

SUNSHINE ORDINANCE TASK FORCE
AGENDA PACKET CONTENTS LIST

SOTF – Complaint Committee _____ **Date: May 30, 2017** _____

<input checked="" type="checkbox"/>	Petition/Complaint	Page: <u>192</u>
<input checked="" type="checkbox"/>	Memorandum - Deputy City Attorney	Page: <u>193</u>
<input type="checkbox"/>	Complainant's Supporting Documents	Page: _____
<input checked="" type="checkbox"/>	Respondent's Response	Page: <u>197</u>
<input type="checkbox"/>	Correspondence	Page: _____
<input checked="" type="checkbox"/>	Order of Determination	Page: <u>190</u>
<input type="checkbox"/>	Minutes	Page: _____
<input type="checkbox"/>	Committee Recommendation/Referral	Page: _____
<input type="checkbox"/>	Administrator's Report	Page: _____
<input type="checkbox"/>	No Attachments	

OTHER

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Completed by: V. Young Date 05/26/17

*An asterisked item represents the cover sheet to a document that exceeds 25 pages.
The complete document is in the file.

**SUNSHINE ORDINANCE
TASK FORCE**



City Hall
1 Dr Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-7724
Fax No. (415) 554-7854
TTD/TTY No. (415) 554-5227

**ORDER OF DETERMINATION
March 15, 2017**

DATE ISSUED
March 1, 2017

CASE TITLE – Ray Hartz v. City Librarian Luis Herrera and the Public Library (File No. 16117)

FACTS OF THE CASE

On December 20, 2016, the following petition/complaint was filed with the Sunshine Ordinance Task Force (SOTF):

File No. 16117: Complaint filed by Ray Hartz against City Librarian Luis Herrera and the Public Library for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29-6, by failing to disclose the amount and source of all outside funds or services worth more than one hundred dollars in aggregate, accepted by the Public Library for the purpose of carrying out or assisting any City function, on their website.

HEARING ON THE COMPLAINT

On February 21, 2017, the Education, Outreach and Training Committee (Committee) acting in its capacity to hear petitions/complaints heard the matter and referred it to the Task Force for hearing.

On March 1, 2017, the SOTF held a hearing to review the recommendation from Committee and to review the merits of the petition/complaint.

Ray Hartz provided an overview of the complaint and requested that the Task Force find violations. Mr. Hartz provided a history of his previous complaints against the Public Library and his requests for records. There were no speakers in support of the Petitioner/Complainant. Maureen Singleton, Public Library (Respondent), provided a summary of the department's position. Ms. Singleton stated that the Public Library is in the process of creating a Memorandum of Understanding with the Friends of the Public Library which will include an agreement required by Administrative Code, Section 67.29-6. Chair Dave Stringer-Calvert, Friends of the Public Library, spoke in support of the Respondent and provided a summary of the Friends of the Public Library and their operations. The Respondent and Petitioner/Complainant were provided the opportunity for rebuttal.

FINDINGS OF FACT AND CONCLUSION OF LAW

Based on the testimony and evidence presented the SOTF found that City Librarian Luis Herrera and the Public Library violated Administrative Code (Sunshine Ordinance), Section 67.29-6.

ORDER OF DETERMINATION

Vice Chair Hyland, seconded by Member Cannata, moved to find that City Librarian Luis Herrera and the Public Library violated Administrative Code (Sunshine Ordinance), Section 67.29-6, by failing to maintain a written agreement to abide by the Sunshine Ordinance with entities collecting/maintaining funds for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department.

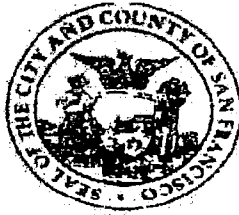
The motion PASSED by the following vote:

Ayes: 9 – Eldon, J. Wolf, Tesfai, Maass, Cannata, Fischer, Hinze, Hyland, B. Wolfe
Noes: 0 – None
Absent: 2 – Chopra, Baranetsky

The Task Force referred the matter to the Compliance and Amendments Committee to review the draft Memorandum of Understanding between the Public Library and the Friends of the Public Library to ensure that Administrative Code (Sunshine Ordinance), Section 67.29-6 is addressed.


Bruce Wolfe, Chair
Sunshine Ordinance Task Force

- c. Ray Hartz (Petitioner/Complainant)
City Librarian Luis Herrera, Public Library (Respondent)
Sue Blackman, Public Library (Respondent)



BY 1X
2016 DEC 20 AM 10:22

SUNSHINE ORDINANCE TASK FORCE
1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102
Tel. (415) 554-7724; Fax (415) 554-7854
http://www.sfgov.org/sunshine
SUNSHINE ORDINANCE COMPLAINT

Complaint against which Department or Commission SAN FRANCISCO PUBLIC LIBRARY

Name of individual contacted at Department or Commission CITY LIBRARIAN LUIS HERRERA


- Alleged violation public records access
- Alleged violation of public meeting. Date of meeting _____

Sunshine Ordinance Section SECTION 67.29-6 SOURCES OF OUTSIDE FUNDING
(If known, please cite specific provision(s) being violated)

Please describe alleged violation. Use additional paper if needed. Please attach any relevant documentation supporting your complaint.

CITY LIBRARIAN LUIS HERRERA, A CITY DEPARTMENT HEAD,
HAS "ALLOWED TO BE COLLECTED" FUNDS FOR THE PURPOSE OF
"CARRYING OUT OR ASSISTING ANY CITY FUNCTION," WITHOUT PUTTING
IN PLACE AN AGREEMENT INTENDING TO ABIDE BY THIS ORDINANCE"

Do you want a public hearing before the Sunshine Ordinance Task Force? yes no
Do you also want a pre-hearing conference before the Complaint Committee? yes no

(Optional)¹
Name  **Mr. Ray W. Hartz Jr.**
839 Leavenworth St. #304
San Francisco, CA 94109-6131 Address _____

Telephone No. (415) 345-9144 E-Mail Address RWHARTZTR@COMCAST.NET

Date 12/9/16

Signature _____
I request confidentiality of my personal information. yes no

¹ NOTICE: PERSONAL INFORMATION THAT YOU PROVIDE MAY BE SUBJECT TO DISCLOSURE UNDER THE CALIFORNIA PUBLIC RECORDS ACT AND THE SUNSHINE ORDINANCE, EXCEPT WHEN CONFIDENTIALITY IS SPECIFICALLY REQUESTED. YOU MAY LIST YOUR BUSINESS/OFFICE ADDRESS, TELEPHONE NUMBER AND E-MAIL ADDRESS IN LIEU OF YOUR HOME ADDRESS OR OTHER PERSONAL CONTACT INFORMATION. Complainants can be anonymous as long as the complainant provides a reliable means of contact with the SOTF (Phone number, fax number, or e-mail address).

07/31/08

From: [Ray](#)
To: [SOTF, \(BOS\)](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Wolfe, Bruce](#); [Ray](#)
Subject: Re: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - Complaint No. 17048
Date: Thursday, May 18, 2017 3:07:23 PM
Attachments: [image001.png](#)

Mr. Young,

Please note that this complaint also included a violation(s) of Sec 67.34 WILLFUL FAILURE SHALL BE OFFICIAL MISCONDUCT.

Ensure that is clearly indicated for all proceedings.

Thank You

From: "SOTF" <sof@sfgov.org>
To: "Angela Calvillo (BOS)" <angela.calvillo@sfgov.org>
Cc: "Ray" <rwhartzjr@comcast.net>, "Wilson Ng (BOS)" <wilson.l.ng@sfgov.org>, "Angela Calvillo (BOS)" <angela.calvillo@sfgov.org>
Sent: Thursday, May 18, 2017 2:15:43 PM
Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - Complaint No. 17048

Good Afternoon:

You have been named as a Respondent in the attached complaint filed with the Sunshine Ordinance Task Force. Please respond to the following complaint/request within five business days.

The Respondent is required to submit a written response to the allegations including any and all supporting documents, recordings, electronic media, etc., to the Task Force within five (5) business days of receipt of this notice. This is your opportunity to provide a full explanation to allow the Task Force to be fully informed in considering your response prior its meeting.

Please include the following information in your response if applicable:

1. List all relevant records with descriptions that have been provided pursuant to the Complainant request.
2. Date the relevant records were provided to the Complainant.
3. Description of the method used, along with any relevant search terms used, to search for the relevant records.
4. Statement/declaration that all relevant documents have been provided, does not exist, or has been excluded.
5. Copy of the original request for records (if applicable).

Please refer to the File Number when submitting any new information and/or supporting documents pertaining to this complaint.

The Complainant alleges:

File No. 17048: Complaint filed by Ray Hartz against Angela Calvillo, Clerk of the Board of Supervisors, for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.16, by failing to place a written summary of the public comment, if no more than 150 words, in

the minutes (March 14, 2017 and March 21, 2017).

Complaint Attached.

Both parties (Complainant and Respondent) **will be contacted once a hearing date is determined.** Attached is the Sunshine Ordinance Task Force's complaint procedures. Thank you.

**Victor Young
Administrator**

Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place, City Hall., Room 244
San Francisco CA 94102
phone 415-554-7724 | fax 415-554-5163
victor.young@sfgov.org | www.sfbos.org



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

***Disclosures:** Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.*



DENNIS J. HERRERA
City Attorney

NICHOLAS COLLA
Deputy City Attorney

Direct Dial: (415) 554-3819
Email: nicholas.colla@sfgov.org

MEMORANDUM

TO: Sunshine Ordinance Task Force
FROM: Nicholas Colla
Deputy City Attorney
DATE: February 16, 2017
RE: Complaint 16117 – Hartz v. Luis Herrera, San Francisco Public Library

COMPLAINT

Complainant Raymond Hartz, Jr. (“Complainant”) alleges that Luis Herrera (“Mr. Herrera”) of the San Francisco Public Library (“the Library”) violated provisions of the Sunshine Ordinance by failing to provide the public with access to information about sources of outside funding used for City department purposes.

COMPLAINANT FILES THIS COMPLAINT

On December 20, 2016, Complainant filed this complaint with the Task Force alleging that the Library violated provisions of the Sunshine Ordinance regarding requests for public records and information about the above referenced webinar.

JURISDICTION

The Library is a department under the Sunshine Ordinance. The Task Force therefore generally has jurisdiction to hear a complaint of a violation of the Sunshine Ordinance against the Library. The Library has not contested jurisdiction.

APPLICABLE STATUTORY SECTION(S)

Section 67 of the San Francisco Administrative Code:

- Section 67.29-6 governs the disclosure of outside funding.

APPLICABLE CASE LAW

- None.

BACKGROUND

On December 20, 2016, Complainant filed this complaint with the Task Force in which he alleged as follows:

City Librarian Luis Herrera, a city department head, has “allowed to be collected” funds for the purpose of “carrying out or assisting any city function” without putting in place an agreement in writing to abide by this ordinance.

MEMORANDUM

TO: Sunshine Ordinance Task Force
DATE: February 16, 2017
PAGE: 2
RE: Complaint 16117 – Hartz v. Luis Herrera, San Francisco Public Library

On December 28, 2016, in response to the filing of this complaint, the Library Commission's Custodian of Records, Sue Blackman ("Ms. Blackman"), sent the Task Force a letter stating in part as follows:

The SOTF describes the allegation of the complaint as the failure "to disclose the amount and source of all outside funds or services worth more than one hundred dollars in aggregate" in violation of Section 67.29-6 of the Administrative Code. The Library discloses all gifts to the Library on its website in compliance with this provision. See <http://sfpl.org/index.php?pg=2000005901>. Furthermore, with regard to the gift received by the Friends of the Library, the Board of Supervisors annually approves a resolution authorizing the acceptance of in-kind gifts, services, and cash. See e.g., BOS File No. 16115.

To the extent the complaint alleges the Library has allowed a separate entity to collect funds for donation to the Library without an agreement with that entity to abide by Section 67.29-6, the Library is reviewing this requirement and will comply if it is not already in compliance.

QUESTIONS THAT MIGHT ASSIST IN DETERMINING FACTS

- Does the Library allow an outside entity to manage funds on its behalf and, if so, is there any such agreement in place mandating that entity to make the sources of such funding available to members of the public?

LEGAL ISSUES/LEGAL DETERMINATIONS

- Did the Library violate Section 67.29-6 of the Administrative Code by failing to properly disclose the source of outside funding it receives for the purposes of conducting Library business?

CONCLUSION

THE TASK FORCE FINDS THE FOLLOWING FACTS TO BE TRUE:

THE TASK FORCE FINDS THE ALLEGED VIOLATIONS TO BE TRUE OR NOT TRUE.

* * *

MEMORANDUM

TO: Sunshine Ordinance Task Force
DATE: February 16, 2017
PAGE: 3
RE: Complaint 16117 – Hartz v. Luis Herrera, San Francisco Public Library

CHAPTER 67, SAN FRANCISCO ADMINISTRATIVE CODE (SUNSHINE ORDINANCE)**SEC. 67.29-6. SOURCES OF OUTSIDE FUNDING.**

No official or employee or agent of the City shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

**Sunshine Ordinance Task Force
Complaint Summary**

File Nos. 16117

Ray Hartz v. Luis Herrera, Public Library

Date filed with SOTF: 12/20/2016

Contacts information:

rwhartzjr@comcast.net (Complainant)

Luis Herrera and Sue Blackman, Public Library (Respondent)

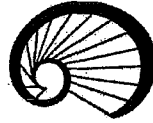
File No. 16117: Complaint filed by Ray Hartz against City Librarian Luis Herrera and the Public Library for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29-6, by failing to disclose the amount and source of all outside funds or services worth more than one hundred dollars in aggregate, accepted by the Public Library for the purpose of carrying out or assisting any City function, on their website.

Administrators Summary if applicable:

Complaint attached.

SEC. 67.29-6. SOURCES OF OUTSIDE FUNDING.

No official or employee or agent of the City shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.



San Francisco Public Library

December 28, 2016

Honorable Members, Sunshine Ordinance Task Force
c/o Victor Young, Task Force Administrator
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Re: Complaint No. 16117 Ray Hartz v. City Librarian, Luis Herrera and
the Public Library

Dear Honorable Members of the Sunshine Ordinance Task Force:

This letter responds to Complaint # 16117, filed by Ray Hartz on December 20, 2016, against the Public Library and City Librarian Luis Herrera. The SOTF describes the allegation of the complaint as the failure "to disclose the amount and source of all outside funds or services worth more than one hundred dollars in aggregate" in violation of Section 67.29-6 of the Administrative Code. The Library discloses all gifts to the Library on its website in compliance with this provision. See <http://sfpl.org/index.php?pg=2000005901>. Furthermore, with regard to the gift received by the Friends of the Library, the Board of Supervisors annually approves a resolution authorizing the acceptance of in-kind gifts, services, and cash. See e.g., BOS File No. 16115.

To the extent the complaint alleges the Library has allowed a separate entity to collect funds for donation to the Library without an agreement with that entity to abide by Section 67.29-6, the Library is reviewing this requirement and will comply if it is not already in compliance.

