137,000</b>	<b>-</b>	<b>137,000</b>
Organizational Excellence	Ongoing	500,000	177,000	677,000	-	677,000
<b>Organizational Excellence Total</b>		<b>500,000</b>	<b>177,000</b>	<b>677,000</b>	<b>-</b>	<b>677,000</b>
Facilities Maintenance & Infrastructure	One-Time	20,000,000	11,666,000	31,666,000	15,000,000	15,000,000
	Ongoing	120,250	215,000	335,250	-	335,250
<b>Facilities Maintenance &amp; Infrastructure Total</b>		<b>20,120,250</b>	<b>11,881,000</b>	<b>32,001,250</b>	<b>15,000,000</b>	<b>15,335,250</b>
<b>Grand Total</b>		<b>40,910,759</b>	<b>12,591,126</b>	<b>53,501,885</b>	<b>17,315,000</b>	<b>38,219,260</b>

**Note: (1)** See Attachment I for detailed investment proposals by Strategic Priority for FY 21 & 22 that the Library Commission approved on February 6, 2020

# February 2020 Summary of Proposed Investments: Review

Budget Option 2: as of February 21, 2020	FY20 Approved Budget	FY21 Base Budget	FY21 Proposed Budget (as of Feb 21, 2020)	Variance FY21 Proposed Budget to FY20 Budget	Variance FY21 Proposed Budget to FY21 Base Budget	FY22 Proposed Budget (as of Feb 21, 2020)	Variance FY22 Proposed Budget to FY21 Proposed Budget
<b>SOURCES</b>							
Property Tax Setaside	65.30	69.52	69.52	4.22	-	72.62	3.10
General Fund Baseline	96.13	101.66	101.66	5.53	-	96.11	(5.55)
<b>Total LPF</b>	<b>161.43</b>	<b>171.18</b>	<b>171.18</b>	<b>9.76</b>	<b>-</b>	<b>168.73</b>	<b>(2.45)</b>
Misc. Annual Sources	0.58	0.58	0.60	0.01	0.01	0.60	0.00
Library Fines & Fees	0.44	0.37	0.37	(0.08)	-	0.37	-
Fuhrman Trust	0.10	0.10	0.10	-	-	0.10	-
LPF Fund Balance	9.04	5.02	10.19	1.15	5.17	0.46	(9.73)
<b>Total Other Fund Sources</b>	<b>10.17</b>	<b>6.07</b>	<b>11.25</b>	<b>1.09</b>	<b>5.19</b>	<b>1.52</b>	<b>(9.73)</b>
<b>Grand Total Sources</b>	<b>171.59</b>	<b>177.25</b>	<b>182.43</b>	<b>10.84</b>	<b>5.19</b>	<b>170.26</b>	<b>(12.18)</b>
<b>USES</b>							
Salaries	61.81	63.81	64.12	2.31	0.31	66.36	2.24
Benefits	29.94	32.25	32.33	2.39	0.08	33.19	0.85
Health Service-Retiree Subsidy	5.38	5.70	5.70	0.32	-	6.06	0.36
<b>Total Labor</b>	<b>97.14</b>	<b>101.76</b>	<b>102.15</b>	<b>5.01</b>	<b>0.40</b>	<b>105.60</b>	<b>3.45</b>
Collections	17.62	20.46	19.80	2.18	(0.66)	21.65	1.85
Services of Other Depts.	12.41	12.66	13.07	0.66	0.41	12.76	(0.31)
Non-Personnel Services	7.60	7.16	7.75	0.14	0.59	7.42	(0.32)
BLIP Debt Service	1.72	1.74	1.74	0.01	-	1.74	-
Community Based Organization Services	0.60	0.50	0.62	0.02	0.12	0.62	-
Materials & Supplies	3.94	3.71	4.14	0.21	0.44	3.97	(0.18)
Capital	29.01	20.80	32.45	3.44	11.65	15.50	(16.95)
Equipment	1.55	0.69	0.71	(0.84)	0.02	1.00	0.29
<b>Total Non-Labor</b>	<b>74.45</b>	<b>67.72</b>	<b>80.28</b>	<b>5.83</b>	<b>12.56</b>	<b>64.66</b>	<b>(15.63)</b>
<b>Grand Total Uses</b>	<b>171.59</b>	<b>169.48</b>	<b>182.43</b>	<b>10.84</b>	<b>12.96</b>	<b>170.26</b>	<b>(12.18)</b>
<b>Surplus/ (Shortfall)</b>	<b>-</b>	<b>7.77</b>	<b>-</b>			<b>-</b>	

# Evolving Budget Climate

## City Budget Climate:

Projected City General Fund Deficit				
As of	FY 20	FY 21	FY 22	Total
Dec 2019		(195.40)	(224.10)	(419.50)
May 2020	(246.20)	(753.90)	(735.40)	(1,735.50)

### Key Assumptions in deficit estimates:

- Labor wage increase delay triggered
- No additional COVID-19 related costs in budget years
- No additional support or loss of Federal and State monies
- No ERAF monies

### Risks & Uncertainty:

- Duration & intensity of public health risks
- Slower or later economic recovery than assumed
- Level of City response to COVID-19 sustained in coming years
- Federal and State revenue risks

### Revised Budget Schedule:

- August 1: Mayor submits balanced budget to Board of Supervisors
- August: Board Budget & Appropriations Committee budget hearings
- September: Full Board of Supervisors considers budget
- October 1: Mayor signs budget

# Evolving Budget Climate

## Library Preservation Fund:

LPF Projection Comparisons							
Source	FY 21	FY 21	Var FY 21	FY 22	FY 22	Var FY 22	FY 21 & 22
	as of Dec 2019	as of May 2020	Projections	as of Dec 2019	as of May 2020	Projections	Projection Var Total
GF Baseline	101.66	86.00	(15.66)	96.11	85.50	(10.61)	(26.27)
Property Tax	69.52	66.70	(2.82)	72.62	67.30	(5.32)	(8.14)
<b>Grand Total</b>	<b>171.18</b>	<b>152.70</b>	<b>(18.48)</b>	<b>168.73</b>	<b>152.80</b>	<b>(15.93)</b>	<b>(34.41)</b>

**Note:** May projection data source: Budget Outlook Update FY 2019-20 through FY 2023-24 issued by the Board of Supervisors Budget & Legislative Analyst, Mayor's Budget Office, and Controller's Office on May 13, 2020

## Mayor's Budget Guidance:

- Prioritize core services
- Prioritize services for vulnerable populations
- Prioritize providing equitable services for underserved populations
- Streamline operations
- Align operations with COVID-19 operating measures and guidelines
- Non-General Fund departments & funds must balance within allocated revenue
- General Fund department reduction requirements:
  - FY 21: 10% of adjusted general fund support with a 5% contingency
  - FY 22: grow reductions to 15%, an additional 5% over 10% in FY 21

# Evolving Budget Climate

## Approach to bridging the funding gap:

- Plan for reopening in alignment with Department of Public Health guidance
- Prioritize core services and services to vulnerable populations
- Re-evaluate budget investment proposals approved in February 2020
- Prioritize capital asset renewals
- Limit Fund Balance use given economic uncertainty
- Plan for economic uncertainty



**FOG**  
**READERS**

# Reduction Proposals: Re-evaluated Budget Investments

Strategic Priority	Proposal Title	Proposal Summary Description	Impact of Proposed Reduction/ Delayed Prior Investment Proposal	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	May 2020 (Reduction) Amt FY 21	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount	May 2020 (Reduction) Amt FY 22
Premier Urban Library	Promote the Library for All	Increase public awareness of key system wide programming, partnership, and learning initiatives such as Summer Stride, youth workforce development, digital inclusion, Night of Ideas, and other library milestone activities	The Library will reconfigure its public awareness program and determine how to fund the activities within the base budget allocation	Ongoing	75,000	25,000	100,000	(25,000)	5,000	105,000	(25,000)
	Affirm the Main Library as the Tenderloin Branch Library	Though the Main Library is known widely as the flagship branch of the San Francisco Public Library both for its deep collections and uniquely specialized services, it is also the neighborhood branch for its nearest community, the Tenderloin. In order to spotlight the Main as a local family-friendly branch library for the Tenderloin, this project will leverage the experience of a cohort of Main staff working with the Harwood Institute to offer a special kind of community facilitation – the Harwood Method – where participants from the Tenderloin will share aspirations for their community and discuss challenges and solutions in a comfortable, open environment. The goal is to learn the needs & aspirations of our neighbors & help the Main to better serve the Tenderloin, one of the City's most economically-disadvantaged community	Affirming the Main Library as the Tenderloin Branch Library could be deferred to a future budget cycle	One-Time	-	25,000	25,000	(25,000)	-	-	-
<b>Premier Urban Library Total</b>					<b>75,000</b>	<b>50,000</b>	<b>125,000</b>	<b>(50,000)</b>	<b>5,000</b>	<b>105,000</b>	<b>(25,000)</b>
Literacy & Learning	Increase adult physical collections to offset tariffs	Increase the physical collection budget for adult material by 2% to cover price increases. Due to new tariffs with China, the cost of printing there has increased significantly so much that publishers are moving printing back to North America. Book prices saw average increases by format as high as 10% in 2019, compared to 2018. The 2% figure excludes the \$550K Mission Opening Day figure since that will shift to FY 22	The Library anticipates that costs will not increase given the evolving economic status	Ongoing	6,663,054	133,500	6,796,554	(133,500)	-	6,796,554	(133,500)
	Increase youth physical collections to offset tariffs	Increase the physical collection budget for youth material by 2% to cover price increases. Due to new tariffs with China, the cost of printing there has increased significantly so much that publishers are moving printing back to North America. Book prices saw average increases by format as high as 10% in 2019, compared to 2018. The 2% figure excludes the \$300K Mission Opening Day figure since that will shift to FY 22	The Library anticipates that costs will not increase given the evolving economic status	Ongoing	2,816,474	56,500	2,872,974	(56,500)	-	2,872,974	(56,500)
<b>Literacy &amp; Learning Total</b>					<b>9,479,528</b>	<b>190,001</b>	<b>9,669,529</b>	<b>(190,001)</b>	<b>-</b>	<b>9,669,529</b>	<b>(190,001)</b>
Youth Engagement	Inspire interactive learning at libraries	Refresh and maintain Play-to-Learn equipment and furnishing at all 28 library locations plus add new benches needed at Main Children's Center	Refreshing the interactive learning equipment and furnishings can be deferred to a future budget cycle	Ongoing	65,000	15,000	80,000	(15,000)	-	80,000	(15,000)
<b>Youth Engagement Total</b>					<b>65,000</b>	<b>15,000</b>	<b>80,000</b>	<b>(15,000)</b>	<b>-</b>	<b>80,000</b>	<b>(15,000)</b>
Digital Strategies	Refresh branch laptop lending kiosks	Refresh branch laptop lending kiosk program. Kiosks themselves have built-in upgrade through maintained and support program; however, the laptops upgrades are not included. Refresh 90 laptops that are end of life in six kiosks at \$2K each, including all software	Refreshing branch laptop lending kiosks can be deferred to a future budget cycle	One-Time	-	180,000	180,000	(180,000)	-	-	-
<b>Digital Strategies Total</b>					<b>-</b>	<b>180,000</b>	<b>180,000</b>	<b>(180,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Organizational Excellence	Engage an expert survey consultant to perform annual patron satisfaction work	Engage an expert survey consultant to conduct, analyze, and report on the annual patron satisfaction survey (users and non-users) and free up staff time currently allocated to conducting the survey to public service	The start of the consultant survey can be deferred to FY 22	Ongoing	-	50,000	50,000	(50,000)	-	50,000	-
	Establish a gender-neutral public restroom at the Main	Establish a gender-neutral public restroom at the Main. Expand the Main Library's restroom monitoring program to add one additional practitioner to monitor existing single-stall restrooms on 4th or 5th floors, which can then be opened as gender-neutral	The Library anticipates that the gender-neutral restroom service would be rolled out later when the Department of Public Health approves reopening and therefore base level funding would be sufficient to cover this cost	Ongoing	500,000	120,000	620,000	(120,000)	-	620,000	(120,000)
<b>Organizational Excellence Total</b>					<b>500,000</b>	<b>170,000</b>	<b>670,000</b>	<b>(170,000)</b>	<b>-</b>	<b>670,000</b>	<b>(120,000)</b>