Sincerely,

Sue Blackman
Custodian of Records,
Library Commission Secretary
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733
415.557.4233

[Home](#) > [About](#) > [Library Administration](#) > [Gifts and Donations](#)

Gifts and Donations

How to Donate to the Library

Gifts/Donor Disclosure Forms

- [Fiscal Year 2016 - 2017](#)
 - [Fiscal Year 2015 - 2016](#)
 - [Fiscal Year 2014 - 2015](#)
 - [Fiscal Year 2013 - 2014](#)
 - [Fiscal Year 2012 - 2013](#)
 - [Fiscal Year 2011 - 2012](#)
 - [Fiscal Year 2010 - 2011](#)
 - [Fiscal Year 2009 - 2010](#)
 - [Fiscal Year 2008 - 2009](#)
 - [Fiscal Year 2007 - 2008](#)
 - [Fiscal Year 2006 - 2007](#)
 - [Fiscal Year 2005 - 2006](#)
 - [Fiscal Year 2004 - 2005](#)
 - [Fiscal Year 2003 - 2004](#)
 - [Fiscal Year 2002 - 2003](#)
 - [Fiscal Year 2001 - 2002](#)
 - [Fiscal Year 2000 - 2001](#)
-

[Home](#) > [About](#) > [Library Administration](#) > [Gifts and Donations](#) > [Fiscal Year 2016-2017](#)**Gifts/Donor Disclosure Form: Fiscal Year 2016-2017**

Donor Name	Date	Type of Gift	Value	Financial Interest
Michael Kurihara	July 2016	Cash	\$250	None
Consulate General of Spain	July 2016	Cash	\$500	None
Friends of SFPL Form 801 (PDF)	July 2016	Cash	\$440	None
Sunny St. Pierre	August 2016	Cash	\$250	None
Friends of SFPL Form 801 (PDF)	August 2016	Cash	\$374	None
Michael Kurihara	October 2016	Cash	\$200	None
Anonymous	October 2016	Cash	\$500	None
Friends of SFPL Form 801 (PDF)	October 2016	Cash	\$243	None
Friends of SFPL Form 801 (PDF)	November 2016	Cash	\$728	None
Heritage Residents' Council	November 2016	Cash	\$200	None
Sunny St. Pierre	November 2016	Cash	\$250	None
Sunny St. Pierre	January 2017	Cash	\$500	None
Friends of SFPL Form 801 (PDF)	January 2017	Cash	\$35.64	None

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award,
2 FY2016-2017 - Up to \$763,355 of In-Kind Gifts, Services, and Cash Monies]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant in the amount of up to \$763,355 of in-kind gifts, services, and cash**
5 **monies from the Friends of the San Francisco Public Library for direct support for a**
6 **variety of public programs and services in FY2016-2017.**

7
8 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
9 organization that advocates, fundraises, and provides critical support for the San Francisco
10 Public Library and related literary and educational programs; and

11 WHEREAS, The Public Library submits proposals annually to the Friends for public
12 programs and services; and

13 WHEREAS, The types of programs and services supported by these grants include
14 Youth Programs, Adult Programs, Collections, Public Relations, Staff Development, and
15 Innovation Programs; and

16 WHEREAS, Highlights of the upcoming FY2016-2017 program year support include
17 Grants to Branches, Innovation Grants and Friends Initiatives to support *One City One Book*
18 and the publication *At the Library*; and

19 WHEREAS, The Department proposes to maximize use of available grant funds on
20 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

21 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in
22 the grant budget; and, be it

23 FURTHER RESOLVED, That the Public Library is authorized to accept and expend up
24 to \$763,355 of in-kind gifts, services, and cash monies awarded by the Friends of San
25

1 Francisco Public Library to support Library programs and services and related literary and
2 educational programs in FY2016-2017.

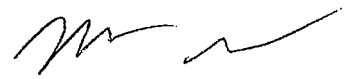
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

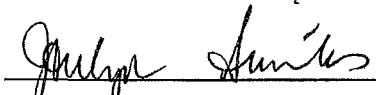
Recommended:



Department Head

Approved: 

for Mayor

Approved: 

for Controller



City and County of San Francisco

Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 161115

Date Passed: November 01, 2016

Resolution retroactively authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$763,355 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2016-2017.

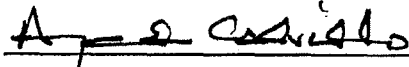
October 26, 2016 Budget and Finance Committee - RECOMMENDED

November 01, 2016 Board of Supervisors - ADOPTED

Ayes: 11 - Avalos, Breed, Campos, Cohen, Farrell, Kim, Mar, Peskin, Tang, Wiener and Yee

File No. 161115

I hereby certify that the foregoing Resolution was ADOPTED on 11/1/2016 by the Board of Supervisors of the City and County of San Francisco.


Angela Calvillo
Clerk of the Board


Mayor

11/10/2016
Date Approved

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend of in-kind gifts, services and cash grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Friends of the San Francisco Public Library Annual Grant Award, FY 16-17

2. Department: Public Library

3. Contact Person: Christine Murdoch Telephone: 557-4246

4. Grant Approval Status (check one):

Approved by funding agency Not yet approved

5. Amount of Grant Funding Approved or Applied for: Up to \$763,355 of in-kind gifts, services and cash monies.

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Friends of the San Francisco Public Library

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Friends of the San Francisco Public Library (Friends) is a non-profit organization that advocates, fundraises, and provides critical support for the San Francisco Public Library and related literary and educational programs. This grant allows the Library to provide direct support for a variety of public programs and services. The types of programs and services supported by these grants include: Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public Relations, and Innovation Programs.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2016 End-Date: June 30, 2017

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency
 Other (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s) Existing Structure(s) Existing Program(s) or Service(s)
 Rehabilitated Site(s) Rehabilitated Structure(s) New Program(s) or Service(s)
 New Site(s) New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Marti Goddard
(Name)

Access Services Manager
(Title)

Date Reviewed: 8/12/2016

Marta Goddard
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera
(Name)

City Librarian
(Title)

Date Reviewed: 10/7/2016

Luis Herrera
(Signature Required)

June 14, 2016

Luis Herrera
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Luis,

On behalf of our Board of Directors, I am pleased to inform you that Friends of the San Francisco Public Library has approved funding for the requests you submitted for Fiscal Year 2016-2017.

Included in this total is **\$763,355** in direct funding for programs that Friends has traditionally supported in the past, along with new initiatives, discretionary funding for staff development, grants for branch libraries and grants for innovative programs throughout the system.

We are pleased to approve **\$335,200** in traditionally funded programs: Children and Youth Services (\$157,500); Public Affairs (\$25,000); Programs & Exhibitions (\$76,000); Library Support Fund (\$35,000); and Professional Development (\$41,700).

We further agree to fund **\$46,000** for Grants to Branches & Innovation Grants and an additional **\$29,000** for Friends Initiatives to support *One City One Book* and the publication *At the Library*.

In addition to the direct grants mentioned above, **\$353,155** will be available through donor-designated funds which Friends holds in trust for your use. As in past years, we look forward to receiving an estimate of the amount you plan to use and the timeline for expenditures when you are able to develop it. Please recall that we are asking for quarterly estimates for use of these funds to enable us to calculate our cash flow needs.

We look forward to working with you to strategize on how to build sustainability into vital programs that would otherwise not be offered and to focus attention on your excellent staff and the wonderful work they do.

Funds granted in this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2016. We appreciate the assessment and reporting done by you and your staff during the course of the past year to measure and reflect their impact, both on the library and the community which it serves. This information helps Friends seek additional funding of these programs, and also gives our Board and donors a clear and compelling picture of the effects of their generosity.

We look forward to Friends being acknowledged on all materials developed through our funding as well as at programs in the libraries and to continue to receive any evaluations or other measures of the programs. This information will help us make the case to funders that libraries are a sound investment of their philanthropic dollars.

Thank you for this opportunity to support San Francisco Public Library—the City's greatest public asset. We look forward to an exciting year!

Best regards,



Marie Ciepiela
Executive Director
(415) 477-5220
marie.ciepiela@friendssfpl.org

Cc: Catherine King, Chair, Library Support Committee
Charles Higuera, Chair of the Board of Directors
Bob Daffeh, Director of Finance and Administration, Friends

Friends Grant Funding Requests	
	FY 17
A. Traditionally Funded Programs	
Children & Youth Services	
General Systemwide Programming	\$48,000
Summer Reading Programming	\$72,500
Teen Services	\$33,200
Effie Lee Morris Program	\$2,500
Book Buddies	\$1,300
	\$157,500
Public Affairs	
Community Relations/Promotions & Marketing	\$25,000
Programs & Exhibitions	
Exhibitions & Programming	\$70,000
Volunteer Services Recognition Event	\$4,000
Collection Development Discretionary Fund	\$2,000
	\$76,000
Library Support Fund	\$35,000
Professional Development	
Educational Opportunities	\$30,000
Staff Recognition Event	\$3,000
Staff Holiday Party	\$7,000
Training Refreshment Fund	\$1,700
	\$41,700
Total A	\$335,200
B. Grants to Branches & Innovation Grants	
Grants to Branches	\$13,500
Innovation Grants	\$32,500
Total B	\$46,000
C. Donor Restricted Funds	
Proposals not required	\$353,155
D. Friends Initiatives	
At the Library	\$9,000
One City, One Book	\$20,000
Total D	\$29,000
TOTAL FUNDING REQUEST	\$763,355

**SUNSHINE ORDINANCE
TASK FORCE**



**City Hall
1 Dr. Carlton B. Goodlett Place Room 244
San Francisco CA 94102-4689
Tel. No. (415) 554-7724
Fax No. (415) 554-7854
TDD/TTY No. (415) 554-5227**

MEMORANDUM

TO: Custodian of Public Records, Office of the City Attorney

FROM: Dave Maass, Compliance and Amendments Committee
Sunshine Ordinance Task Force

DATE: April 20, 2017

RE: Public Records Request - Office of the City Attorney (File No. 16117)

To the Custodian of Public Records:

I am writing today on behalf of the Sunshine Ordinance Task Force ("Task Force") Compliance and Amendments Committee regarding File No. 16117. This letter serves as a formal public records request under San Francisco Sunshine Ordinance ("Sunshine Ordinance") and the California Public Records Act ("CPRA").

At the March 1, 2017 meeting of the full Task Force, members voted to find the San Francisco Public Library ("The Library") in violation of the Sunshine Ordinance for failing to have an agreement in place with the Friends of the Public Library as required by Section 67.29-6.¹ -² In a letter to the Task Force, Custodian of Records Sue Blackman wrote:

¹ SEC. 67.29-6. SOURCES OF OUTSIDE FUNDING.

No official or employee or agent of the City shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

² SEC. 67.29-6. SOURCES OF OUTSIDE FUNDING.

No official or employee or agent of the City shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

"To the extent the complaint alleges the Library has allowed a separate entity to collect funds for donation to the Library without an agreement with that entity to abide by Section 67.29-6, the Library is reviewing this requirement and will comply if it is not already in compliance."

At the hearing, Library representative Maureen Singleton stated that the Library was in the process of developing an agreement with the Friends of the Public Library that would address the compliance issue.

In order to ensure the Library fulfils its obligation under Section 67.29-6, to unravel how this significant error occurred, we make the following Sunshine Ordinance requests of the City Attorney's Office:

- 1) Pursuant to SEC. 67.21(c) of the Sunshine Ordinance, we seek assistance in "identifying the existence, form, and nature of any records or information maintained by, available to, or in the custody of the custodian" that is relevant to city policy on Section 67.29-6, even when of Section 67.29-6 is not explicitly cited in the records.
- 2) All guidance material provided by the City Attorney to departments and non-profits regarding Section 67.29-6. Examples include, but are not limited to, explanations of the requirements, sample agreements, and compliance advice for non-profits.
- 3) All Section 67.29-6 agreements in the possession of the city attorney for 2012-2016.
- 4) All communications with the Library regarding Section 67.29-6 compliance.
- 5) All legal opinions regarding Section 67.29-6.
- 6) Any other record that City Attorney identifies while assisting the committee in item 1).

We emphasize that full withholding of documents would not be an appropriate way to proceed with releasing documents in this case. If confidential information must be withheld, please redact only what is necessary.

We would appreciate these records be released on a rolling basis and sent to myself and SOTF Administrator Victor Young. Emails can be sent to dm.sotf@gmail.com and sotf@sfgov.org.

Although this is not an Immediate Disclosure Request, we would appreciate confirmation that you received this public records request within 24 hours.

- c. Members, Compliance and Amendments Committee
Chair Bruce Wolfe, Sunshine Ordinance Task Force

SUNSHINE ORDINANCE
TASK FORCE



City Hall
1 Dr. Carlton B. Goodlett Place Room 244
San Francisco CA 94102-4689
Tel. No. (415) 554-7724
Fax No. (415) 554-7854
TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: City Librarian Luis Herrera, Public Library
Sue Blackman, Public Library

FROM: Dave Maass, Compliance and Amendments Committee
Sunshine Ordinance Task Force

DATE: April 20, 2017

RE: Public Records Request - Public Library (File No. 16117)

To the Custodian of Public Records:

I am writing today on behalf of the Sunshine Ordinance Task Force ("Task Force") Compliance and Amendments Committee regarding File No. 16117. This letter serves as a formal public records request under the San Francisco Sunshine Ordinance ("Sunshine Ordinance") and the California Public Records Act ("CPRA").

At the March 1, 2017 meeting of the Task Force, members voted to find the San Francisco Public Library ("The Library") in violation of the Sunshine Ordinance for failing to have an agreement in place with Friends of the Public Library as required by Section 67.29-¹. In a letter to the Task Force, Custodian of Records Sue Blackman wrote:

"To the extent the complaint alleges the Library has allowed a separate entity to collect funds for donation to the Library without an agreement with that entity to abide by Section 67.29-6, the Library is reviewing this requirement and will comply if it is not already in compliance."

At the hearing, Library representative Maureen Singleton stated that the Library was in the process of developing an agreement with the Friends of the Public Library that would address the compliance issue.

¹ SEC. 67.29-6. SOURCES OF OUTSIDE FUNDING.

No official or employee or agent of the City shall accept, allow to be collected, or direct or influence the spending of, any money, or any goods or services worth more than one hundred dollars in aggregate, for the purpose of carrying out or assisting any City function unless the amount and source of all such funds is disclosed as a public record and made available on the website for the department to which the funds are directed. When such funds are provided or managed by an entity, and not an individual, that entity must agree in writing to abide by this ordinance. The disclosure shall include the names of all individuals or organizations contributing such money and a statement as to any financial interest the contributor has involving the City.

In order to ensure the Library fulfills its obligation under Section 67.29-6, and to unravel how this significant error occurred, we make the following Sunshine Ordinance requests of the San Francisco Public Library

- 1) Pursuant to SEC. 67.21(c) of the Sunshine Ordinance, we seek assistance in "identifying the existence, form, and nature of any records or information maintained by, available to, or in the custody of the custodian" that is relevant to Section 67.29-6, even when of Section 67.29-6 is not explicitly cited in the records.
- 2) We seek all communications and shared documents between the Library and the Friends of the Library regarding File No. 16117. This includes records created before and after the meeting.
- 3) We seek all communications between SFPL and the Friends of the Public Library regarding Section 67.29-6.
- 4) All contracts, memorandums of understanding, or other agreement signed between the Library and Friends of the Public Library, and between Friends of the Public Library and the City of San Francisco that are in the custody of the Library.
- 5) The current agreement or any draft agreements between SFPL and FOSFPL relating to compliance with Section 67.29-6 of the Sunshine Ordinance.
- 6) Records that show the amount of money the Library has received from Friends of the Public Library, including all historical documents. Please also include moneys pledged but not yet delivered.
- 7) All agreements with other organizations that are covered by Section 67.29-6 of the Sunshine Ordinance. If an organization is subject to Section 67.29-6 of the Sunshine Ordinance, but does not have an agreement in place, please provide the names and the amounts of money received by SFPL by that organization, including funds pledged but not yet delivered.
- 8) Any other record that the Library identifies while assisting the committee in item 1).

We would appreciate these records be released on a rolling basis and sent to myself and SOTF Administrator Victor Young. Emails can be sent to dm.sotf@gmail.com and sotf@sfgov.org.

Although this is not an Immediate Disclosure Request, we would appreciate confirmation that you received this public records request within 24 hours.

- c. Members, Compliance and Amendments Committee
Chair Bruce Wolfe, Sunshine Ordinance Task Force

Young, Victor

From: Andrea.Guzman@sfgov.org on behalf of CityAttorney@sfgov.org
Sent: Thursday, April 27, 2017 11:53 AM
To: SOTF, (BOS); dm.sotf@gmail.com
Subject: Re: SOTF - Public Records Request - Office of the City Attorney
Attachments: Records Request - City Attorney 042017.pdf

Dear Mr. Maass-

The City Attorney's Office has received your April 20, 2017 letter regarding Admin Code 67.29-6. This email provides an initial response to item 1 in your letter.

The attorney with primary responsibility for advising the Library is out of the office until May 8. Therefore, at this time we can only provide a general response to item 1 in your request. Our general response is that we are aware of several files in our office that are relevant to city policy on Section 67.29-6. These files include emails, letters, draft agreements, and memoranda. These files exist in either electronic or hard copy format or in some cases both. A significant number of documents in these files would fall under the attorney-client privilege and/or work product privilege. We will provide an updated response as soon as possible. Thank you.

Best,

Andrea Guzman
Responding for cityattorney@sfgov.org

OFFICE OF CITY ATTORNEY DENNIS HERRERA
San Francisco City Hall, Room 234
1 Dr. Carlton B. Goodlett Place
San Francisco, California 94102-4682

(415) 554-4710 Direct
(415) 554-4700 Reception
(415) 554-4715 Facsimile
(415) 554-6770 TTY

Subscribe to news and updates from the S.F. City Attorney's Office at <http://www.sfcityattorney.org>

From: "SOTF, (BOS)" <sotf@sfgov.org>
To: "info@sfcityattorney.org" <info@sfcityattorney.org>,
Cc: "Calvillo, Angela (BOS)" <angela.calvillo@sfgov.org>
Date: 04/20/2017 10:10 AM
Subject: SOTF - Public Records Request - Office of the City Attorney

Good Morning:

Please find attached a Public Records Request from the Compliance and Amendments Committee of Sunshine Ordinance Task Force. Acknowledgement of receipt would be appreciated. Thank you.