**Note: (1)** Attachment II provides the FY 21 & 22 reduction proposals by Strategic Priority in larger print

# Reduction Proposals: Re-evaluated Budget Investments

Strategic Priority	Proposal Title	Proposal Summary Description	Impact of Proposed Reduction/ Delayed Prior Investment Proposal	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	May 2020 (Reduction) Amt FY 21	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount	May 2020 (Reduction) Amt FY 22
Facilities Maintenance & Infrastructure	Provide the additional funding for the Ocean View branch project	Provide additional funding for a new Ocean View branch library. Public Works October 2019 feasibility study estimated a new Ocean View branch library could cost between \$42.5M - \$47.0M. The project is still in development and the scope and cost are not final. In prior budget cycles \$10.5M was allocated towards the project budget. The proposed budget would allocate an additional \$8M in FY21 and \$13.5M in FY22, bringing the total project allocation to \$32M. The Ocean View branch project, like Chinatown & Mission, are anticipated to address community needs, expand teen space, address program rooms, actualize innovations in service delivery and collections management, and include ADA improvements, and energy efficiency work	The Library proposes budgeting \$2.5M in FY 21 for a total project allocation of \$13M by FY 21. Full funding of the Ocean View branch project would be deferred to future budget cycles. This would delay the capital project	One-Time	-	8,000,000	8,000,000	(5,500,000)	13,500,000	13,500,000	(13,500,000)
	Provide the final funding needed for the Chinatown branch renovation project	Provide the remaining \$2.4M needed for the Chinatown renovation project budget. Public Works estimated the Chinatown branch library renovation would cost between \$24.1M - \$29.4M. In the prior budget cycle the approved funding was \$7M in FY 20 and \$20M in FY 21, which funded 92% of an assumed budget of \$29.4M. The FY 21 proposed budget would allocate the remaining \$2.4M needed to fully fund the renovation. Branch renovations are anticipated to address community needs, expand teen space, revamp program rooms, actualize innovations in service delivery and collections management, and include ADA improvements, preservation or restoration of historic features, & energy efficiency work	The Library proposes budgeting \$2.5M in FY 21 for a total project allocation of \$9.5M by FY 21. Full funding of the Chinatown branch renovation project would be deferred to future budget cycles. This would delay the capital project	One-Time	20,000,000	2,400,000	22,400,000	(19,900,000)	-	-	-
	Create a senior playground at the Richmond branch library	Co-locate a senior playground with the youth playground at the Richmond branch library. Senior playgrounds can help improve balance, build muscle, strength and tone muscle, extend range of motion, and improve manual dexterity	The current project cost estimate for the senior playground is approximately \$100K. Supervisor Fewer's Office previously funded \$50K via an add-back in a prior budget cycle. The remaining funding needed is only \$50K, therefore the proposed budget could be reduced by \$200K.	One-Time	-	250,000	250,000	(200,000)	-	-	-
	Refresh and update restroom accessories and faucets	Replace current restroom accessories (towel dispensers, soap dispensers) and faucets that have reached their end of life cycle with automated systems to reduce waste	The Library will reconfigure its supplies budget and determine how to fund this cost within the base budget allocation	Ongoing	-	25,000	25,000	(25,000)	-	25,000	(25,000)
	<b>Facilities Maintenance &amp; Infrastructure Total</b>					<b>20,000,000</b>	<b>10,675,000</b>	<b>30,675,000</b>	<b>(25,625,000)</b>	<b>13,500,000</b>	<b>13,525,000</b>
<b>Grand Total</b>					<b>30,119,528</b>	<b>11,280,001</b>	<b>41,399,529</b>	<b>(26,230,001)</b>	<b>13,505,000</b>	<b>24,049,529</b>	<b>(13,875,001)</b>

# Reduction Proposals: Re-evaluated Budget Investments

Summary Reduction Proposals of approved budget investments from February 6, 2020							
Strategic Priority	One-time/ Ongoing	FY 21	FY 21	May 2020	FY 22	FY 22	May 2020
		Proposed Investment Amount	Proposed Budget Amount	(Reduction) Amt FY 21	Proposed Investment Amount	Proposed Budget Amount	(Reduction) Amt FY 22
Premier Urban Library	One-Time	25,000	25,000	(25,000)	-	-	-
	Ongoing	25,000	100,000	(25,000)	5,000	105,000	(25,000)
<b>Premier Urban Library Total</b>		<b>50,000</b>	<b>125,000</b>	<b>(50,000)</b>	<b>5,000</b>	<b>105,000</b>	<b>(25,000)</b>
Literacy & Learning	Ongoing	190,001	9,669,529	(190,001)	-	9,669,529	(190,001)
<b>Literacy &amp; Learning Total</b>		<b>190,001</b>	<b>9,669,529</b>	<b>(190,001)</b>	<b>-</b>	<b>9,669,529</b>	<b>(190,001)</b>
Youth Engagement	Ongoing	15,000	80,000	(15,000)	-	80,000	(15,000)
<b>Youth Engagement Total</b>		<b>15,000</b>	<b>80,000</b>	<b>(15,000)</b>	<b>-</b>	<b>80,000</b>	<b>(15,000)</b>
Digital Strategies	One-Time	180,000	180,000	(180,000)	-	-	-
<b>Digital Strategies Total</b>		<b>180,000</b>	<b>180,000</b>	<b>(180,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>
Organizational Excellence	Ongoing	170,000	670,000	(170,000)	-	670,000	(120,000)
<b>Organizational Excellence Total</b>		<b>170,000</b>	<b>670,000</b>	<b>(170,000)</b>	<b>-</b>	<b>670,000</b>	<b>(120,000)</b>
Facilities Maintenance & Infrastructure	One-Time	10,650,000	30,650,000	(25,600,000)	13,500,000	13,500,000	(13,500,000)
	Ongoing	25,000	25,000	(25,000)	-	25,000	(25,000)
<b>Facilities Maintenance &amp; Infrastructure Total</b>		<b>10,675,000</b>	<b>30,675,000</b>	<b>(25,625,000)</b>	<b>13,500,000</b>	<b>13,525,000</b>	<b>(13,525,000)</b>
<b>Grand Total</b>		<b>11,280,001</b>	<b>41,399,529</b>	<b>(26,230,001)</b>	<b>13,505,000</b>	<b>24,049,529</b>	<b>(13,875,001)</b>

## Summary of Reduction Proposals of Previously Approved Budget Investments:

- FY 21: \$26.23M
- FY 22: \$13.88M

# Reduction Proposals: Other

## Reduction Proposals of Base Budget:

Cost Center	FY 21 Reduction Proposal Amount	FY 22 Reduction Proposal Amount
Travel	(95,000)	-
Training	(125,000)	-
Minor Furnishings	(100,000)	-
Office Supplies	(50,000)	-
Public Programming Food	(10,000)	-
Entertainment/Programming	(50,000)	-
Central Shops Maintenance & Fuel	(50,000)	-
Other Materials and Supplies	(300,000)	(300,000)
Public Copy Machine	(180,000)	(180,000)
Public Works: Building Design & Construction Work Order	(239,315)	(239,315)
Workers' Compensation	(600,000)	(600,000)
<b>Total</b>	<b>(1,799,315)</b>	<b>(1,319,315)</b>

## Estimated Reduction Totals – Budget Proposals & Base Budget:

- FY 21: \$28.03M
- FY 22: \$15.19M

## Goal of Proposed Reductions:

- Prioritizes core services & services to vulnerable populations
- Reduces Fund Balance use
- Allows the Library to plan for economic uncertainty
- Maintains capital renewals & allows partial investment in branch projects