Victor Young
Administrator
Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place, City Hall., Room 244

San Francisco CA 94102

phone 415-554-7724 | fax 415-554-5163

victor.young@sfgov.org | www.sfbos.org



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

Young, Victor

From: Blackman, Sue (LIB)
Sent: Thursday, April 27, 2017 5:19 PM
To: SOTF, (BOS)
Subject: Public Records Request

April 27, 2017

Mr. Dave Maass
Compliance and Amendments Committee
Sunshine Ordinance Task Force

Re: Public Records Request – Public Library (File No. 16117)

Dear Mr. Maass:

The San Francisco Public Library, ("SFPL") is in receipt of your letter dated April 20, 2017, where the Sunshine Ordinance Task force requests the following:

- 1) Pursuant to SEC. 67.21(c) of the Sunshine Ordinance, we seek assistance in "identifying the existence, form, and nature of any records or information maintained by, available to, or in the custody of the custodian" that is relevant to Section 67.29-6, even when of Section 67.29-6 is not explicitly cited in the records.
- 2) We seek all communications and shared documents between the Library and the Friends of the Library regarding File No. 16117. This includes records created before and after the meeting.
- 3) We seek all communications between SFPL and the Friends of the Public Library regarding Section 67.29-6.
- 4) All contracts, memorandums of understanding, or other agreement signed between the Library and Friends of the Public Library, and between Friends of the Public Library and the City of San Francisco that are in the custody of the Library.
- 5) The current agreement or any draft agreements between SFPL and FOSFPL relating to compliance with Section 67.29-6 of the Sunshine Ordinance.
- 6) Records that show the amount of money the Library has received from Friends of the Public Library, including all historical documents. Please also include moneys pledged but not yet delivered.
- 7) All agreements with other organizations that are covered by Section 67.29-6 of the Sunshine Ordinance. If an organization is subject to Section 67.29-6 of the Sunshine Ordinance, but does not have an agreement in place, please provide the names and the amounts of money received by SFPL by that organization, including funds pledged but not yet delivered.
- 8) Any other record that the Library identifies while assisting the committee in item 1).

In the spirit of transparency and a desire to assist the task force, ("SFPL") is provide the following the following response to number 1:

The Library is in possession of emails; draft Memorandum of Understanding with the Friends of the Library; the Branch Library Improvement Program Framework Agreement between SFPL and the Friends; an Agreement to Comply with Sunshine Ordinance Section 67-29-6; Accept and Expend Resolutions; and Friends donation

reports. Some of these documents may be attorney-client privileged. All the documents will be reviewed to determine whether they are releasable.

As to the remaining items of 2-8, we will be providing these to you on a rolling basis.

Sue Blackman

Custodian of Records

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102
415.557.4233

Young, Victor

From: Sophia Corbett <Sophia.Corbett@sfgov.org>
Sent: Monday, May 01, 2017 1:50 PM
To: sotf@sfgov.orgdm.sotf
Subject: SOTF - Public Records Request - Office of the City Attorney
Attachments: reportinggifts.pdf

Dear Mr. Maass,

In response to items 2-6 of your April 20, 2017 letter regarding Admin Code 67.29-6, we direct you to the following public records:

<https://www.sfcityattorney.org/wp-content/uploads/2015/07/GoodGovtGuide-2014-09-03.pdf>

These records are responsive to items 2, 5, and 6 to your request. The remaining records responsive to your requests will not be disclosed as they are covered by the attorney-client privilege and/or work product privilege. See Cal. Evid. Code § 954; Cal. Gov't Code §§ 6254(k), 6276.04; Cal. Code Civ. Proc. § 2018.030.

Best,

Sophia M. Corbett
Office of the City Attorney
City and County of San Francisco
City Hall, Room 234
San Francisco, California 94102
Direct: (415) 554-4685
Fax: (415) 554-4755
sophia.corbett@sfgov.org



DENNIS J. HERRERA
City Attorney

JON GIVNER
Deputy City Attorney

DIRECT DIAL: (415) 554-4694
E-MAIL: jon.givner@sfgov.org

MEMORANDUM

TO: CITY DEPARTMENT HEADS
FROM: JON GIVNER *JG*
Deputy City Attorney
DATE: November 17, 2008
RE: Reporting Gifts to City Departments

Summary

The California Fair Political Practices Commission ("FPPC") recently adopted a new regulation governing gifts to City agencies and departments. The new regulation imposes additional reporting requirements and requires City agencies and departments to use a designated form to disclose those gifts. This memorandum summarizes the relevant rules regarding accepting and reporting gifts by City departments, including the new FPPC regulation.

Description of Relevant Laws

A. Authority to Accept Gifts

Each department may accept gifts of cash or goods "for the benefit of the designated department . . . and for such purposes within its prescribed legal jurisdiction as may be specified by the donors." (Admin. Code § 10.100-305(a).) Generally, the Board of Supervisors ("Board") must approve, by resolution, any gift with a value greater than \$10,000 before a City agency or department accepts such a gift. (*Id.* § 10.100-305(b).)

In some instances, the City has established a fund for a department to accept and expend gifts, without setting limits on the value of the gift. In those cases, the department's acceptance of a gift with a value over \$10,000 does not require further Board approval. (*See, e.g.*, S.F. Charter § 5.100 [authorizing certain arts museums and organizations to accept "loans, gifts, devises, bequests or agreements donating works of art or other assets" without Board approval].)

B. Reporting Requirements for All Gifts to Departments

Whenever a City department accepts a gift from a third party, the following three rules apply:

1. *The department must promptly report all gifts to the Controller.*

After accepting a gift, the department must "promptly report[]" the gift to the Controller. (Admin. Code § 10.100-305(a).) To report the gift, the department should contact its fund accountant in the Controller's Office.

2. *The department must report annually to the Board of Supervisors all gifts received that year.*

Each department, board and commission must report annually to the Board regarding the nature and disposition of gifts received during the previous year. (*Id.*) Departments must submit these reports in the first two weeks in July. (*Id.*) A sample template for reporting to the Board is attached to this memorandum.

Memorandum

TO: CITY DEPARTMENT HEADS
 DATE: November 17, 2008
 PAGE: 2
 RE: Reporting Gifts to City Departments

3. *The department must report gifts worth more than \$100 on the department's website.*

Whenever a department receives a gift worth more than \$100 for the purpose of carrying out or assisting any City function, the department must report the gift in a public record and on the department's website. (*Id.* § 67.29-6.) The public disclosure must include:

- The name of the donor(s) and amount of the gift. (*Id.*)
- "[A] statement as to any financial interest the contributor has involving the City." (*Id.*) A financial interest includes a contract, grant, lease, license, permit or other entitlement for use.

When a department receives the gift from an entity, the department also must obtain a written statement in which the entity agrees to make these disclosures. (*Id.*)

C. Gifts to Agencies that Benefit Particular Employees or Officers

When a City agency or department receives a gift – such as a payment for travel or meals – that will benefit particular employees or officers rather than the department as a whole, state and local law impose additional restrictions. Such a gift may be considered a gift *to the City* and not to individual employees or officers only if all of the following criteria are met:

- The department uses the gift for official department purposes. (2 C.C.R. § 18944.2(c)(2).)
- The department controls the use of the gift and independently decides which officers or employees will use it. (*Id.* § 18944.2(c)(1).) Importantly, the City official, or the official's designee, who decides who will receive the benefit of the gift may not select himself or herself as the recipient. (*Id.*)
- The gift is not a payment for travel for the District Attorney, the Mayor, the City Attorney, the Treasurer, members of the Board of Supervisors, Planning Commissioners, or City officials who manage public investments. (*Id.* § 18944.2(d); Cal. Gov't Code § 87200.)
- In certain circumstances, the gift is not a ticket or pass to an event, show or performance. (2 C.C.R. § 18944.1.) When offered a gift of tickets or passes, the department should contact the City Attorney's Office to determine whether it may accept the gift.

When a payment that benefits one or more individual employees or officers meets these criteria, the City must report the gift on FPPC Form 801. The form requires that the department report the following information:

- a description of the gift, the date received, the intended purpose and the value of the gift;
- the name and address of the donor, and, if the donor is not an individual, a description of the business activity or nature and interests of the donor;
- if the donor has raised money from any other persons to pay for the gift, the names and amounts given by these persons; and

Memorandum

TO: CITY DEPARTMENT HEADS
DATE: November 17, 2008
PAGE: 3
RE: Reporting Gifts to City Departments

- the department's use of the gift and the name and title of the person using the gift. If the gift pays for an individual's travel, the report must include the dates and places of travel and a breakdown of the total expenses.

(*Id.* § 18944.2(c)(3).) A copy of FPPC Form 801 is attached to this memorandum and is available on the FPPC's web site at <http://www.fppc.ca.gov/forms/801.pdf>. Within 30 days of receipt or use of the gift, the department must post the form or its contents on the department's website and file the form with the department's filing officer who accepts Statements of Economic Interests from department employees. (*Id.* § 18944.2(c)(3)(D), (F).)

If the gift does not qualify as a gift to the City under the criteria described above, the employee or officer must abide by the limits, prohibitions, and reporting requirements that normally apply to an individual's acceptance of gifts. Those rules are further described in the City Attorney's Good Government Guide.

Additional Information

For more information about gift rules, see Part II, Sec. IV of the Good Government Guide at: [http://www.sfgov.org/site/uploadedfiles/cityattorney/GGG_2007-08\(1\).PDF](http://www.sfgov.org/site/uploadedfiles/cityattorney/GGG_2007-08(1).PDF). If you have questions, please contact the City Attorney's Office.

Gift to Agency Report Instructions

A Public Document

California
Form **801**

This form is for use by all state and local government agencies to disclose payments made to the agency when the payments provide a personal benefit to an official of the agency. Examples may include travel, meals or other benefits. Under certain circumstances, these payments will not result in a gift to the official, but will be considered a gift to the agency. The payments must be used for official agency business and must meet other requirements that are set out in FPPC Regulation 18944.2, which is available on the FPPC website www.fppc.ca.gov.

When to File

This form must be filed within 30 days of the use of the payment. Reports may be faxed, mailed, personally delivered or e-mailed.

Where to File

State Agencies: File this form with the Fair Political Practices Commission ("FPPC"), 428 J Street, Suite 620, Sacramento, CA 95814. Fax: 916-322-0886
E-mail: Form801@fppc.ca.gov

Local Agencies: File this form with the official that maintains the agency's statements of economic interests (Form 700).

Website Posting: Each agency that maintains a website must also post the form or the information contained on the form on its website within 30 days of the use of the payment. Local agencies that do not maintain a website must forward the form to the FPPC for posting on its website.

Part 1. Agency Identification

List the agency's name and address and the name of an agency contact. Mark the amendment box if changing any information on a previously filed form and include the date of the original filing.

Part 2. Donor Information

Disclose the name and address of the donor. If the donor is not an individual, identify the business activity or nature and interests of the entity.

If the donor received payments from other sources that were used in connection with the activity, disclose the name and payment information for each source.

Part 3. Payment Information

Report the date and amount of each payment. For travel payments, also disclose the location(s), and a breakdown of the expenses. Provide a specific description of the use of the payment and the intended purpose. List each agency official for whom the payment was used.

Example: A business entity paid for an agency employee to travel to attend an informational seminar on solar energy projects in Washington D.C. The description should read: "Travel to attend an EPA co-sponsored solar energy seminar held in Washington, D.C."

Part 4. Verification

The agency head or his or her designee must sign the form.

General Information

Gifts to agencies must meet the following requirements:

- The agency head or designee must determine and control the agency's use of the payment.
- The payment must be used for official agency business.
- The donor may identify a purpose for the gift but may not designate by name, title, class or otherwise, an official who may use the payment.
- The agency official who determines who will use the payment may not select himself or herself.

Travel payments must also meet these requirements:

- A payment for travel may not be used by a state or local elected officer or by the state, county, and city officials who hold positions listed in Government Code Section 87200.
- A payment for travel may not exceed the agency's own reimbursement rates for travel, or the State per diem or IRS reimbursement rates if the agency has no policy.
- The agency head or designee must preapprove travel paid for by a third party before travel commences.

Travel payments made by a federal government agency in connection with education, training, or other inter-agency programs are not reportable.

For further information on filing this report or for general information, contact the FPPC.

Gift to Agency Report

A Public Document

GIFT TO AGENCY REPORT

1. Agency Name		Date Stamp	California Form 801 For Official Use Only
Division, Department, or Region (if applicable)			
Street Address		<input type="checkbox"/> Amendment (explain in comment section) Date of Original Filing: _____ (month, day, year)	
Area Code/Phone Number	E-mail		
Agency Contact (name and title)			

2. Donor Name and Address

Individual _____ Other _____

Last Name First Name Name

Address _____ City _____ State _____ Zip Code _____

If "Other" is marked, describe the entity's business activity (if business) or its nature and interests.

If applicable, identify the name of each source and the amount(s) solicited or received by the donor for this gift:

_____	\$ _____	_____	\$ _____
Name	Amount	Name	Amount

3. Payment Information

Date and Amount of Payment (other than travel) _____ \$ _____

(month, day, year) (Round to whole dollars)

Travel Payment Information (Round to whole dollars) Location of Travel _____

_____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Date(s) of Travel	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses	Total Expenses

Provide a specific description of the nature and use of the payment for official agency business:

Identify the officials for whom the payment was used:

_____	_____	_____	_____
Last Name	First Name	Title	Department/Division
_____	_____	_____	_____
Last Name	First Name	Title	Department/Division

4. Verification

I have determined that it is in the interests of the agency to accept this gift and use it for the official agency business described above.

_____	_____	_____	_____
Signature of Agency Head or Designee	Print Name	Title	(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

Young, Victor

From: Blackman, Sue (LIB)
Sent: Thursday, May 04, 2017 3:08 PM
To: SOTF, (BOS)
Subject: File No. 16117
Attachments: SFPL-Friends MOU (Friends edits 26 Mar 2017).pdf; SFPL Statement of Incompatible Activities 3.27.12.pdf

May 4, 2017

Mr. Dave Maass
Compliance and Amendments Committee
Sunshine Ordinance Task Force

Re: Public Records Request – Public Library (File No. 16117)

Dear Mr. Maass:

The San Francisco Public Library, ("SFPL") is in receipt of your letter dated April 20, 2017, where the Sunshine Ordinance Task force requests the following:

We responded on April 29, 2017 to Item number 1 of your request and on May 3 with responsive documents to Items 4 and 6. Attached please find 2 documents responsive to Item 5. We will be following up with responsive documents for Items 2 and 3.

- 1) Pursuant to SEC. 67.21(c) of the Sunshine Ordinance, we seek assistance in "identifying the existence, form, and nature of any records or information maintained by, available to, or in the custody of the custodian" that is relevant to Section 67.29-6, even when of Section 67.29-6 is not explicitly cited in the records.
- 2) We seek all communications and shared documents between the Library and the Friends of the Library regarding File No. 16117. This includes records created before and after the meeting.
- 3) We seek all communications between SFPL and the Friends of the Public Library regarding Section 67.29-6.
- 4) All contracts, memorandums of understanding, or other agreement signed between the Library and Friends of the Public Library, and between Friends of the Public Library and the City of San Francisco that are in the custody of the Library.
- 5) The current agreement or any draft agreements between SFPL and FOSFPL relating to compliance with Section 67.29-6 of the Sunshine Ordinance.
- 6) Records that show the amount of money the Library has received from Friends of the Public Library, including all historical documents. Please also include moneys pledged but not yet delivered.
- 7) All agreements with other organizations that are covered by Section 67.29-6 of the Sunshine Ordinance. If an organization is subject to Section 67.29-6 of the Sunshine Ordinance, but does not have an agreement in place, please provide the names and the amounts of money received by SFPL by that organization, including funds pledged but not yet delivered.
- 8) Any other record that the Library identifies while assisting the committee in item 1).

Sue Blackman

P224

Custodian of Records

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102
415.557.4233

B. **Capital Campaigns and Special Fundraising Projects.** In addition to the Annual Support described in Article 2, Section A, the Friends shall make a good faith effort to support the Library's may requests Friends support for capital and special fundraising projects from time to time. ~~and such effort shall be provided in a timely fashion so that the applicable project(s) can be completed per schedule, and, ideally, without an advance of the Library Preservation Fund.~~ Capital Campaigns typically include funding for furniture, fixtures and equipment but can include funding for other costs. ~~All The terms and conditions for each such capital campaign and special fundraising request that Friends agrees to support should have separate terms and conditions will be detailed in addendums to this MOU.~~

C. **Acceptance of Gifts.** The Library will adhere to the City's Administrative Code requirements with respect to acceptance of gifts that are in force at the time of the acceptance of the gift. ~~With respect to disclosure of gift and donor information, the parties agree to comply with all applicable laws, including any applicable provision of Chapter 67 of the San Francisco Administrative Code (the "Sunshine Ordinance").~~

Commented [d1]: In separate document now.