# Estimated revised budget with proposed reductions:

	FY21 Proposed Budget (as of Feb 21, 2020)	FY21 Proposed Budget (as of June 12, 2020)	Variance of FY21 Proposed Budgets June to Feb 2020	FY22 Proposed Budget (as of Feb 21, 2020)	FY22 Proposed Budget (as of June 12, 2020)	Variance of FY22 Proposed Budgets June to Feb 2020
<b>SOURCES</b>						
Property Tax Setaside	69.52	66.70	(2.82)	72.62	67.30	(5.32)
General Fund Baseline	101.66	86.00	(15.66)	96.11	85.50	(10.61)
<b>Total LPF</b>	<b>171.18</b>	<b>152.70</b>	<b>(18.48)</b>	<b>168.73</b>	<b>152.80</b>	<b>(15.93)</b>
Misc. Annual Sources	0.60	0.49	(0.11)	0.60	0.49	(0.11)
Library Fines & Fees	0.37	0.25	(0.12)	0.37	0.26	(0.11)
Fuhrman Trust	0.10	0.10	-	0.10	0.10	-
LPF Fund Balance	10.19	1.50	(8.70)	0.46	2.03	1.57
<b>Total Other Fund Sources</b>	<b>11.25</b>	<b>2.34</b>	<b>(8.92)</b>	<b>1.52</b>	<b>2.88</b>	<b>1.36</b>
<b>Grand Total Sources</b>	<b>182.43</b>	<b>155.04</b>	<b>(27.40)</b>	<b>170.26</b>	<b>155.68</b>	<b>(14.57)</b>
<b>USES</b>						
Salaries <sup>(1)</sup>	64.12	63.08	(1.04)	66.36	66.35	(0.01)
Benefits	32.33	32.19	(0.15)	33.19	33.81	0.63
Health Service-Retiree Subsidy	5.70	5.70	-	6.06	6.06	-
<b>Total Labor</b>	<b>102.15</b>	<b>100.96</b>	<b>(1.19)</b>	<b>105.60</b>	<b>106.22</b>	<b>0.62</b>
Collections	19.80	19.61	(0.19)	21.65	21.46	(0.19)
Services of Other Depts.	13.07	12.50	(0.57)	12.76	11.92	(0.84)
Non-Personnel Services	7.75	7.22	(0.53)	7.42	7.24	(0.18)
BLIP Debt Service	1.74	1.74	-	1.74	1.74	-
Community Based Organization Services	0.62	0.50	(0.12)	0.62	0.50	(0.12)
Materials & Supplies	4.14	3.44	(0.71)	3.97	3.60	(0.37)
Capital	32.45	8.35	(24.10)	15.50	2.00	(13.50)
Equipment	0.71	0.71	-	1.00	1.00	-
<b>Total Non-Labor</b>	<b>80.28</b>	<b>54.07</b>	<b>(26.21)</b>	<b>64.66</b>	<b>49.46</b>	<b>(15.19)</b>
<b>Grand Total Uses</b>	<b>182.43</b>	<b>155.04</b>	<b>(27.40)</b>	<b>170.26</b>	<b>155.68</b>	<b>(14.57)</b>
<b>Surplus/ (Shortfall)</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>	

(1) FY 21 salary figure as of June 12, 2020 includes the deferred wage increase per the labor MOUs

## Next Steps


- August:
  - Board's Budget & Appropriations Committee Hearings
- September:
  - Board of Supervisors considers budget
- October:
  - Mayor signs budget



# Questions?



# Public Comment – Agenda Item No. 3

Please click on the HAND icon  found at the bottom of the Participant Panel in WebEx.

For dial-in participants, press \*3 to be added to the queue. For those already on hold in the queue, please continue to wait until it is your turn to speak.  
Thank you.

# 4. Library Commission Secretary Recruitment

# Library Commission Secretary Recruitment



*San Francisco Public Library*

100 Larkin Street, San Francisco, CA 94102

## **MEMORANDUM**

DATE: June 15, 2020

TO: San Francisco Library Commission

FROM: Michael Lambert, City Librarian

RE: Library Commission Secretary Recruitment

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### **Introduction**

The San Francisco Public Library (“SFPL or “Library”) needs to conduct a recruitment for the Library Commission Secretary Position.

### **Background**

According to Library Commission Bylaws, Article V, Section 2, the Library Commission Secretary’s responsibilities include, but are not limited to:

- Attending all Commission meetings
- Recording and distributing of Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate
- Serving as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission’s obligations under the laws and ordinances referenced in Article 1, Section 3 of Library Commission bylaws, or other regulations which may apply to how the Commission conducts business

Under Section 4.102(9) of the City Charter, the Commission has authority to “[a]ppoint an executive secretary to manage the affairs and operations of the board or commission.”

The Library last filled its Library Commission Secretary position in 2006/2007. The job announcement utilized for that recruitment is attached.

### **Library Commission Secretary Recruitment**

To fill the Commission Secretary position, we plan to use the following process:

- Prepare a job description for the Library Commission Secretary position
- Review the scope of work and needs for the Library Commission Secretary position to ensure the appropriate job classification is used
- Prepare and post a job announcement advertising the position
- Receive and review applications for the position
- Conduct first-round interviews with qualified candidates; interviews may include one Commissioner as an interview panelist
- Hold a closed-session meeting for the Commission to interview the final candidate or candidates and take action to select a candidate for the position

Unlike the 2018/2019 recruitment process for City Librarian, the Library Commission Secretary recruitment is not an executive recruitment, and the appointment is made by the Commission rather than by the Mayor. We will not use an executive recruitment search firm, and there will be no need to issue a Request for Proposals or contract with a search firm, which adds considerable time to the recruitment process. These differences in the process will reduce the time necessary to complete the recruitment process.

### **Options for Conducting the Recruitment Process**

#### Option One

The Library Commission delegates responsibility to SFPL Staff (the City Librarian and Library Human Resources staff) to conduct the recruitment process identified above and bring a qualified candidate or candidates back to the Commission for closed session interviews and appointment.

#### Option Two

The Library Commission delegates responsibility to SFPL Staff (the City Librarian and Library Human Resources staff) and designates a Library Commissioner to work with Staff to conduct the recruitment process identified above and bring a qualified candidate or candidates back to the Commission for closed session interviews and appointment.

Under either option, the Commission may request that Staff provide an update to the Commission at a future meeting during the process.

### **Requested Action**

Approve one of the above options.

Attachment: 2006/2007 Class 1544 Job Announcement

# Library Commission Secretary Recruitment

## 1544 Secretary, Library Commission

The San Francisco Public Library, one of the nation's leading urban library systems, is seeking a highly motivated and energetic individual to serve as Library Commission Secretary. The Library is in the midst of a major building program and next year will work on its next strategic plan dealing with collections, services, technology and public service. The Library serves a diverse and engaged community through its beautiful Main Library and 27 branch libraries and offers an array of programs and services through its strong collections, exhibitions, resources and state-of-the-art information technology.

**APPOINTMENT TYPE:** Permanent Exempt, Full-time

**SALARY RANGE:** \$2,666 - \$3,241 Biweekly; \$69,316 - \$84,266 Annually

**LOCATION:** Main Library, City Librarian's Office

### POSITION DESCRIPTION:

Under the general administrative direction of the San Francisco Public Library Commission and the City Librarian, the Library Commission Secretary acts as liaison with the Commissioners to facilitate the flow of information needed to carry out their duties and responsibilities; performs research; provides information to the public, governmental officials and the press concerning policies and actions of the Commission and refers questions to the appropriate administrator; represents the Commission or City Librarian at public and community gatherings as directed; works collaboratively with the City Librarian and Senior Management staff on projects developed by the Library Commission and City Librarian, such as the Branch Library Improvement Program, one of the most ambitious capital improvement projects in the nation; acts as liaison between the Library Commission or the City Librarian and City Hall offices or other local government and community agencies; properly records, transcribes and distributes the minutes and supporting documents of all Library Commission meetings and hearings; develops and distributes agendas, correspondence, and other documentation pertinent to Commission meetings, hearings and actions; assists the President, committee chairs and other officers of the Library Commission in preparing for Commission presentations; serves as parliamentarian, maintaining a knowledge of adopted rules and procedures and also laws and ordinances referenced in the San Francisco Public Library Bylaws, or other regulations which may apply relating to the conduct of Commission business; acts as Custodian of Records for the Department and coordinates the Public Records Requests process; provides office support in the City Librarian's Office, as needed; performs other job related duties as directed by the Commission and the City Librarian.

### MINIMUM QUALIFICATIONS:

1. Possession of a baccalaureate degree from a four-year college or university, with major coursework in public, personnel or business administration or a closely related field, AND
2. Six years of progressively responsible administrative and office management experience, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

### DESIRABLE KNOWLEDGE AND SKILLS:

- ◆ Knowledge of Robert's Rules of Order, Brown Act, Sunshine Ordinance

- ◆ Ability to communicate effectively, both written and verbal
- ◆ Proficiency in Microsoft Office
- ◆ Possess excellent office management skills
- ◆ Ability to exercise good judgment, tact and diplomacy when dealing with the public and other entities
- ◆ Displays a passion for working with a diverse community

**HOW TO APPLY:** Complete a City and County of San Francisco employment application and Conviction History form. Submit completed forms with a resume and cover letter expressing your interest in the position to the following address:

San Francisco Public Library  
Human Resources Division  
Attn: 1544 Secretary, Library Commission  
100 Larkin Street, 2nd Floor  
San Francisco, CA 94102-4733

Make copies of all documents submitted for your records. Documents received become the property of the City and County of San Francisco and cannot be returned.

**FILING DEADLINE:** Open Until Filled

### VERIFICATION OF EXPERIENCE:

Verification of experience/education may be required at a later date. Failure to provide verification may result in disqualification from the selection process or termination.


### SELECTION PROCEDURE:

Applicants will be screened for relevant qualifying experience. Additional screening mechanisms may be utilized in order to determine qualifications and verification of employment history and/or education and may be required at any time during the interview process or at any time in the future. Not all applicants who meet the minimum qualifications will be interviewed.

*Minorities, Women, and Persons with Disabilities are encouraged to Apply*

*We are an Equal Opportunity Employer*

# Public Comment – Agenda Item No. 4

Please click on the HAND icon  found at the bottom of the Participant Panel in WebEx.

For dial-in participants, press \*3 to be added to the queue. For those already on hold in the queue, please continue to wait until it is your turn to speak.  
Thank you.

# 5. City Librarian's Report

# SFPL Racial Justice Statement



*San Francisco Public Library*

## Statement from San Francisco Public Library

The San Francisco Public Library stands with the **#BlackLivesMatter** movement and supports all efforts to end the structural, systematic and institutional racism and inequality in our communities.

As if living through a pandemic isn't hard enough, the murder of George Floyd on the heels of Ahmaud Arbery and Breonna Taylor, is too much to bear, especially in light of reports that COVID-19 has impacted African Americans and our most vulnerable communities the most. Our hearts are heavy and we share the compounded pain and trauma many are experiencing in our city, in the country and the world.

Public libraries have a unique and vital role to play in advancing equity and addressing racial divides. This means taking a closer look at our services and being honest about how our institution has failed to help advance racial equity.

"Our black colleagues, neighbors and friends have spent lifetimes living with anxiety and uncertainty while too many leaders are silent and complicit" said Dr. Mary Wardell-Ghirarduzzi, president of the San Francisco Library Commission. "Now is the time for leaders everywhere to take a stand against racism and commit to doing the work to uncover their own biases, prejudices and anti-black behaviors that perpetuate structural and institutional racism."

Though the library remains closed, as we plan our re-opening, be assured our work will be centered on racial equity and we will continue the efforts we have already started under the direction of the citywide Office of Racial Equity. Prior to the shut-down library staff had begun to hold conversations on race and hosted forums for the public to learn more about how to have constructive conversations about race. We are anxious to start these again while at the same time doing the intentional work of examining our services and policies with racial equity in mind. In the meantime, we have been sharing recommendations on social media to help patrons educate themselves on the issues. Below is a list for your convenience.

We are all responsible for this work and hope you will join us to help us foster a twenty-first century library built on inclusion, justice and mutual respect.