ARTICLE 3

Parties' Cooperative Operation

A. **Annual Support Fund.**

1. **Annual Support Proposal.** Annually, in March of each year, the Library will submit a written proposal for the Annual Support monies to Friends. ~~The submittal must summarize~~ the purpose of the proposed uses and how such uses must align with Friends' and donors' guidelines and requirements. Friends will approve or reject the Annual Support request by early June of each year. In order to ensure the proposal complies with any restrictions on monies donated to Friends, Friends will provide advance notice to the Library of the terms and conditions of any gifts or funds the use of which is restricted in any way.
2. **Acceptance of Annual Support Fund.** The Library will obtain City authorization to accept the Annual Support funds, as required. Friends will attend any meetings regarding the acceptance of Annual Support funds, as needed.
3. **Requests for Disbursement from Annual Support Fund.** The Library will submit written requests to Friends for use of monies from the Annual Support fund with supporting documentation, such as invoices and/or budgets. These requests may be for advances or reimbursements to the City, or for Friends' direct payment to vendors. The Library's requests will adhere to Friends' fiscal year deadlines and other requirements. Friends will pay all requests for advances or reimbursements within 30 business days after receipt from the Library, and will make payments to vendors in accordance with the respective vendors' terms. Friends will maintain applicable documentation regarding requests and corresponding payment of requests in an orderly manner per Friends' applicable record retention requirements, which will at least require retention of such documents through the duration of the applicable program plus five fiscal years.
4. **Reconciliation.** On a quarterly basis, the Library Finance Office and Friends will work together to reconcile expenditure reports. The Library will post annually, by the second quarter, a reconciled annual expenditure report on the Library's website.

Commented [d2]: To reinforce that we have governance responsibilities - it's not a rubber stamp.

Commented [d3]: Fiscal or calendar?

5. *Reports.* The parties will collaborate on output reporting requirements of the Annual Support Fund programs and identify outcome evaluation tools and procedures for applicable Annual Support Fund programs.
- B. **Capital Campaigns and Special Fundraising Projects.** Detailed roles and responsibilities will be defined in addendums to this MOU for given projects. The following reflects the parties' general operative agreement regarding capital campaigns and special fundraising projects.
1. *Project Proposal.* For each capital campaign or special fundraising project, the Library will submit a written purpose statement to Friends that defines the short and long term goals of the project and states the specific fiscal or other support requested from Friends. Friends will respond to the Library's purpose statement in a timely fashion, indicating willingness to support the request within the identified time period and meet all applicable deadlines.
 2. *Acceptance of Funds.* The Library will seek City authorization to accept funds for capital campaigns and special fundraising projects, as required. Friends will attend any meetings regarding the acceptance of such funds, as needed.
 3. *Project Management.* The Library will develop and manage budgets and schedules for each applicable project. Friends will develop a fundraising plan and present it to the City Librarian for approval. Friends will conduct fundraising activities as contemplated by the approved fundraising plan and will periodically report the status of fundraising activities to the Library. Friends will provide advance notice to the Library of the terms and conditions of any gifts or funds received for the project, the use of which is restricted in any way. The Library and Friends will report the status of the project to the Library-Commission, as necessary.
 4. *Requests for Disbursement.* ~~The parties will handle disbursement processing, and cooperate in reconciliation thereof, in substantially the same manner as with respect to the Annual Fund. The Library will submit written expenditure requests to Friends with supporting documentation. These requests may be for advances, reimbursements, or direct payment to vendors. The Library's requests will adhere to Friends' fiscal year deadlines and other requirements. Friends will use reasonable efforts to pay all requests within 30 business days after receipt from the Library (actual processing time may vary depending on the amount requested). On an ongoing basis, Friends will provide backup documentation to the Library Finance Office for all direct payments made by Friends. Friends will also maintain applicable documentation regarding requests and payment of requests in an orderly manner per the Friends' applicable record retention requirements, which will at least require retention of such documents through the duration of the applicable program plus five fiscal years. Friends will reconcile all expenditures with the Library Finance Office by providing monthly expenditure reports.~~
- C. **Grant Applications.** The Library may request that Friends may apply for particular grants from third-parties for the benefit of the Library, where the Library itself is not eligible to submit an application due to the terms of the grant ("Requested Grants"). The Library, through the City Librarian's Office or its designee, and Friends will mutually agree in advance to all grant applications that Friends intend to submit. ~~If the Friends agrees to submit the Requested Grant, and is successful in obtaining funds, the~~ The Library and the Friends will ensure that the acceptance and administration of any funds obtained through such grants comply with applicable City requirements and the requirements of the grantor.

Commented [d4]: This was ever so slightly different, but I don't think a difference is intended... and it would probably be quite confusing to have these handled differently without good reason (and good reason can always cause an addendum to reflect that).

Commented [d5]: To avoid the implication that Friends is obligated to gather input from the broader library user community.

- D. **Library Preservation Fund Renewal.** The Library will obtain the required City approval to renew the Library Preservation Fund and place the renewal of the Library Preservation Fund on the ballot, when necessary. Friends may advocate for the approval of the Library Preservation Fund renewal.
- E. **Library Strategic Priorities.** The Library will communicate to Friends the current list of the Library's annual strategic priorities. Friends will provide ~~community~~ input and/or feedback on the Library's annual strategic priorities.
- F. **Friends' Fundraising Efforts and Activities.** The parties shall meet as needed to discuss and define key fundraising efforts and goals. Friends shall seek Library approval in writing for all fundraising events and activities to be hosted in a Library three to six months in advance of the planned event or activity. The Library will ideally respond to all such proposals within 30 business days by approving, modifying, or rejecting the proposal. Such requests should include a description of the fundraising event or activity to be hosted and should include any cost implications for the Library, which could be subject to reimbursement from the Friends.
- ~~G. **Donor Cultivation.** The parties shall agree to donor cultivation efforts and communicate such efforts to each other to ensure the donor and/or donation requirements are consistent with the Statement of Common Purpose as well as the missions for both the Library and the Friends as per Article 1 of this MOU.~~
- ~~H.G. **Meetings and Reporting.** The Library and Friends shall convene regular meetings to discuss the status of Library programs and projects and how the Friends can support these activities, including potential donor cultivation strategies and communication plans. Other meetings may be called as needed to review various topics, such as reconciliation of the Annual Support Fund expenditures, as discussed in Article 3.H. Friends shall provide the Library and City controller's Office with copies of its audited financial report annually in either hard copy or electronic copy format. Additionally, Friends shall post this its audited financial report, and its 990 federal tax documents on its website. The Library will provide a link to Friends' website for the public to readily access this information from Library's website.~~

ARTICLE 4

Miscellaneous Items

A. **Term.** The initial term of the MOU is three (3) years (the "Term") and shall commence on ___, 2017 (the "Commencement Date"), and shall expire on June __, 2020 (the "Expiration Date"); provided, however, that either Party may, in their respective sole and absolute discretion, terminate this MOU any time upon 90 days written notice to the other Party. Upon the mutual agreement of the Library and the Friends, this MOU may be extended for an additional three (3) year period. No later than one hundred and twenty days (120) before the expiration of the initial term set forth herein, the Parties shall meet and determine whether to extend the MOU for another three (3) years, or less. If either Party declines to the extension, the MOU shall terminate at the expiration of the Term. If the Parties agree to extend the MOU, any such extension shall be on the same terms and conditions as this MOU, and all references to the Term of the MOU shall thereafter include the term of the extension.

B. Friends Bookstore at Main Library and any other City-owned property that in the future may be leased to the Friends. Friends' bookstore at the Main Library is governed by the lease agreement with the City's Department of Real Estate and not this MOU. Any changes to the Friends' bookstore would be addressed via said lease agreement. Any other City-owned property that may, in the future, be leased to the Friends would not be included in this MOU and would be governed by a lease agreement with the City's Department of Real Estate.

C. Employer Taxes and Liability. Employees, officers, or volunteers of Friends shall under no circumstances be deemed employees of the City due to their status as an employee, officer, or volunteer of Friends. All employees or contractors working in the Friends' bookstore shall be employees or contractors of the Friends, and not of the City. Friends' volunteers working in the store shall not be deemed to be employees of the City, and liabilities arising from the acts or omissions of such volunteers within the scope of their volunteer activity shall be the responsibility of Friends, not of the City, except to the extent that such liability is proximately caused by the City's negligence or willful misconduct. The Friends shall be responsible for any employer taxes and liabilities relating to its employees.

Commented [SM(6): City Attorney think this would be covered by the indemnity section that covers both SFPL and Friends versus asking just the Friends to indemnify SFPL/City.

D. Liens and Encumbrances.

(a) Liens. During the Term, Friends shall keep the Library free from any liens arising out of any work performed in furtherance of this MOU, material furnished or obligations incurred by Friends or for the Library.

Commented [d7]: Perhaps, but it's confusing. The entire paragraph should perhaps be deleted, as it's principally discussing issues best left to the bookstore lease (could just leave the first sentence here).

If it remains, the issue is whether the assignment of liability in this sentence would supersede the indemnity, in the case where the city wholly (or also partly) at fault.

(b) Encumbrances. Friends shall not create, permit, or suffer any liens or encumbrances affecting the Library or any portion of the Library's or the City's interest therein.

(c) Books and Records; Audit. The Controller of the City or a duly authorized agent or representative of the City shall have the right to examine the books and records of Friends associated with the Friends' in-kind gifts and services and cash monies to the Library, consistent with federal and state guidelines at any time upon prior reasonable notice during normal business hours for the purpose of auditing the same, including, at the City's discretion and expense, a formal independent audit conducted by the City's Audit Division for monies associated with the Friends' in-kind gifts and services, and cash monies to the Library.

(d) Possessory Interest Tax. The Parties do not intend hereby to establish a possessory interest. In the event, however, that it is determined that this MOU Agreement creates a possessory interest subject to property taxation, Friends agrees to pay any such levied tax.

Commented [d8]: There's nothing in here about use of real property - it's expressly in a different agreement per 4(B) - so this isn't applicable. Prefer to delete it to avoid confusion, but it's harmless.

(e) Taxes, Assessments, Licenses, Permit Fees, and Liens. Friends shall pay any and all real and personal property taxes, general and special assessments, excises, licenses, permit fees, and other charges and impositions of every description levied on or assessed against Friends' personal property. Friends shall make all such payments directly to the charging authority when due and payable, and in any case, reasonably prior to delinquency.

Commented [SM(9): Friends, please let SFPL know what your concerns are about this section on insurance. We may be able to waive some requirements but would need to discuss with the City's Risk Manager's Office. This is important because activities occur on SFPL premises. We can't agree to eliminating all of these terms.

E. Insurance. As of the date hereof, subject to approval, by the City's Risk Manager, of the insurers and policy forms, Friends shall place and maintain, throughout the term of this Agreement/MOU, the following insurance policies:

Commented [d10]: We'll review with Bob to ensure we can meet the limits.

- (a) Comprehensive general liability insurance with limits not less than \$1,000,000 for each occurrence, and \$2,000,000 general aggregate for bodily injury and property damage, or in such greater amount and limits as the City may reasonably require from time to time, including coverage for contractual liability, personal injury, broadform property damage, products and completed operations. Any deductible under such policy shall not exceed \$10,000 for each occurrence; and
- (b) As applicable, business automobile liability insurance with limits not less than \$1,000,000 for each occurrence, combined single limit for bodily injury and property damage, including coverage for owned, non-owned and hired automobiles. Any deductible under such policy shall not exceed \$10,000 for each occurrence; and
- (c) Workers' Compensation, in statutory amounts, with Employers' Liability Limits not less than \$1,000,000 each accident, injury, or illness.
- (d) The liability insurance policies required under subsections (a) through (c) above shall be endorsed to name as an additional insured the City and its respective officers, ~~Director,~~ agents, and employees, ~~including the City Librarian.~~ Said policies shall be endorsed to provide that the insurer waives all rights of subrogation against the City and its Corporation.
- (e) Should any of the required insurance be provided under a form of coverage that includes a general aggregate limit or provides that claims investigation or legal defense costs be included in such general annual aggregate limit, such general annual aggregate limit shall be double the occurrence or claims limits specified above.
- (f) All policies shall be endorsed to provide thirty (30) days' advance written notice to the City of cancellation for any reason, intended non-renewal, or reduction in coverages. Notices shall be sent to the City address set forth in Section 5(F)H-1, entitled "Notices to the Parties."
- (g) All insurance and surety companies are subject to approval as to coverage forms and financial security by the City Librarian. Friends shall furnish the Library certificates of insurance and additional insured policy endorsements with insurers with ratings comparable to A-, VIII or higher, that are authorized to do business in the State of California, and that are satisfactory to City, in form evidencing all coverages set forth above. Approval of the insurance by City shall not relieve or decrease Friends' liability hereunder.

F. Indemnity.

Friends shall indemnify, defend and hold harmless the City, its officers, agents, employees and contractors, and each of them, from and against any and all third party demands, claims, legal or administrative proceedings, losses, costs, penalties, fines, liens, judgments, damages and liabilities of any kind ("Claims"), arising in any manner out of ~~(a) the use hereunder by Friends, its officers, employees, agents, contractors or subcontractors (collectively, "Agents"), its invitees, guests or business visitors (collectively, "Invitees"), of the Library or other City property, or any part thereof, (b) any activities conducted thereon by Friends, its Agents or Invitees, or (c) the negligence or willful misconduct of Friends or its Agents in the performance of this Agreement~~ MOU, except to the extent of Claims resulting in whole or in part from the active negligence or willful misconduct of the City or the City's Agents. In

Commented [SM(11): The Library and City Attorney are not comfortable removing the Indemnity section. It covers both SFPL and the Friends. Let's discuss.

Commented [d12]: Deleted (from both sides) the language about the Friends' use of city property for two reasons: (a) overbreadth – it would require Friends to indemnify City for harm arising from a Friends employee visiting the library in the role of regular library patron; and (b) this MOU explicitly doesn't permit use of city property [See 4(B)] – language about indemnity for the property use belongs in the respective lease agreements, not here.

addition to Friends' obligation to indemnify the City, Friends specifically acknowledges and agrees that it has an immediate and independent obligation to defend the City from any Claim that actually or potentially falls within this indemnity provision, even if such allegation is or may be groundless, fraudulent or false, which obligation arises at the time such claim is tendered to Friends by the City and continues at all times thereafter. The foregoing indemnity shall include, without limitation, reasonable attorneys' and consultants' fees, investigation and remediation costs and all other reasonable costs and expenses incurred by the indemnified Parties, ~~including, without limitation, damages for decrease in the value of the Property and claims for damages or decreases in the value of adjoining property.~~ Friends shall also indemnify and hold City harmless from all loss and liability (including attorneys' fees, court costs and all other litigation expenses) for any infringement of the patent rights, copyright, trade secret, or any other proprietary right or trademark and all other intellectual property claims of any person or persons in consequence of City's acceptance or use of logos, trademarks, or other intellectual property created or provided to the City by Friends or the use by City, or any of its officers or agents, of articles or services to be supplied in the performance of this Agreement~~MOU~~. Such obligation shall apply where City's use of Friends' intellectual property is authorized under this or any subsequent agreement between the Parties. Friends' obligations under this Section shall survive the expiration or other termination of this Agreement~~MOU~~.

City shall indemnify, defend and hold harmless Friends, its officers, agents, employees and contractors, and each of them, from and against any and all third party demands, claims, legal or administrative proceedings, losses, costs, penalties, fines, liens, judgments, damages and liabilities of any kind ("Claims"), arising in any manner out of ~~(a) the use hereunder by City, its employees, agents, contractors or subcontractors (collectively, "Agents"), its invitees, guests or business visitors (collectively, "Invitees"), of Library or other City property, or any part thereof, (b) any activities conducted thereon by the City, its Agents or Invitees, (c) the active negligence or willful misconduct of the City or its Agents in the performance of this Agreement~~MOU~~ or (d) the physical condition of the Property, except to the extent of Claims resulting in whole or in part from the active negligence or willful misconduct of Friends or Friends' Agents.~~ In addition to the City's obligation to indemnify Friends, the City specifically acknowledges and agrees that it has an immediate and independent obligation to defend Friends from any Claim that actually or potentially falls within this indemnity provision, even if such allegation is or may be groundless, fraudulent or false, which obligation arises at the time such claim is tendered to the City by Friends and continues at all times thereafter. The foregoing indemnity shall include, without limitation, reasonable attorneys' and consultants' fees, investigation and remediation costs and all other reasonable costs and expenses incurred by the indemnified Parties, ~~including, without limitation, damages for decrease in the value of the Property and claims for damages or decreases in the value of adjoining property.~~ The City's obligations under this Section shall survive the expiration or other termination of this Agreement~~MOU~~.

G. **Assignments.** This MOU is personal to Friends. Except as specifically provided herein, Friends shall not assign, transfer, or encumber its interest in this MOU or any other right, privilege, or license conferred by this MOU, either in whole or in part, without obtaining the prior written consent of the City, which the City may give or withhold in its sole and absolute discretion; provided, however, that Friends may assign its interest in this MOU to a non-profit public benefit corporation formed by Friends for the purpose of performing the obligations hereunder and reasonably approved in advance by the City Librarian. Any assignment or encumbrance without the City's consent shall be voidable and, at the City's election, shall constitute a material default under this MOU.

H. **MacBride Principles – Northern Ireland.** Pursuant to San Francisco Administrative Code Section 12F.5, City urges companies doing business in Northern Ireland to move towards resolving employment inequities, and encourages such companies to abide by the MacBride Principles. City urges San Francisco companies to do business with corporations that abide by the MacBride Principles. By signing below, the person executing this agreement MOU on behalf of Friends acknowledges and agrees that he or she has read and understood this section.

I. **Tropical Hardwood and Virgin Redwood Ban.** Pursuant to § 804(b) of the San Francisco Environment Code, City urges all entities with which it contracts not to import, purchase, obtain, or use for any purpose, any tropical hardwood, tropical hardwood wood product, virgin redwood, or virgin redwood wood product.

J. **Non-Liability of City Officials, Employees and Agents.** Notwithstanding anything to the contrary in this MOU, no elective or appointive board, commission, member, officer, employee, or agent of the City shall be personally liable to Friends, its successors and assigns, in the event of any default or breach by the City or for any amount which may become due to Friends, its successors and assigns, or for any obligation of the City under this MOU.

K. **Controller's Certification of Funds.** The City's obligations under this MOU are subject to the budget and fiscal provisions of the City's Charter. Any charges due hereunder will accrue to the City only after prior written authorization is certified by the City Controller, and any amount of the City's obligation hereunder shall not at any time exceed the amount certified for the purpose and period stated in such advance authorization. This section shall control against any and all other provisions of this MOU; and if for any budgetary period of the City, the City fails to appropriate sufficient funds for the payment of any amounts due from City under this MOU, the City shall have the right to terminate this MOU without penalty, liability, or expense of any kind to the City at the end of any fiscal year if funds are not appropriated for the next succeeding fiscal year.

L. **Nondiscrimination; Penalties.** In the performance of this MOU, Friends agrees not to discriminate on the basis of the fact or perception of a person's race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, domestic partner status, marital status, height, weight, disability, or Acquired Immune Deficiency Syndrome or HIV status (AIDS/HIV status) against any employee of, any City employee working with, or any applicant for employment with, Friends in any of Friends' operations within the United States, or against any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by Friends.

M. **Conflicts of Interest.** By executing this MOU, Friends certifies that it does not know of any fact which constitutes a violation of Section 15.103 of the City's Charter; Article III, Chapter 2 of City's Campaign and Governmental Conduct Code; Title 9, Chapter 7 of the California Government Code (Section 87100 et seq.), or Title 1, Division 4, Chapter 1, Article 4 of the California Government Code (Section 1090 et seq.), and further agrees promptly to notify the City if it becomes aware of any such fact during the term of this MOU.

N. **Statement of Incompatible Activities.** The Library's Statement of Incompatible Activities (SIA) was adopted under the provisions of San Francisco Campaign & Governmental Conduct Code section 3.218. The City's Ethics Commission approved the Library's SIA on March 27, 2012. In general, the Library SIA (1) prohibits outside activities that are incompatible with the Library's mission; (2) restricts the use of City resources, City work-product and prestige for any non-City purpose, including any political activity or personal purpose; and, (3) prohibits receipt/acceptance of gifts in exchange for doing the employee's job.

Library employees are beholden to the Library's SIA. ~~Library employees should refer to the SIA for a detailed description of restrictions and can seek clarification from his/her supervisor or City Librarian, although the supervisor or City Librarian may determine that the question must be addressed to the Ethics Commission or City Attorney. Employees may also contact their unions for advice or information. The Friends agrees that it will not knowingly cause Library staff to violate the SIA.~~

O. **Intellectual Property; Grant of License.** Except as otherwise provided, no intellectual property rights, including without limitation any trademarks, copyrights, trade names, service marks, images and technology of either Party, are transferred by this MOU, and all such intellectual property rights are and shall remain the property of each respective party.

(a) **Logo/Trademark License.** In accordance with San Francisco Administrative Code § 1.6 governing the use of the City's Corporate Seal, if Friends wishes to seek permission to use the City's Corporate Seal, Friends must follow the procedures set forth in Administrative Code § 1.6 and seek the City and County San Francisco's Board of Supervisors prior approval. In addition, if Friends wishes to use the Library's logo, it must obtain prior written approval from the Library and if the Library or City wishes to use the Friends' logo, it must obtain prior written approval from Friends.

(b) **Merchandising.** Friends may develop and produce merchandise for sale related to the Library, including, without limitation, appropriate literature, illustrative materials, and other goods or items that increase the public's understanding of the mission of the Library and its programs. Such merchandise may bear the name, image, logo, or likeness of the Library ("Branded Merchandise"). Friends shall obtain the Library's prior written approval of the use of the logos before selling or distributing Branded Merchandise. Friends shall work with the Library to arrange for the sale of all Branded Merchandise. Either Friends or the City also may sell any Branded Merchandise developed hereunder at locations away from the Library (including, without limitation, through catalogs and Internet sites). The Library, in consultation with the Friends, shall have the right to determine and control the nature, quality and type of ~~Branded Merchandise~~ which may be sold by Friends in, or associated with, the name of the Library. The City Librarian or his or her designee shall review and approve in advance the production and use of any Branded Merchandise, and to remove any items for sale the City Librarian reasonably deems as inappropriate. In order to protect the goodwill associated with the Library's name, trademarks, and logos, Friends agrees to cooperate with the Library to facilitate the Library's reasonable control over the nature and quality of the Branded Merchandise. Friends also agrees to supply the Library with specimens of the Branded Merchandise from time to time for inspection by the City Librarian on reasonable written request and to offer the Library the first right to purchase all Branded Merchandise upon the termination of this MOU, at acquisition cost.

For clarity, Branded Merchandise does not include Friends' materials that are not created for sale, including, without limitation, fundraising materials, advocacy materials, [OTHERS?]. City acknowledges that Friends may use the Library name and logo on such materials without the consent of the City or Library.

Commented [d13]: Trying to distinguish here between goods-for-sale (above paragraph) where the library has a quite reasonable interest in controlling commercial exploitation of the library's logo and other trademarks, and (on the other hand) the Friends' nominative use of the library's marks as part of non-commercial activities, including political speech and advocacy.

Formatted: Highlight

ARTICLE 5
General Provisions

- A. **MOU.** This MOU, including any attachments which are part of this MOU, contains the entire agreement between the Library and Friends with respect to the subject matter of this MOU and supersedes all other oral or written agreements between the Library and Friends relating thereto.
- B. **MOU Amendments.** This MOU can be amended as appropriate and agreed to by both the Library and Friends. The party wishing to initiate an amendment should do so in writing and highlight the sections of the current MOU to be amended. All amendments must be in writing and signed by both parties.
- C. **MOU Addendums.** Addendums to this MOU should be limited to capital and special projects that provide more detailed descriptions of outcomes, roles, and responsibilities. All requests to add an addendum to this MOU should be in writing, including the project purpose statement defining the short and long term goals of the applicable project and stating the specific fiscal and/or other support requested from a given party. The recipient of the request, as noted in Article 3, should respond in a timely manner and indicate the capacity to participate in the specific capital or special project. Addendums must be in writing, provide project details, define roles and responsibilities, establish timelines, and be signed by both parties.
- D. **Compliance with Laws.** Each party shall, at its expense, conduct and cause to be conducted all activities performed under this MOU in a safe and reasonable manner and in compliance with all applicable laws, regulations, codes, ordinances and orders of any governmental or other regulatory entity.
- E. **Events of Default.** Any material failure by Friends or the Library to perform any of the terms, conditions, or covenants under this MOU shall constitute a default. Upon written notice of such default by either Party, and failure of the other Party to comply with a reasonable opportunity to cure such default (in no event less than thirty (30) days), the non-defaulting Party may terminate this MOU.
- F. **Notices.** Except as otherwise expressly provided herein, any notices given under this MOU shall be effective only if in writing and given by delivering the notice in person or by sending it first class mail or certified mail, with a return receipt requested, with postage prepaid, or by overnight courier, addressed as follows:

City: Luis Herrera, City Librarian
 San Francisco Public Library
 100 Larkin Street, 6th Floor
 San Francisco, CA 94102

Friends: Marie Ciepiela, Executive Director
 Friends and Foundation of the San Francisco Public Library
 710 Van Ness Avenue
 San Francisco, CA 94102

Notices herein shall be deemed given two (2) days after the date it was mailed if sent by first class, certified mail, or overnight courier, or upon the date personal delivery is made.

G. **General Provisions.** (a) Except as otherwise expressly required by the City's Charter, any ordinance of City or other applicable law, the City Librarian may exercise all rights, powers and privileges on behalf of City/Library under this MOU. (b) No waiver by any party of any of the provisions of this MOU shall be effective unless in writing and signed by an officer or other authorized representative, and only to the extent expressly provided in such written waiver. No waiver shall be deemed a subsequent or continuing waiver of the same, or any other, provision of this MOU. (c) The section and other headings of this MOU are for convenience of reference only and shall be disregarded in the interpretation of this MOU. (d) This MOU shall be governed by California law and City's Charter and Administrative Code. (e) Neither party may record this MOU or any memorandum hereof. (f) This MOU shall be deemed to be made in, and shall be construed in, accordance with the laws of the State of California. (g) This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this MOU as of the day mentioned above.

FRIENDS AND FOUNDATION OF THE SAN
FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY

Name: Marie Ciepiela
Title: Executive Director

Name: Luis Herrera
Title: City Librarian

APPROVED AS TO FORM:

DENNIS J. HERRERA
CITY ATTORNEY

By: _____
Bradley A. Russi
Deputy City Attorney

SAN FRANCISCO PUBLIC LIBRARY AND COMMISSION

STATEMENT OF INCOMPATIBLE ACTIVITIES

I. INTRODUCTION

This Statement of Incompatible Activities is intended to guide officers and employees of the San Francisco Public Library ("Department" or "Library") and Library Commission ("Commission") about the kinds of activities that are incompatible with their public duties and therefore prohibited. For the purposes of this Statement, and except where otherwise provided, "officer" shall mean the City Librarian and a member of the Commission; and "employee" shall mean all employees of the Department.

This Statement is adopted under the provisions of San Francisco Campaign & Governmental Conduct Code ("C&GC Code") section 3.218. Engaging in the activities that are prohibited by this Statement may subject an officer or employee to discipline, up to and including possible termination of employment or removal from office, as well as to monetary fines and penalties. (C&GC Code § 3.242; Charter § 15.105.) Before an officer or employee is subjected to discipline or penalties for violation of this Statement, the officer or employee will have an opportunity to explain why the activity should not be deemed to be incompatible with his or her City duties. (C&GC Code § 3.218.) Nothing in this document shall modify or reduce any due process rights provided pursuant to the officer's or employee's collective bargaining agreement.

In addition to this Statement, officers and employees are subject to Department policies and State and local laws and rules governing the conduct of public officers and employees, including but not limited to:

- Political Reform Act, California Government Code § 87100 *et seq.*;
- California Government Code § 1090;
- San Francisco Charter;
- San Francisco Campaign and Governmental Conduct Code;
- San Francisco Sunshine Ordinance;
- Applicable Civil Service Rules;
- San Francisco Public Library Collection Development Policy and Collection Development Plan;
- San Francisco Public Library Exhibitions Policy and Exhibitions Guidelines;
- Library Bill of Rights; and the
- Code of Ethics of the American Library Association.

Nothing in this Statement shall exempt any officer or employee from applicable provisions of law, or limit his or her liability for violations of law. Examples provided in this Statement are for illustration purposes only, and are not intended to limit application of this Statement. Nothing in this Statement shall interfere with the rights of employees under a collective bargaining agreement or Memorandum of Understanding applicable to that employee.

Nothing in this Statement shall be construed to prohibit or discourage any City officer or employee from bringing to the City's and/or public's attention matters of actual or perceived malfeasance or misappropriation in the conduct of City business, or from filing a complaint alleging that a City officer or employee has engaged in improper governmental activity by violating local campaign finance, lobbying, conflicts of interest or governmental ethics laws, regulations or rules; violating the California Penal Code by misusing City resources; creating a specified and substantial danger to public health or safety by failing to perform duties

San Francisco Public Library and Commission Letterhead

required by the officer's or employee's City position; or abusing his or her City position to advance a private interest.

No amendment to any Statement of Incompatible Activities shall become operative until the City and County has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

If an employee has questions about this Statement, the questions should be directed to the employee's supervisor or to the City Librarian. Similarly, questions about other applicable laws governing the conduct of public employees should be directed to the employee's supervisor or the City Librarian, although the supervisor or City Librarian may determine that the question must be addressed to the Ethics Commission or City Attorney. Employees may also contact their unions for advice or information about their rights and responsibilities under these and other laws.

If a City officer has questions about this Statement, the questions should be directed to the officer's appointing authority, the Ethics Commission or the City Attorney.

II. MISSION OF THE SAN FRANCISCO PUBLIC LIBRARY AND COMMISSION

The mission of the San Francisco Public Library is to provide free and equal access to information, knowledge, and independent learning and the joys of reading for our diverse community.

III. RESTRICTIONS ON INCOMPATIBLE ACTIVITIES

This section prohibits outside activities, including self-employment, that are incompatible with the mission of the Department. Under subsection C, an officer or employee may seek an advance written determination whether a proposed outside activity is incompatible and therefore prohibited by this Statement. Outside activities other than those expressly identified here may be determined to be incompatible and therefore prohibited. For an advance written determination request from an employee, if the City Librarian delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the City Librarian.

A. RESTRICTIONS THAT APPLY TO ALL OFFICERS AND EMPLOYEES

1. ACTIVITIES THAT CONFLICT WITH OFFICIAL DUTIES

No officer or employee may engage in an outside activity (regardless of whether the activity is compensated) that conflicts with his or her City duties. An outside activity conflicts with City duties when the ability of the officer or employee to perform the duties of his or her City position is materially impaired. Outside activities that materially impair the ability of an officer or employee to perform his or her City duties include, but are not limited to, activities that disqualify the officer or employee from City assignments or responsibilities on a regular basis. Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section.

- a. No employee or the City Librarian may be employed by, or provide services in exchange for compensation as a sales representative, purchaser, or publicist for a publisher who sells books to the Library.*

- b. No employee or the City Librarian may be employed by, or provide services in exchange for compensation as a sales representative, purchaser, or publicist for a publisher of databases or other electronic media if that publisher sells such materials to the Library.**

2. ACTIVITIES WITH EXCESSIVE TIME DEMANDS

Neither the City Librarian nor any employee may engage in outside activity (regardless of whether the activity is compensated) that would cause the City Librarian or employee to be absent from his or her assignments on a regular basis, or otherwise require a time commitment that is demonstrated to interfere with the City Librarian or employee's performance of his or her City duties.

Example. An employee who works at the Department's front desk answering questions from the public wants to take time off every Tuesday and Thursday from 2:00 to 5:00 to coach soccer. Because the employee's duties require the employee to be at the Department's front desk during regular business hours, and because this outside activity would require the employee to be absent from the office during regular business hours on a regular basis, the City Librarian or his/her designee may, pursuant to subsection C, determine that the employee may not engage in this activity.

3. ACTIVITIES THAT ARE SUBJECT TO REVIEW BY THE DEPARTMENT

Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, no officer or employee may engage in an outside activity (regardless of whether the activity is compensated) that is subject to the control, inspection, review, audit or enforcement of the Department. In addition to any activity permitted pursuant to subsection C, nothing in this subsection prohibits the following activities: appearing before one's own department or commission on behalf of oneself; filing or otherwise pursuing claims against the City on one's own behalf; running for City elective office; or making a public records disclosure request pursuant to the Sunshine Ordinance or Public Records Act. Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section.