## San Francisco Public Library resource lists

[How to Be an Antiracist](#)

[Kids Who Care - Kids Take Action](#)

[More Than a Month: Activism](#)

[Understanding Structural Racism](#)

[Black Lives Matter: An SFPL Watch List](#)

[Black Family Joy](#)

[Black Stories Matter: Picture Book Films for Kids](#)

[Police, Prisons, and Young Black Lives](#)

San Francisco Public Library is one of more than 164 urban libraries across the country who have [joined together](#) to advance racial and social equity

*San Francisco Public Library presents*



# SUMMER STRIDE 2020

READ – EXPLORE – LEARN

[sfpl.org/summerstride](https://sfpl.org/summerstride)



# SUMMER STRIDE 2020

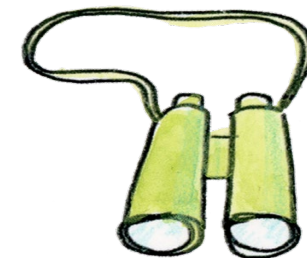




Photo credit: Zoey Abbott



SFPL commissioned Alison Farrell to create original art for Summer Stride 2020 inspired by THE HIKE and to celebrate

# Virtual Library Programming

- **STEM Challenge** for youth created by SFPL Youth Librarians
- **Local Talent Showcase** for Families
- **Nature Boost** from Parks Partners
- Monthly **Author Programs** for adults
- **Teen Leadership (YELL)** as Virtual Community Impact Cohort
- SFPL on IGTV and YouTube **Sweet Stories**
- Programs live stream on SFPL YouTube, Zoom



# SFUSD Connections



Direct mailer of Activity Tracker & Booklists



SFUSD students have a digital access library card



Collaborative SFUSD Teacher Librarian and SFPL Recommended Reading list



a. PreK- 12th grade



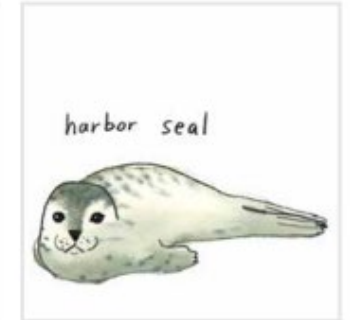
Diverse titles, focus on eBook formats



Thank you Brad, Tess, Michelle and Esther



• Forgot your PIN or need a library card, [watch this PSA](#)



# 2020 SFUSD READING LIST

## Prekindergarten, Kindergarten, and Grades 1 & 2

### NON FICTION

*Hummingbird* by Nicola Davies  
*Rocks: Strength in Numbers* by Hannah Salyer  
*A Computer Called Katherine* by Suzanne Slade

### FICTION

*小熊見見, 你跑去哪裡啦?* by Julia Donaldson  
*Magnificent Homespun Brown* by Samara Cole Doyon  
*The Hike* by Alison Farrell  
*Friday Night Wriestlefest* by J.F. Fox  
*Bug Boys* by Laura Knetzger  
*Zombis No Comen Verduras* by Megan Lacera  
*Ohana Means Family* by Ilma Loomis  
*When Aidan Became a Brother* by Kyle Lukoff  
*Vote for Our Future!* by Margaret McNamara  
*Saturday* by Oge Mora  
*Flubby Is Not a Good Pet* by J.E. Morris  
*Sadiq and the Desert Star* by Siman Nuurali  
*Hey, Water* by Antoinette Portis  
*My Papi Has a Motorcycle* by Isabel Quintero  
*Pluto Gets the Call* by Adam Rex  
*Fox & Chick: The Quiet Boat Ride* by Sergio Ruzzier  
*Crab Cake: Turning the Tide Together* by Andrea Tsurumi  
*Green on Green* by Dianne White  
*Stop! Bot!* by James Yang

## Grades 3, 4, & 5

### NON FICTION

*Monstrous: The Lore, Gore, and Science Behind Your Favorite Monsters* by Carlyn Becca  
*Gut Garden: A Journey into the Wonderful World of Your Microbiome* by Katie Brosnan  
*Honeybee: The Busy Life of Apis Mellifera* by Candace Fleming  
*I Remember: Poems & Pictures of Heritage* by Lee Bennett Hopkins  
*The Next President* by Kate Messner  
*Science Comics: Crows: Genius Birds* by Kyla Vanderklugt

### FICTION

*Best of Iggy* by Annie Barrows  
*Lety Out Loud* by Angela Cervantes  
*Farah Rocks Fifth Grade* by Susan Muakki Darraj  
*The Last Last-Day-of-Summer* by Lamar Giles  
*Sal and Gabi Break the Universe* by Carlos Hernandez  
*Get a Grip, Vivy Cohen!* by Sarah Kapit  
*Stand Up, Yumi Chung!* by Jessica Kim  
*Planet Oman: Accidental Trouble Magnet* by Zanib Mian  
*The Best At It* by Maulik Pancholy  
*Prairie Lotus* by Linda Sue Park  
*Investigators* by John Green  
*Green Lantern: Legacy* by Minh Le  
*Stargazing* by Jen Wang  
*Magallina y el Bosque de los Animales Mágicos* by Sylvia Douye  
*影响孩子一生的好习惯故事* by Xin Tong

## Grades 6, 7, & 8

### NON FICTION

*Strong Voices: Fifteen American Speeches Worth Knowing* by Tonya Bolden  
*Boy Who Became a Dragon: A Bruce Lee Story* by Jim Di Bartolo  
*Habla Una Vez Mexicanas Que Hicieron Historia* by Pedro Fernandez  
*Almost American Girl* by Robin Ha  
*Torpedoed: The True Story of The WWII Sinking of 'The Children's Ship'* by Deborah Heiligman  
*Dragon Hoops* by Gene Luen Yang

### FICTION

*The Other Half of Happy* by Rebecca Bakárcel  
*A High Five for Glenn Burke* by Phil Bildner  
*King and the Dragonflies* by Kacen Callender  
*Each Tiny Spark* by Pablo Cartaya  
*New Kid* by Jerry Craft  
*When You Trap a Tiger* by Tae Keller  
*What Lane?* by Torrey Maldonado  
*Tristan Strong Punches a Hole in the Sky* by Kwame Mbalia  
*Look Both Ways: A Tale Told in 10 Blocks* by Jason Reynolds  
*The Moon Within* by Aida Salazar  
*The Deep and Dark Blue* by Niki Smith  
*Okay Witch* by Emma Steinkellner  
*Clean Getaway* by Nic Stone  
*Some Places More Than Others* by Renee Watson  
*Go With the Flow* by Lily Williams  
*一只会笑的猫 / 新红墨* by Hongying Yang

## Grades 9, 10, 11, & 12

### NON FICTION

*One Person, No Vote: How Not All Voters Are Treated Equally* by Carol Anderson & Tonya Bolden  
*Shout* by Laurie Halse Anderson  
*Dancing at the Pity Party: A Dead Mom Graphic Memoir* by Tyler Feder  
*Los Románticos Pendlejos* by Roberto Iván González Vázquez  
*Ordinary Hazards* by Nikki Grimes  
*All Boys Aren't Blue: A Memoir-Manifesto* by George M. Johnson  
*Stamped: Racism, Antiracism, and You* by Jason Reynolds & Ibram X. Kendi  
*蛋黃哥的軟爛生活學* by Sanrio  
*They Called Us Enemy* by George Takei  
**FICTION**  
*Found* by Joseph Bruchac  
*Felix Ever After* by Kacen Callender  
*PET* by Akwaeke Emezi  
*Stage Dreams* by Melanie Gillman  
*Woven in Moonlight* by Isabel Ibarñez  
*The Downstairs Girl* by Stacey Lee  
*Slay* by Brittney Morris  
*The Stars and The Blackness Between Them* by Junauda Petrus  
*Patron Saints of Nothing* by Randy Ribay  
*I Hope You Get This Message* by Farah Naz Rishi  
*Pumpkinheads* by Rainbow Rowell  
*Laura Dean Keeps Breaking Up With Me* by Mariko Tamaki  
*Kiss Number 8* by Colleen Verable

These great books are recommended by the librarians of SFUSD and SFPL.