Assistance in Responding to City Bids, RFQs and RFPs. No officer or employee may knowingly provide selective assistance (i.e., assistance that is not generally available to all competitors) to individuals or entities in a manner that confers a competitive advantage on a bidder or proposer who is competing for a City contract. Nothing in this Statement prohibits an officer or employee from providing general information about a bid for a City contract, a Department Request for Qualifications or Request for Proposals or corresponding application process that is available to any member of the public. Nothing in this Statement prohibits an officer or employee from speaking to or meeting with individual applicants regarding the individual's application, provided that such assistance is provided on an impartial basis to all applicants who request it.

B. RESTRICTIONS THAT APPLY TO EMPLOYEES IN SPECIFIED POSITIONS

In addition to the restrictions that apply to all officers and employees of the Department, unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section for individual employees holding specific positions.

[RESERVED.]

C. ADVANCE WRITTEN DETERMINATION

As set forth below, an employee of the Department or the City Librarian or a member of the Commission may seek an advance written determination whether a proposed outside activity conflicts with the mission of the Department, imposes excessive time demands, is subject to review by the Department, or is otherwise incompatible and therefore prohibited by section III of this Statement. For the purposes of this section, an employee or other person seeking an advance written determination shall be called “the requestor”; the individual or entity that provides an advance written determination shall be called “the decision-maker.”

1. PURPOSE

This subsection permits an officer or employee to seek an advance written determination regarding his or her obligations under subsections A or B of this section. A written determination by the decision-maker that an activity is not incompatible under subsection A or B provides the requestor immunity from any subsequent enforcement action for a violation of this Statement if the material facts are as presented in the requestor’s written submission. A written determination cannot exempt the requestor from any applicable law.

If an individual has not requested an advance written determination under subsection C as to whether an activity is incompatible with this Statement, and the individual engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement.

Similarly, if an individual has requested an advance written determination under subsection C as to whether an activity is incompatible with this Statement, and the individual engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement if:

- (a) the requestor is an *employee* who has not received a determination under subsection C from the decision-maker, and 20 working days have not yet elapsed since the request was made; or
- (b) the requestor is an *officer* who has not received a determination under subsection C from the decision-maker; or
- (c) the requestor has received a determination under subsection C that an activity is incompatible.

In addition to the advance written determination process set forth below, the San Francisco Charter also permits any person to seek a written opinion from the Ethics Commission with respect to that person's duties under provisions of the Charter or any City ordinance relating to conflicts of interest and governmental ethics. Any person who acts in good faith on an opinion issued by the Commission and concurred in by the City Attorney and District Attorney is immune from criminal or civil penalties for so acting, provided that the material facts are as stated in the opinion request. Nothing in this subsection precludes a person from requesting a written opinion from the Ethics Commission regarding that person's duties under this Statement.

2. THE DECISION-MAKER

Decision-maker for request by an employee: An employee of the Department may seek an advance written determination from the City Librarian or his or her designee. The City Librarian or his or her designee will be deemed the decision-maker for the employee's request.

Decision-maker for request by the City Librarian: The City Librarian may seek an advance written determination from his or her appointing authority. The appointing authority will be deemed the decision-maker for the City Librarian's request.

Decision-maker for request by a member of the Commission: A member of the Commission may seek an advance written determination from his or her appointing authority or from his or her commission, or the Ethics Commission. The appointing authority, Commission or Ethics Commission will be deemed the decision-maker for the member's request.

3. THE PROCESS

The requestor must provide, in writing, a description of the proposed activity and an explanation of why the activity is not incompatible under this Statement. The written material must describe the proposed activity in sufficient detail for the decision-maker to make a fully informed determination whether it is incompatible under this Statement.

When making a determination under this subsection, the decision-maker may consider any relevant factors including, but not limited to, the impact on the requestor's ability to perform his or her job, the impact upon the Department as a whole, compliance with applicable laws and rules and the spirit and intent of this Statement. The decision-maker shall consider all relevant written materials submitted by the requestor. The decision-maker shall also consider whether the written material provided by the requestor is sufficiently specific and detailed to enable the decision-maker to make a fully informed determination. The decision-maker may request additional information from the requestor if the decision-maker deems such information necessary. For an advance written determination request from an employee, if the City Librarian delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the City Librarian.

The decision-maker shall respond to the request by providing a written determination to the requestor by mail, email, personal delivery, or other reliable means. For a request by an employee, the decision-maker shall provide the determination within a reasonable period of time depending on the circumstances and the complexity of the request, but not later than 20 working days from the date of the request. If the decision-maker does not provide a written determination to the employee within 20 working days from the date of the employee's request, the proposed activity will be determined not to violate this Statement.

The decision-maker may revoke the determination at any time based on changed facts or circumstances or other good cause, by providing advance written notice to the requestor. The written notice shall specify the changed facts or circumstances or other good cause that warrants revocation of the advance written determination.

4. DETERMINATIONS ARE PUBLIC RECORDS

To assure that these rules are enforced equally, requests for advance written determinations and written determinations, including approvals and denials, are public records to the extent permitted by law.

IV. RESTRICTIONS ON USE OF CITY RESOURCES, CITY WORK-PRODUCT AND PRESTIGE

A. USE OF CITY RESOURCES

No officer or employee may use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. No officer or employee may allow any other person to use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. Notwithstanding these general prohibitions, any incidental and minimal use of City resources does not constitute a violation of this section. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use City facilities, equipment or resources, as defined herein.

Example. An officer or employee may use the telephone to make occasional calls to arrange medical appointments or speak with a child care provider, because this is an incidental and minimal use of City resources for a personal purpose.

Nothing in this Statement shall exempt any officer or employee from complying with more restrictive policies of the Department regarding use of City resources, including, without limitation, the Department's e-mail policy.

B. USE OF CITY WORK-PRODUCT

No officer or employee may, in exchange for anything of value and without appropriate authorization, sell, publish or otherwise use any non-public materials that were prepared on City time or while using City facilities, property (including without limitation, intellectual property), equipment and/or materials. For the purpose of this prohibition, appropriate authorization includes authorization granted by law, including the Sunshine Ordinance, California Public Records Act, the Ralph M. Brown Act as well as whistleblower and improper government activities provisions, or by a supervisor of the officer or employee, including but not limited to the officer's or employee's appointing authority. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use public materials for collective bargaining agreement negotiations.

C. USE OF PRESTIGE OF THE OFFICE

No officer or employee may use his or her City title or designation in any communication for any private gain or advantage. The following activities are expressly prohibited by this section.

1. USING CITY BUSINESS CARDS

No officer or employee may use his or her City business cards for any purpose that may lead the recipient of the card to think that the officer or employee is acting in an official capacity when the officer or employee is not.

San Francisco Public Library and Commission Letterhead

Example of inappropriate use. An employee's friend is having a dispute with his new neighbor who is constructing a fence that the friend believes encroaches on his property. The friend invites the employee over to view the disputed fence. When the neighbor introduces herself, the employee should not hand the neighbor her business card while suggesting that she could help resolve the dispute. Use of a City business card under these circumstances might lead a member of the public to believe that the employee was acting in an official capacity.

Example of acceptable use. An employee is at a party and runs into an old friend who has just moved to town. The friend suggests meeting for dinner and asks how to get in touch with the employee to set up a meeting time. The employee hands the friend the employee's business card and says that he can be reached at the number on the card. Use of a City business card under these circumstances would not lead a member of the public to believe that the employee was acting in an official capacity. Nor would use of the telephone to set up a meeting time constitute a misuse of resources under subsection A, above.

2. USING CITY LETTERHEAD, CITY TITLE, OR E-MAIL

No officer or employee may use City letterhead, City title, City e-mail, or any other City resource, for any communication that may lead the recipient of the communication to think that the officer or employee is acting in an official capacity when the officer or employee is not. (Use of e-mail or letterhead in violation of this section could also violate subsection A of this section, which prohibits use of these resources for any non-City purpose.)

Example. An officer or employee is contesting a parking ticket. The officer or employee should not send a letter on City letterhead to the office that issued the ticket contesting the legal basis for the ticket.

3. HOLDING ONESELF OUT, WITHOUT AUTHORIZATION, AS A REPRESENTATIVE OF THE DEPARTMENT

No officer or employee may hold himself or herself out as a representative of the Department, or as an agent acting on behalf of the Department, unless authorized to do so.

Example. An employee who lives in San Francisco wants to attend a public meeting of a Commission that is considering a land use matter that will affect the employee's neighborhood. The employee may attend the meeting and speak during public comment, but should make clear that he is speaking in his private capacity and not as a representative of the Department.

V. PROHIBITION ON GIFTS FOR ASSISTANCE WITH CITY SERVICES

State and local law place monetary limits on the value of gifts an officer or employee may accept in a calendar year. (Political Reform Act, Gov't Code § 89503, C&GC Code §§ 3.1-101 and 3.216.) This section imposes additional limits by prohibiting an officer or employee from accepting any gift that is given in exchange for doing the officer's or employee's City job.

No officer or employee may receive or accept gifts from anyone other than the City for the performance of a specific service or act the officer or employee would be expected to render or perform in the regular course of his or her City duties; or for advice about the processes of

San Francisco Public Library and Commission Letterhead

the City directly related to the officer's or employee's duties and responsibilities, or the processes of the entity they serve.

Example. A member of the public who regularly works with and receives assistance from the Department owns season tickets to the Giants and sends a pair of tickets to an employee of the Department in appreciation for the employee's work. Because the gift is given for the performance of a service the employee is expected to perform in the regular course of City duties, the employee is not permitted to accept the tickets.

Example. A member of the public requests assistance in resolving an issue or complaint that is related to the City and County of San Francisco, but that does not directly involve the Department. The employee directs the member of the public to the appropriate department and officer to resolve the matter. The member of the public offers the employee a gift in appreciation for this assistance. The employee may not accept the gift, or anything of value from anyone other than the City, for providing this kind of assistance with City services.

As used in this Statement, the term gift has the same meaning as under the Political Reform Act, including the Act's exceptions to the gift limit. (See Gov't Code §§ 82028, 89503; 2 Cal. Code Regs. §§ 18940-18950.4.) For example, under the Act, a gift that, within 30 days of receipt, is returned, or donated by the officer or employee to a 501(c)(3) organization or federal, state or local government without the officer or employee taking a tax deduction for the donation, will not be deemed to have been accepted. In addition to the exceptions contained in the Act, nothing in this Statement shall preclude an employee's receipt of a bona fide award, or free admission to a testimonial dinner or similar event, to recognize exceptional service by that employee, and which is not provided in return for the rendering of service in a particular matter. Such awards are subject to the limitation on gifts imposed by the Political Reform Act and local law.

In addition, the following gifts are de minimis and therefore exempt from the restrictions on gifts imposed by section V of this Statement:

- i. Gifts, other than cash, with an aggregate value of \$25 or less per occasion; and
- ii. Gifts such as food and drink, without regard to value, to be shared in the office among officers or employees.

Example. A member of the public who regularly works with and receives assistance from the Department sends a \$15 basket of fruit to an employee as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the employee is expected to perform in the regular course of City duties, the employee may accept the fruit because the value is de minimis. (Because the reporting requirement is cumulative, an employee may be required to report even de minimis gifts on his or her Statement of Economic Interests if, over the course of a year, the gifts equal or exceed \$50.)

Example. A member of the public who regularly works with and receives assistance from the Department sends a \$150 basket of fruit to the Department as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the Department is expected to perform in the regular course of City duties, the Department may accept the fruit basket because it is a gift to the office to be shared among officers and employees.

VI. AMENDMENT OF STATEMENT

Once a Statement of Incompatible Activities is approved by the Ethics Commission, the Department may, subject to the approval of the Ethics Commission, amend the Statement. (C&GC Code § 3.218(b).) In addition, the Ethics Commission may at any time amend the Statement on its own initiative. No Statement of Incompatible Activities or any amendment thereto shall become operative until the City and County of San Francisco has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

S:\Conflicts of Interest\Incompatibility Statements\Public Library\SIA EC final approved amdts 3.27.12.doc

SAN FRANCISCO PUBLIC LIBRARY AND COMMISSION

STATEMENT OF INCOMPATIBLE ACTIVITIES

I. INTRODUCTION

This Statement of Incompatible Activities is intended to guide officers and employees of the San Francisco Public Library (“Department” or “Library”) and Library Commission (“Commission”) about the kinds of activities that are incompatible with their public duties and therefore prohibited. For the purposes of this Statement, and except where otherwise provided, “officer” shall mean the City Librarian and a member of the Commission; and “employee” shall mean all employees of the Department.

This Statement is adopted under the provisions of San Francisco Campaign & Governmental Conduct Code (“C&GC Code”) section 3.218. Engaging in the activities that are prohibited by this Statement may subject an officer or employee to discipline, up to and including possible termination of employment or removal from office, as well as to monetary fines and penalties. (C&GC Code § 3.242; Charter § 15.105.) Before an officer or employee is subjected to discipline or penalties for violation of this Statement, the officer or employee will have an opportunity to explain why the activity should not be deemed to be incompatible with his or her City duties. (C&GC Code § 3.218.) Nothing in this document shall modify or reduce any due process rights provided pursuant to the officer’s or employee’s collective bargaining agreement.

In addition to this Statement, officers and employees are subject to Department policies and State and local laws and rules governing the conduct of public officers and employees, including but not limited to:

- Political Reform Act, California Government Code § 87100 *et seq.*;
- California Government Code § 1090;
- San Francisco Charter;
- San Francisco Campaign and Governmental Conduct Code;
- San Francisco Sunshine Ordinance;
- Applicable Civil Service Rules;
- San Francisco Public Library Collection Development Policy and Collection Development Plan;
- San Francisco Public Library Exhibitions Policy and Exhibitions Guidelines;
- Library Bill of Rights; and the
- Code of Ethics of the American Library Association.

Nothing in this Statement shall exempt any officer or employee from applicable provisions of law, or limit his or her liability for violations of law. Examples provided in this Statement are for illustration purposes only, and are not intended to limit application of this Statement. Nothing in this Statement shall interfere with the rights of employees under a collective bargaining agreement or Memorandum of Understanding applicable to that employee.

Nothing in this Statement shall be construed to prohibit or discourage any City officer or employee from bringing to the City’s and/or public’s attention matters of actual or perceived malfeasance or misappropriation in the conduct of City business, or from filing a complaint alleging that a City officer or employee has engaged in improper governmental activity by violating local campaign finance, lobbying, conflicts of interest or governmental ethics laws, regulations or rules; violating the California Penal Code by misusing City resources; creating a specified and substantial danger to public health or safety by failing to perform duties

San Francisco Public Library and Commission Letterhead

required by the officer's or employee's City position; or abusing his or her City position to advance a private interest.

No amendment to any Statement of Incompatible Activities shall become operative until the City and County has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

If an employee has questions about this Statement, the questions should be directed to the employee's supervisor or to the City Librarian. Similarly, questions about other applicable laws governing the conduct of public employees should be directed to the employee's supervisor or the City Librarian, although the supervisor or City Librarian may determine that the question must be addressed to the Ethics Commission or City Attorney. Employees may also contact their unions for advice or information about their rights and responsibilities under these and other laws.

If a City officer has questions about this Statement, the questions should be directed to the officer's appointing authority, the Ethics Commission or the City Attorney.

II. MISSION OF THE SAN FRANCISCO PUBLIC LIBRARY AND COMMISSION

The mission of the San Francisco Public Library is to provide free and equal access to information, knowledge, and independent learning and the joys of reading for our diverse community.

III. RESTRICTIONS ON INCOMPATIBLE ACTIVITIES

This section prohibits outside activities, including self-employment, that are incompatible with the mission of the Department. Under subsection C, an officer or employee may seek an advance written determination whether a proposed outside activity is incompatible and therefore prohibited by this Statement. Outside activities other than those expressly identified here may be determined to be incompatible and therefore prohibited. For an advance written determination request from an employee, if the City Librarian delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the City Librarian.

A. RESTRICTIONS THAT APPLY TO ALL OFFICERS AND EMPLOYEES

1. ACTIVITIES THAT CONFLICT WITH OFFICIAL DUTIES

No officer or employee may engage in an outside activity (regardless of whether the activity is compensated) that conflicts with his or her City duties. An outside activity conflicts with City duties when the ability of the officer or employee to perform the duties of his or her City position is materially impaired. Outside activities that materially impair the ability of an officer or employee to perform his or her City duties include, but are not limited to, activities that disqualify the officer or employee from City assignments or responsibilities on a regular basis. Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section.