Visit [sfpl.org](http://sfpl.org) for more fantastic reading lists of eBooks and eAudiobooks in multiple languages that will keep you active all summer long.

## Annotated Booklists

### [PreK-2nd](#)

### [3rd-5th](#)

### [6th-8th](#)

### [9th-12th](#)



# Resources for Student Success

- SFPL [YouTube Channel](#)
  - Show & Tell series with SFPL Librarians
  - Sweet Stories with SFPL, Family Storytime
  - STEM Challenge – coming soon!
- [SFPL.org Kids](#) page
  - Live tutors with Brainfuse
  - Research tools
- [Big SF Play Date at Home](#)
  - High-quality play ideas for families
  - 3 languages
- [SF Loves Learning](#) TV Show, Grades K–2
  - SFUSD + KTVU TV
  - Significant reach to families offline
- SFPL eNewsletter [sign-up](#)
- @sfpubliclibrary on all platforms



# Two Ways to Track Your Time



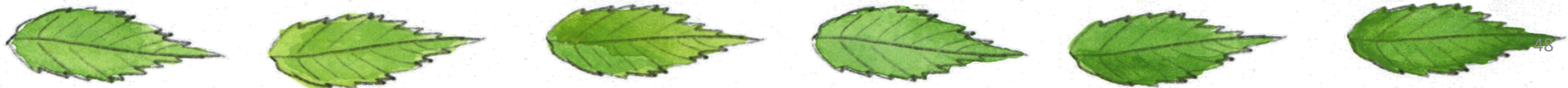
Online Tracker  
[sfpl.beanstack.org](https://sfpl.beanstack.org)

or



Printed Activity  
Tracker

**20 hours**  
of reading, learning and  
listening earns the Book  
Tote Prize



# Book Tote P R I Z E



We're working on a plan so you can safely pick up the book tote prize and Reading Ranger badge when we reopen our libraries.

Until then, you can leave us a message at [publicaffairs@sfpl.org](mailto:publicaffairs@sfpl.org) or (415) 557-4277 to let us know you've finished and we will contact you with the pickup details.



**SUMMER STRIDE 2020**  
 READ, EXPLORE AND LEARN WITH YOUR SAN FRANCISCO PUBLIC LIBRARY  
 Learn more: [sfpl.org/summerstride](http://sfpl.org/summerstride) \* Sign up to track your time online at [sfplbeanstack.org](http://sfplbeanstack.org)

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# SF Poet Laureate



*San Francisco Public Library*

**FOR IMMEDIATE RELEASE**  
May 27, 2020

**MEDIA CONTACT:** Michelle Jeffers  
(415) 557-4282; (415) 608-1593;  
[michelle.jeffers@sfp.org](mailto:michelle.jeffers@sfp.org)

## **Call for Nominations for San Francisco Poet Laureate**

San Francisco Mayor London N. Breed, San Francisco Public Library and the San Francisco Poet Laureate Selection Committee are seeking nominations for the eighth San Francisco Poet Laureate, to succeed Kim Shuck, whose term is expiring.

“During this crisis, it remains important to support and celebrate poets, writers and artists that make our city special,” said Mayor Breed. “Since the creation of the San Francisco Poet Laureate position in 1998 by Mayor Willie Brown, our poet laureates have brought the beauty and joy of poetry to the lives of our city’s residents. With this call for nominations, we hope to find our next poet laureate, whose words can help uplift and inspire San Franciscans during this difficult time and throughout our recovery.”

San Francisco Public Library administers the selection process for the poet laureate. As San Francisco’s first poet laureate, Lawrence Ferlinghetti said: “The center of literate culture in cities has always centered in the great libraries.”

Poet Laureate nominees must be San Francisco residents, have a substantial body of published work, including at least one full length book (minimum 48 pages, not self-published or vanity press) and a professional digital recording of performance with text (not self-produced) or 20 or more published poems in established publications, print or online, over the past five years.

Responsibilities of the Poet Laureate include:

- Deliver an inaugural public address at San Francisco Public Library;
- Develop and participate in community-based poetry programs that reflect and honor the diversity of San Francisco.
- Work on one or more poetry-centered events in collaboration with San Francisco Public Library, Friends of the San Francisco Public Library, the San Francisco Arts Commission and community partners such as Youth Speaks, Litquake, and others.

San Francisco’s seventh Poet Laureate, Kim Shuck, was appointed to the position in 2017 by Mayor Ed Lee. Previous Poets Laureate include Diane Di Prima, Lawrence Ferlinghetti, Janice Mirikitani, devorah major, Jack Hirschman and Alejandro Murguía.

Nominations for the Poet Laureate can be submitted online at [sfp.org/poetlaureate](https://sfp.org/poetlaureate). Nominations should include a two or three paragraph statement on why the nominee should be San Francisco’s Poet Laureate and include a bibliography of published works and/or performance history.

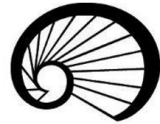
Nominations may also be sent to City Librarian Michael Lambert, San Francisco Public Library, 100 Larkin Street, San Francisco, CA 94102, or submitted via email to [citylibrarian@sfp.org](mailto:citylibrarian@sfp.org). For more information, please call (415) 557-4277.

# Public Comment – Agenda Item No. 5

Please click on the HAND icon  found at the bottom of the Participant Panel in WebEx.

For dial-in participants, press \*3 to be added to the queue. For those already on hold in the queue, please continue to wait until it is your turn to speak.  
Thank you.

# 6. Approval of the Minutes - January 16, 2020



## San Francisco Public Library

### DRAFT

#### SAN FRANCISCO PUBLIC LIBRARY COMMISSION

##### Minutes of the Regular Meeting of January 16, 2020

The San Francisco Public Library Commission held a regular meeting on January 16, 2020 at the Koret Auditorium, Main Library.

The meeting was called to order at 4:30 pm.

Commissioners present: Dunning, Huang, Lee, Mall, Wardell-Ghirarduzzi and Wolf.

Commissioner Ono is expected.

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

Nick Pasquariello said he formed the Committee to Restore Printed Notices. He read a Resolution approved by the San Francisco Labor Council urging the San Francisco Public Library to immediately restore the option that all library patrons may choose to have library notices mailed to them by US Mail or email, whichever the patron chooses as has been the practice for many decades. He said he has not received any mailed notices since the Library supposedly reinstated the policy on January 2. He said the system is not working and he looks forward to it working.

Peter Warfield, Executive Director, Library Users Association, said the previous speaker has made very good points about the atrocious decision to stop mailing print notices. He said the previous meeting ended with the President of the Commission saying that it would be disrespectful for people to comment on anything other than the in memorial. He said there is nothing disrespectful about his asking that the Commission not adjourn until it has asked for new business. He said the Library can thank the long time library critic the anonymous citizen for alerting the Library to adjourn

in memory of Ernest J. Gaines at this meeting. He said the library continues to use and promote social media and that is unethical.

#### AGENDA ITEM NO. 2 ELECTION OF COMMISSION OFFICERS

President Wardell-Ghirarduzzi asked for nominations for the position of President of the Library Commission for the next year.

Commissioner Mall nominated Commissioner Wardell-Ghirarduzzi for President.

Commissioner Wolf seconded the motion.

President Wardell-Ghirarduzzi asked for any other nominations. She said seeing no other nominations she would ask for public comment.

#### Public Comment

Peter Warfield, Executive Director, Library Users Association, said he would like to see some sort of election where we heard from the nominee about why they wanted to be the president. He said there are other candidates that would do as good a job and possibly a better job. He said he would like to see the Vice-President nominated to be the president. He said he would like to see a little more respect for public comment.

#### Commission Discussion

Motion: By Commissioner Mall, seconded by Commissioner Wolf, to approve President Mary Wardell-Ghirarduzzi to serve an additional term as President of the Library Commission.

Action: AYES 6-0: (Dunning, Huang, Lee, Mall, Wolf, and Wardell-Ghirarduzzi).

President Wardell-Ghirarduzzi asked for nominations for the position of Vice-President of the Library Commission for the next year.

Commissioner Wolf nominated Commissioner Susan Mall for Vice-President.

Commissioner Dunning seconded the motion.

President Wardell-Ghirarduzzi asked for any other nominations. She said seeing no other nominations for Vice-President she would ask for public comment.

#### Public Comment

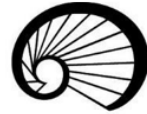
Peter Warfield, Executive Director, Library Users Association, said he endorses Commissioner Mall for the position. He said she is one of the most actively alert and questioning member of the Commission. He said

# Public Comment – Agenda Item No. 6

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For dial-in participants, press \*3 to be added to the queue. For those already on hold in the queue, please continue to wait until it is your turn to speak.  
Thank you.

# 7. Approval of the Minutes – February 6, 2020



## San Francisco Public Library

### DRAFT

### SAN FRANCISCO PUBLIC LIBRARY COMMISSION

#### Minutes of the Regular Meeting of February 6, 2020

The San Francisco Public Library Commission held a regular meeting on February 6, 2020 in the Latino-Hispanic Room, Main Library.

The meeting was called to order at 4:30 pm.

Commissioners present: Huang, Lee, Mall, and Wardell-Ghirarduzzi

Commissioners excused: Ono and Wolf

Commissioner Dunning is expected.

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

Peter Warfield, Executive Director, Library Users Association, said a number of items are not on the agenda including a new Library webpage that is chaos. He said it is a mess. He said there are problems with Facebook and privacy and the Library still continues to promote it. He said he is concerned that there are cookies on the opening page of the website. He said the Library continues to use an outside agency, in this case Eventbrite for ticketing to events and that is appalling. He said those with no access to computers have no way to obtain tickets to free events.

Ray Hartz, Director San Francisco Open Government, said he concurs with Mr. Warfield's comments about the Library's website. He said the corruption here at the SFPL is The Friends of the Library. He said it is a scam and pure corruption. He said former City Librarian Luis Herrera accepted thousands of dollars of gifts from the Friends and then perjured himself when filing his annual SEI's. He said the person now fully responsible for this scam is City Librarian Michael Lambert and he said to be very ashamed.

*The following written summary was provided by the speaker, Ray Hartz. The content is neither generated by, nor subject to approval or verification of accuracy by the Library Commission.*

While members of the "City Hall family" continue to pretend how shocked they are regarding the disclosures of corruption at DPW, I know well how hypocritical their comments are! The corruption here at the SFPL is The Friends of the San Francisco Public Library! It's a SCAM and you all know it! Thomas Aquinas teaches "Willful ignorance of what one ought to know is a mortal sin." The members of this board have chosen for years to be willfully ignorant of this corruption! Former City Librarian Luis Herrera accepted thousands of dollars of gifts from this group and perjured himself when filing his annual SEI's. James Chafee, Peter Warfield, and I had to take him to the Fair Political Practices Commission in Sacramento because the Ethics Commission was as willfully blind as you are! The person now fully responsible for this SCAM is City Librarian Michael Lambert! BE VERY ASHAMED!

#### AGENDA ITEM NO. 2 FYs 2021 and 2022 BUDGET

Maureen Singleton, Chief Operating Officer, gave the presentation on the FYs 21 and 22 budget. She gave the budget background and climate and said the Library Commission would be asked to approve a budget at this meeting. She explained the budget options 1 and 2 and said the Commission had the option to modify these options. She said the budget is due to the Controller's Office on February 21, 2020.

Commissioner Dunning entered the meeting at 4:41 pm.


#### Public Comment

Ray Hartz, Director, San Francisco Open Government, said in all the years he has been attending the Library Commission meetings the perfunctory blessing of the budget is the only serious thing he has seen you do. He said presentations from staff show the wonderful things staff do. He said it makes the Commission actually feel like you actually do something. He said the Commission is puppets of the Mayor who has appointed you.

*The following written summary was provided by the speaker, Ray Hartz. The content is neither generated by, nor subject to approval or verification of accuracy by the Library Commission.*

In all the years I have been attending Library Commission meetings, your perfunctory "blessing" of the budget is absolutely the only serious thing I've seen you do! Everything else that occurs in these meetings is no more than "a dog and pony show." And, I believe, that's just the way you like it! Presentations by members of the SFPL staff show clearly the wonderful work they


# Public Comment – Agenda Item No. 7

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Thank you.

# 8. Adjournment

# Public Comment – Agenda Item No. 8

Please click on the HAND icon  found at the bottom of the Participant Panel in WebEx.

For dial-in participants, press \*3 to be added to the queue. For those already on hold in the queue, please continue to wait until it is your turn to speak.  
Thank you.