- a. No employee or the City Librarian may be employed by, or provide services in exchange for compensation as a sales representative, purchaser, or publicist for a publisher who sells books to the Library.*

- b. No employee or the City Librarian may be employed by, or provide services in exchange for compensation as a sales representative, purchaser, or publicist for a publisher of databases or other electronic media if that publisher sells such materials to the Library.**

2. ACTIVITIES WITH EXCESSIVE TIME DEMANDS

Neither the City Librarian nor any employee may engage in outside activity (regardless of whether the activity is compensated) that would cause the City Librarian or employee to be absent from his or her assignments on a regular basis, or otherwise require a time commitment that is demonstrated to interfere with the City Librarian or employee's performance of his or her City duties.

Example. An employee who works at the Department's front desk answering questions from the public wants to take time off every Tuesday and Thursday from 2:00 to 5:00 to coach soccer. Because the employee's duties require the employee to be at the Department's front desk during regular business hours, and because this outside activity would require the employee to be absent from the office during regular business hours on a regular basis, the City Librarian or his/her designee may, pursuant to subsection C, determine that the employee may not engage in this activity.

3. ACTIVITIES THAT ARE SUBJECT TO REVIEW BY THE DEPARTMENT

Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, no officer or employee may engage in an outside activity (regardless of whether the activity is compensated) that is subject to the control, inspection, review, audit or enforcement of the Department. In addition to any activity permitted pursuant to subsection C, nothing in this subsection prohibits the following activities: appearing before one's own department or commission on behalf of oneself; filing or otherwise pursuing claims against the City on one's own behalf; running for City elective office; or making a public records disclosure request pursuant to the Sunshine Ordinance or Public Records Act. Unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section.

Assistance in Responding to City Bids, RFQs and RFPs. No officer or employee may knowingly provide selective assistance (i.e., assistance that is not generally available to all competitors) to individuals or entities in a manner that confers a competitive advantage on a bidder or proposer who is competing for a City contract. Nothing in this Statement prohibits an officer or employee from providing general information about a bid for a City contract, a Department Request for Qualifications or Request for Proposals or corresponding application process that is available to any member of the public. Nothing in this Statement prohibits an officer or employee from speaking to or meeting with individual applicants regarding the individual's application, provided that such assistance is provided on an impartial basis to all applicants who request it.

B. RESTRICTIONS THAT APPLY TO EMPLOYEES IN SPECIFIED POSITIONS

In addition to the restrictions that apply to all officers and employees of the Department, unless (a) otherwise noted in this section or (b) an advance written determination under subsection C concludes that such activities are not incompatible, the following activities are expressly prohibited by this section for individual employees holding specific positions.

[RESERVED.]

C. ADVANCE WRITTEN DETERMINATION

As set forth below, an employee of the Department or the City Librarian or a member of the Commission may seek an advance written determination whether a proposed outside activity conflicts with the mission of the Department, imposes excessive time demands, is subject to review by the Department, or is otherwise incompatible and therefore prohibited by section III of this Statement. For the purposes of this section, an employee or other person seeking an advance written determination shall be called "the requestor"; the individual or entity that provides an advance written determination shall be called "the decision-maker."

1. PURPOSE

This subsection permits an officer or employee to seek an advance written determination regarding his or her obligations under subsections A or B of this section. A written determination by the decision-maker that an activity is not incompatible under subsection A or B provides the requestor immunity from any subsequent enforcement action for a violation of this Statement if the material facts are as presented in the requestor's written submission. A written determination cannot exempt the requestor from any applicable law.

If an individual has not requested an advance written determination under subsection C as to whether an activity is incompatible with this Statement, and the individual engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement.

Similarly, if an individual has requested an advance written determination under subsection C as to whether an activity is incompatible with this Statement, and the individual engages in that activity, the individual will not be immune from any subsequent enforcement action brought pursuant to this Statement if:

- (a) the requestor is an *employee* who has not received a determination under subsection C from the decision-maker, and 20 working days have not yet elapsed since the request was made; or
- (b) the requestor is an *officer* who has not received a determination under subsection C from the decision-maker; or
- (c) the requestor has received a determination under subsection C that an activity is incompatible.

In addition to the advance written determination process set forth below, the San Francisco Charter also permits any person to seek a written opinion from the Ethics Commission with respect to that person's duties under provisions of the Charter or any City ordinance relating to conflicts of interest and governmental ethics. Any person who acts in good faith on an opinion issued by the Commission and concurred in by the City Attorney and District Attorney is immune from criminal or civil penalties for so acting, provided that the material facts are as stated in the opinion request. Nothing in this subsection precludes a person from requesting a written opinion from the Ethics Commission regarding that person's duties under this Statement.

2. THE DECISION-MAKER

Decision-maker for request by an employee: An employee of the Department may seek an advance written determination from the City Librarian or his or her designee. The City Librarian or his or her designee will be deemed the decision-maker for the employee's request.

Decision-maker for request by the City Librarian: The City Librarian may seek an advance written determination from his or her appointing authority. The appointing authority will be deemed the decision-maker for the City Librarian's request.

Decision-maker for request by a member of the Commission: A member of the Commission may seek an advance written determination from his or her appointing authority or from his or her commission, or the Ethics Commission. The appointing authority, Commission or Ethics Commission will be deemed the decision-maker for the member's request.

3. THE PROCESS

The requestor must provide, in writing, a description of the proposed activity and an explanation of why the activity is not incompatible under this Statement. The written material must describe the proposed activity in sufficient detail for the decision-maker to make a fully informed determination whether it is incompatible under this Statement.

When making a determination under this subsection, the decision-maker may consider any relevant factors including, but not limited to, the impact on the requestor's ability to perform his or her job, the impact upon the Department as a whole, compliance with applicable laws and rules and the spirit and intent of this Statement. The decision-maker shall consider all relevant written materials submitted by the requestor. The decision-maker shall also consider whether the written material provided by the requestor is sufficiently specific and detailed to enable the decision-maker to make a fully informed determination. The decision-maker may request additional information from the requestor if the decision-maker deems such information necessary. For an advance written determination request from an employee, if the City Librarian delegates the decision-making to a designee and if the designee determines that the proposed activity is incompatible under this Statement, the employee may appeal that determination to the City Librarian.

The decision-maker shall respond to the request by providing a written determination to the requestor by mail, email, personal delivery, or other reliable means. For a request by an employee, the decision-maker shall provide the determination within a reasonable period of time depending on the circumstances and the complexity of the request, but not later than 20 working days from the date of the request. If the decision-maker does not provide a written determination to the employee within 20 working days from the date of the employee's request, the proposed activity will be determined not to violate this Statement.

The decision-maker may revoke the determination at any time based on changed facts or circumstances or other good cause, by providing advance written notice to the requestor. The written notice shall specify the changed facts or circumstances or other good cause that warrants revocation of the advance written determination.

4. DETERMINATIONS ARE PUBLIC RECORDS

To assure that these rules are enforced equally, requests for advance written determinations and written determinations, including approvals and denials, are public records to the extent permitted by law.

IV. RESTRICTIONS ON USE OF CITY RESOURCES, CITY WORK-PRODUCT AND PRESTIGE

A. USE OF CITY RESOURCES

No officer or employee may use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. No officer or employee may allow any other person to use City resources, including, without limitation, facilities, telephone, computer, copier, fax machine, e-mail, internet access, stationery and supplies, for any non-City purpose, including any political activity or personal purpose. Notwithstanding these general prohibitions, any incidental and minimal use of City resources does not constitute a violation of this section. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use City facilities, equipment or resources, as defined herein.

Example. An officer or employee may use the telephone to make occasional calls to arrange medical appointments or speak with a child care provider, because this is an incidental and minimal use of City resources for a personal purpose.

Nothing in this Statement shall exempt any officer or employee from complying with more restrictive policies of the Department regarding use of City resources, including, without limitation, the Department's e-mail policy.

B. USE OF CITY WORK-PRODUCT

No officer or employee may, in exchange for anything of value and without appropriate authorization, sell, publish or otherwise use any non-public materials that were prepared on City time or while using City facilities, property (including without limitation, intellectual property), equipment and/or materials. For the purpose of this prohibition, appropriate authorization includes authorization granted by law, including the Sunshine Ordinance, California Public Records Act, the Ralph M. Brown Act as well as whistleblower and improper government activities provisions, or by a supervisor of the officer or employee, including but not limited to the officer's or employee's appointing authority. Nothing in this subsection shall be interpreted or applied to interfere with, restrict or supersede any rights or entitlements of employees, recognized employee organizations, or their members under state law or regulation or pursuant to provisions of a collective bargaining agreement to use public materials for collective bargaining agreement negotiations.

C. USE OF PRESTIGE OF THE OFFICE

No officer or employee may use his or her City title or designation in any communication for any private gain or advantage. The following activities are expressly prohibited by this section.

1. USING CITY BUSINESS CARDS

No officer or employee may use his or her City business cards for any purpose that may lead the recipient of the card to think that the officer or employee is acting in an official capacity when the officer or employee is not.

San Francisco Public Library and Commission Letterhead

Example of inappropriate use. An employee's friend is having a dispute with his new neighbor who is constructing a fence that the friend believes encroaches on his property. The friend invites the employee over to view the disputed fence. When the neighbor introduces herself, the employee should not hand the neighbor her business card while suggesting that she could help resolve the dispute. Use of a City business card under these circumstances might lead a member of the public to believe that the employee was acting in an official capacity.

Example of acceptable use. An employee is at a party and runs into an old friend who has just moved to town. The friend suggests meeting for dinner and asks how to get in touch with the employee to set up a meeting time. The employee hands the friend the employee's business card and says that he can be reached at the number on the card. Use of a City business card under these circumstances would not lead a member of the public to believe that the employee was acting in an official capacity. Nor would use of the telephone to set up a meeting time constitute a misuse of resources under subsection A, above.

2. USING CITY LETTERHEAD, CITY TITLE, OR E-MAIL

No officer or employee may use City letterhead, City title, City e-mail, or any other City resource, for any communication that may lead the recipient of the communication to think that the officer or employee is acting in an official capacity when the officer or employee is not. (Use of e-mail or letterhead in violation of this section could also violate subsection A of this section, which prohibits use of these resources for any non-City purpose.)

Example. An officer or employee is contesting a parking ticket. The officer or employee should not send a letter on City letterhead to the office that issued the ticket contesting the legal basis for the ticket.

3. HOLDING ONESELF OUT, WITHOUT AUTHORIZATION, AS A REPRESENTATIVE OF THE DEPARTMENT

No officer or employee may hold himself or herself out as a representative of the Department, or as an agent acting on behalf of the Department, unless authorized to do so.

Example. An employee who lives in San Francisco wants to attend a public meeting of a Commission that is considering a land use matter that will affect the employee's neighborhood. The employee may attend the meeting and speak during public comment, but should make clear that he is speaking in his private capacity and not as a representative of the Department.

V. PROHIBITION ON GIFTS FOR ASSISTANCE WITH CITY SERVICES

State and local law place monetary limits on the value of gifts an officer or employee may accept in a calendar year. (Political Reform Act, Gov't Code § 89503, C&GC Code §§ 3.1-101 and 3.216.) This section imposes additional limits by prohibiting an officer or employee from accepting any gift that is given in exchange for doing the officer's or employee's City job.

No officer or employee may receive or accept gifts from anyone other than the City for the performance of a specific service or act the officer or employee would be expected to render or perform in the regular course of his or her City duties; or for advice about the processes of

San Francisco Public Library and Commission Letterhead

the City directly related to the officer's or employee's duties and responsibilities, or the processes of the entity they serve.

Example. A member of the public who regularly works with and receives assistance from the Department owns season tickets to the Giants and sends a pair of tickets to an employee of the Department in appreciation for the employee's work. Because the gift is given for the performance of a service the employee is expected to perform in the regular course of City duties, the employee is not permitted to accept the tickets.

Example. A member of the public requests assistance in resolving an issue or complaint that is related to the City and County of San Francisco, but that does not directly involve the Department. The employee directs the member of the public to the appropriate department and officer to resolve the matter. The member of the public offers the employee a gift in appreciation for this assistance. The employee may not accept the gift, or anything of value from anyone other than the City, for providing this kind of assistance with City services.

As used in this Statement, the term gift has the same meaning as under the Political Reform Act, including the Act's exceptions to the gift limit. (See Gov't Code §§ 82028, 89503; 2 Cal. Code Regs. §§ 18940-18950.4.) For example, under the Act, a gift that, within 30 days of receipt, is returned, or donated by the officer or employee to a 501(c)(3) organization or federal, state or local government without the officer or employee taking a tax deduction for the donation, will not be deemed to have been accepted. In addition to the exceptions contained in the Act, nothing in this Statement shall preclude an employee's receipt of a bona fide award, or free admission to a testimonial dinner or similar event, to recognize exceptional service by that employee, and which is not provided in return for the rendering of service in a particular matter. Such awards are subject to the limitation on gifts imposed by the Political Reform Act and local law.

In addition, the following gifts are de minimis and therefore exempt from the restrictions on gifts imposed by section V of this Statement:

- i. Gifts, other than cash, with an aggregate value of \$25 or less per occasion; and
- ii. Gifts such as food and drink, without regard to value, to be shared in the office among officers or employees.

Example. A member of the public who regularly works with and receives assistance from the Department sends a \$15 basket of fruit to an employee as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the employee is expected to perform in the regular course of City duties, the employee may accept the fruit because the value is de minimis. (Because the reporting requirement is cumulative, an employee may be required to report even de minimis gifts on his or her Statement of Economic Interests if, over the course of a year, the gifts equal or exceed \$50.)

Example. A member of the public who regularly works with and receives assistance from the Department sends a \$150 basket of fruit to the Department as a holiday gift. Although the fruit may in fact be offered in exchange for performing services that the Department is expected to perform in the regular course of City duties, the Department may accept the fruit basket because it is a gift to the office to be shared among officers and employees.

VI. AMENDMENT OF STATEMENT

Once a Statement of Incompatible Activities is approved by the Ethics Commission, the Department may, subject to the approval of the Ethics Commission, amend the Statement. (C&GC Code § 3.218(b).) In addition, the Ethics Commission may at any time amend the Statement on its own initiative. No Statement of Incompatible Activities or any amendment thereto shall become operative until the City and County of San Francisco has satisfied the meet and confer requirements of State law and the collective bargaining agreement.

S:\Conflicts of Interest\Incompatibility Statements\Public Library\SIA EC final approved amdts 3.27.12.doc

Young, Victor

From: Blackman, Sue (LIB)
Sent: Wednesday, May 03, 2017 2:48 PM
To: SOTF, (BOS)
Subject: Public Records Request File No. 16117
Attachments: Agreement with Friends.pdf; SFPL - Friends Framework Agreement.pdf; Friends FYE 13 donation report.pdf; Friends FYE 14 donation report.pdf; Friends FYE 15 donation report.pdf; Friends FYE 16 donation report.pdf; FY 14 Friends Accept & Expend BOS Packet for up to \$720K.pdf; FY 14 Friends Accept & Expend Signed Legislation for up to \$720K.pdf; FY 15 Friends Accept & Expend BOS Packet for up to \$720K.pdf; FY 15 Friends Accept & Expend Signed Legislation for up to \$720K.pdf; FY 16 Friends Accept & Expend BOS Packet for up to \$738K.pdf; FY 16 Friends Accept & Expend Signed Legislation for up to \$738K.pdf; FY 17 Friends Accept & Expend BOS Packet for up to \$763K.pdf; FY 17 Friends Accept & Expend Signed Legislation for up to \$763K.pdf

May 3, 2017

Mr. Dave Maass
Compliance and Amendments Committee
Sunshine Ordinance Task Force

Re: Public Records Request – Public Library (File No. 16117)

Dear Mr. Maass:

The San Francisco Public Library, ("SFPL") is in receipt of your letter dated April 20, 2017, where the Sunshine Ordinance Task force requests the following:

We responded on April 29, 2017 to Item number 1 of your request. Attached please find 14 documents responsive to Items 4 and 6 of your request. We have no responsive documents to Items 7 or 8. We will be following up with responsive documents for Items 2, 3 and 5.

- 1) Pursuant to SEC. 67.21(c) of the Sunshine Ordinance, we seek assistance in "identifying the existence, form, and nature of any records or information maintained by, available to, or in the custody of the custodian" that is relevant to Section 67.29-6, even when of Section 67.29-6 is not explicitly cited in the records.
- 2) We seek all communications and shared documents between the Library and the Friends of the Library regarding File No. 16117. This includes records created before and after the meeting.
- 3) We seek all communications between SFPL and the Friends of the Public Library regarding Section 67.29-6.
- 4) All contracts, memorandums of understanding, or other agreement signed between the Library and Friends of the Public Library, and between Friends of the Public Library and the City of San Francisco that are in the custody of the Library.
- 5) The current agreement or any draft agreements between SFPL and FOSFPL relating to compliance with Section 67.29-6 of the Sunshine Ordinance.
- 6) Records that show the amount of money the Library has received from Friends of the Public Library, including all historical documents. Please also include moneys pledged but not yet delivered.
- 7) All agreements with other organizations that are covered by Section 67.29-6 of the Sunshine

Ordinance. If an organization is subject to Section 67.29-6 of the Sunshine Ordinance, but does not have an agreement in place, please provide the names and the amounts of money received by SFPL by that organization, including funds pledged but not yet delivered.

8) Any other record that the Library identifies while assisting the committee in item 1).

Sue Blackman

Custodian of Records
415.557.4233

San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102
415.557.4233

Agreement to Comply with
San Francisco Sunshine Ordinance Section 67.29-6

WHEREAS, the Friends and Foundation of the San Francisco Public Library ("Friends") is a non-profit organization with its primary mission being to strengthen, support, and advocate for a superior free public library system in San Francisco; and

WHEREAS, in support of its mission, Friends' activities include accepting donations from the public that are then donated directly by Friends to the San Francisco Public Library ("Library") or used to purchase goods or services that are then donated to or used to benefit the Library; and

WHEREAS, Section 67.29-6 of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.29-6), requires City departments to report gifts worth more than \$100 on the website of the department, including the name of the donor and a statement of any financial interest that the donor has involving the City; and

WHEREAS, Section 67.29-6 of the San Francisco Sunshine Ordinance also requires that where gift funds are provided by an entity to the City or managed by an entity for the City, that the entity agree in writing to abide by the requirements applicable to City departments under Section 67.29-6 of the San Francisco Sunshine Ordinance, with respect thereto;

Now, THEREFORE, Friends agrees as follows:

Friends shall comply with Section 67.29-6 of the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.29-6). All donations to Friends required to be disclosed under Section 67.29-6 shall be disclosed on Friends' website within 30 days of the donation. Friends makes this commitment with the understanding that the Library will publish on its website a link or other reference to the Friends' website containing the aforementioned disclosures.

Date: April 26, 2017



Name: Marie Ciepiela
Title: Executive Director

PUBLIC-PRIVATE SUPPORT AND COOPERATION FRAMEWORK FOR
BRANCH LIBRARY IMPROVEMENT PROGRAM AND NEIGHBORHOOD
LIBRARY CAMPAIGN

This PUBLIC-PRIVATE SUPPORT AND COOPERATION FRAMEWORK ("Framework") is entered into as of September 30, 2005, by and between the San Francisco Public Library ("Library") and the Friends of the San Francisco Public Library ("Friends"), a California non-profit public benefit corporation (each of the foregoing, a "party," and collectively, the "parties").

RECOGNIZING the history of cooperation between the parties on capital and operational projects, and desiring to set forth their understanding for their mutual undertakings in furtherance of the Branch Library Improvement Program and Neighborhood Library Campaign, the parties desire to enter into this Framework as follows:

ARTICLE 1

Background

1.1 Library Department. The Library is a City and County of San Francisco, California ("City") Department under the management and control of the San Francisco Public Library Commission ("Commission") and its executive director, the City Librarian. The Library's mission is to provide free and equal access to information, knowledge, independent learning and to promote the joys of reading for the City's diverse community.

1.2 Friends of the San Francisco Public Library. Friends is a non-profit 501(c)(3) corporation, created from the merger of the Friends of the San Francisco Public Library and the Library Foundation of San Francisco. The Friends' mission is to create, steward and support a superior, free public library system in San Francisco by funding programs and services beyond what is allocated in the City's budget in order to ensure free and equal access to information for all. Friends' fundraising is intended to supplement the funding for the San Francisco Public Library and not to replace traditional sources or levels of City funding.

1.3 Statement of Common Purpose. The parties share the common objectives of developing and maintaining the highest level of Library service for all of the City's residents, ensuring an adequate level of finance to maintain equipment and programming at appropriate levels, and making and keeping Library facilities seismically safe, in good repair, and fully accessible to all persons (the "Common Purpose"). The parties, through Friends' predecessor organizations, have worked together for over forty years in many capacities in furtherance of the Common Purpose. For instance, each year Friends donates over \$750,000 to support the Library's on-going projects and new initiatives that benefit a wide public interest. Friends, through its predecessor organizations, raised and donated more than thirty million dollars for furniture, fixtures, equipment and other costs associated with the New Main Library.

1.4 Contemplated Project. In furtherance of its mission, the Library is undertaking the Branch Library Improvement Program ("BLIP") which will seismically reinforce, make accessible and renovate nineteen branch library facilities, replace four rented facilities with new, City-owned facilities, add a branch in the new Mission Bay neighborhood, and relocate its technical services division from the New Main into a separate facility. BLIP is funded by voter approved general obligation bonds in the

amount of \$105.9 million, and additional state matching grants totaling \$9.7 for the Richmond and Ingleside Branch Library improvements. City approved funding may not be used for furniture, fixtures and equipment and many other costs necessary to complete the BLIP. The Library and the Board of Supervisors developed and approved the BLIP budget and bond measure with the expectation that program costs ineligible for bond or state matching grant funding would be paid for by private donations solicited by the Friends. In furtherance of this mission, the Friends announced at the Commission's February 20, 2003 meeting that the Friends would undertake the Neighborhood Library Campaign to raise \$16 million for campaign costs and for the furniture, fixtures, and equipment and other unfunded BLIP costs. Hereinafter "Project" shall refer to the renovation and construction of twenty-four branch libraries and the support services building, including the furniture, fixtures and equipment and many other costs necessary to complete the BLIP that are either ineligible for bond or state matching grant funding or for which such funding is inadequate.

ARTICLE 2

Roles and Responsibilities

2.1 Joint Responsibilities. The parties shall develop a written budget and project funding and execution plan for the furniture, fixtures and equipment for each of the Library Facilities to be renovated or constructed as part of the Project (as may be amended from time to time, the "Project Plan"). The Parties shall meet regularly to refine and amend the Project Plan.

2.2 The Library Responsibilities. The Library shall have the primary responsibility to oversee and manage the Project including the following responsibilities:

(i) The selection of and contracting with consultants and contractors as necessary to complete the conceptual design and final design and construction of all facilities comprising the Project.

(ii) The selection of and contracting with consultants and contractors as necessary to complete the conceptual design and final design and specifications for furniture, fixtures, equipment and other unfunded costs of the Branch Library Improvement Program.

(iii) Development and implementation of regular maintenance schedules for all Project facilities, furniture, fixtures and equipment.

(iv) All public review and comment requirements with respect to the Project, obtaining all necessary governmental approvals in connection with the Project and the acceptance of gifts of funds, services or materials from Friends.

(v) The Library (or such other representative of the City as shall be designated by the Library) shall use all reasonable efforts to obtain allocations of public funds from the City, state and federal sources for use in connection with the Project.

(vi) The Library shall, upon request from Friends, assist Friends with private fundraising efforts to the extent reasonable.

2.3 Friends Responsibilities. The Friends shall have the primary responsibility to support and fund furniture, fixtures and equipment and other costs that are ineligible or

unavailable and are necessary to complete the Project up to a value of \$16 million, including the following responsibilities:

(i) Friends shall identify, solicit and provide private funds, goods or services as contemplated by the Project Plan. Subject to the Project Plan, Friends may, from time to time, (a) make direct purchases of goods, services and materials for, and related to, the Project and (b) deliver funds to the Library by commercially reasonable means acceptable to both parties or cause to be deposited such amounts into an account or accounts established for the Project in accordance with Article 3 below, in each instance in furtherance of the Project.

(ii) Friends shall recruit, train, organize and supervise volunteers in furtherance of the Neighborhood Library Campaign.

2.4 Reservation of Activities. The parties acknowledge that each of Friends and the Library has a distinct role and identity separate from the other. For instance, Friends has in the past advocated and intends in the future to advocate positions regarding matters of public interest independently from the Library. The parties, in the pursuit of their respective missions and goals and even in furtherance of the Common Purpose, recognize that each will foster relationships, pursue projects and enter into agreements with unrelated third parties without the participation of the other party.

2.5 Approval of Fundraising Materials. Friends shall obtain in advance the approval of the City Librarian of fundraising materials distributed on behalf of or in the name of the Library, which approval shall not be unreasonably withheld.

ARTICLE 3

Administration, Accounting and Use of Funds.

3.1 Establishment of Accounts. Friends shall account separately for funds held in respect of the Neighborhood Library Campaign, and may keep separately identified "sub-accounts" if such funds are further disaggregated pursuant to the Project Plan or for Neighborhood Library Campaign purposes. Funds designated for specific Project purposes shall only be used for such purposes.

3.2 Disbursement of Funds. Friends and the City Librarian shall establish a reasonable payment schedule for each element of the Project Plan. The Friends shall grant such funds to the Library or pay such costs directly to the vendor, as agreed upon by the Friends and City Librarian.

3.3 Instruments of Credit. The parties acknowledge that, under current provisions of the City's Charter, the City may not award a contract unless and until the Controller of the City certifies that funds are available to support such contract. The parties agree to cooperate to satisfy such requirements of the City's Charter, as may be amended from time to time, including the establishment of separately identified accounts, the provision of letters or instruments of credit or other supporting documentation from Friends.

3.4 Friends' Administration of Funds. In order to offset administrative costs and expenses in connection with the Neighborhood Library Campaign, Friends shall, subject to the conditions of any grant, donation or law to the contrary, have the right to assess and collect a reasonable administrative fee on funds received or expended in connection with the Neighborhood Library Campaign. Nothing in this Framework shall require

Friends to pay interest earned on any funds held in respect of the Neighborhood Library Campaign or this Framework.

3.5 Acceptance of Gifts by the City. Friends shall provide the Library with reasonable advance written notice of the terms and conditions of any proposed pledges or gifts that could impose financial or other obligations or liabilities on the City. With respect to disclosure of gift and donor information, both parties agree to comply with all applicable laws, including any applicable provision of Chapter 67 of the San Francisco Administrative Code (the "Sunshine Ordinance"). The City's final acceptance of funds raised by Friends shall be subject to approval by the Library and, if and only to the extent required by Chapter 10 of the City's Administrative Code, the Board of Supervisors of the City.

3.6 City Right to Audit. Friends shall keep and maintain standard accounting controls and procedures. Friends will provide the Library or its designee with quarterly reports of its cash, pledges and other sources of funding. On an annual basis, Friends shall deliver to the City's Controller and the Library's City Librarian an independently prepared audit of all Friends' operations. Upon reasonable prior written notice to Friends, the City shall have the right to audit and inspect Friends' records and accounts with respect to the Project Plan or the Neighborhood Library Campaign; provided, however, that such right to audit or inspection may be exercised not more frequently than once every 12 months. The parties acknowledge that, in acting as fiscal agent within the scope of the Project Plan, Friends may agree to more restrictive or onerous provisions than those provided in this Section 3.6 and, in such instance, as between the parties, the terms of such fiscal agency agreement shall supersede the provisions hereof.

3.7 Use of Library Facilities for Fundraising Events. Subject to the Library's rules and policies and any permit, license or other requirements imposed by the City, the Library shall make Library Facilities generally available upon prior reasonable approval by the City Librarian or his designee for use by Friends free of charge for the purpose of fundraising. The parties agree that Friends' fundraising pursuant to this Section may be for the benefit of Friends, the Library, the Neighborhood Library Campaign or the Project Plan and that any proceeds of such fundraising, net of direct costs for such fundraising, direct costs paid to the Library for such event and Friends' reasonable administration fee, shall be used (i) if advertised, represented or marketed as being held for a specific purpose, for such express purpose, or if no such purpose is expressed, then (ii) in furtherance of the Common Purpose.

3.8 Use of Library Facilities for Non-Fundraising Events. Subject to the Library's rules and policies and any permit, license or other requirements imposed by the City, the Library shall make Library Facilities generally available upon prior reasonable approval by the City Librarian or his designee and, as applicable, by the Commission for use by Friends for purposes other than fundraising, such as training, receptions, meetings or events. The parties anticipate that such usage would not exceed four (4) times per year. The Library may, but is not obligated to, charge Friends a fee equal to the direct costs to the Library for such use of the Library Facilities, but shall not charge any other fee for such use.

ARTICLE 4

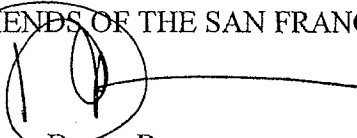
General

4.1 Term and Termination. This Framework shall commence on the date first set forth above and continue until the completion of the BLIP and Neighborhood Library Campaign, whichever occurs first, unless sooner terminated by written notice by either party to the other party.

4.2 Further Assurances. Each party agrees, subject to any limitations in the City's charter, ordinances or rules, to do such other acts and things as the other party may reasonably request for the purpose of carrying out the intent of this Framework. Without limitation to the foregoing, the parties contemplate that the City, acting through the City Librarian and/or the Commission, and Friends shall enter into appropriate agreements from time to time in conformity with the understandings set forth in this Framework.

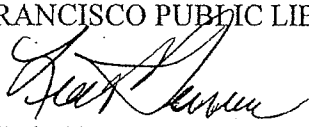
IN WITNESS WHEREOF, the parties have executed this Framework as of the date first above written.

FRIENDS OF THE SAN FRANCISCO PUBLIC LIBRARY



Name: Donna Bero
Title: Executive Director

SAN FRANCISCO PUBLIC LIBRARY



Name: Luis Herrera
Title: City Librarian

Friends of SFPL
Traditionally Funded Grants

10/01/2013

		FY2012-13 Approved Budgets	Funds Expended	Balance of 06/30/13	as
Traditionally Funded Programs					
Branch Programming					
<i>Grants to Branches: General Support</i>					
	<i>Name of the program</i>				
Anza	Anniversary Celebration	300.00	80.00	220.00	
Bay view	Kwanzaa Family	350.00	350.00	-	
Bay view	Film Screenings	150.00	200.00	(50.00)	
Bernal	Community open House	300.00	300.00	-	
Bernal	Maker's workshop for younger	200.00	200.00	-	
Bernal	Lego Project	500.00	450.00	50.00	
Chinatown	Open house	350.00	251.08	98.92	
Eureka Valley	School Outreach	-	-	-	
Excelsior		-	-	-	
Glen Park	Open house	500.00	500.00	-	
Golden Gate	One Year Anniversary	350.00	350.00	-	
Ingleside	Anniversary Celebration	500.00	500.00	-	
Marina	Open house	350.00	350.00	-	
Marina	History of Marina Exhibit	150.00	150.00	-	
Merced	Open house	350.00	225.00	125.00	
Mission	Open House	400.00	399.50	0.50	
Noe Valley		500.00	500.00	-	
North Beach	Fundamental with Lego	500.00	500.00	-	
Ocean View	Back to School Book Bag Baza	500.00	500.00	-	
Ortega	Teacher Open House	500.00	500.00	-	
Park	Anniversary Celebration	350.00	362.26	(12.26)	
Parkside	Anniversary Celebration	375.00	375.00	-	
Portola	Open house	1,000.00	825.00	175.00	
Potrero	Annual Art Exhibit	500.00	500.00	-	
Presidio	Saturday Matinee	150.00	44.73	105.27	
Presidio	Make it: Raspberry Pij	500.00	325.00	175.00	
Richmond	Open house	350.00	350.00	-	
Sunset		500.00	500.00	-	
Visitation Valley	SF Shakespeare Fest.	400.00	525.00	(125.00)	
West Portal	Adult Craft	350.00	300.00	50.00	
Western Addition	Gaming at the library	500.00	500.00	-	
Western Addition	Your vote counts	100.00	100.00	-	
Mission Bay	Craft Program	300.00	300.00	-	
Mission Bay	Film Screenings	100.00	100.00	-	
Grant To Branch					
	Chief of Branches Special programming	775.00	780.38	(5.38)	
	Bookmobile	500.00	500.10	(0.10)	
Innovation Grants					
	Digital Download Station in Library for the Blind & Print Disabled (LBPD)	4,400.00	4,400.00	-	
	Robotics	10,000.00	9,964.07	35.93	
	E-learning Tablet Program	5,600.00	5,496.41	103.59	
Children & Youth Services					
	General System-wide Programming	38,000.00	37,890.56	109.44	
	Summer Reading Program	58,500.00	58,780.25	(280.25)	
	Teen Services	28,500.00	28,487.00	13.00	
	Book Buddies Program	1,300.00	1,300.00	-	
	Effie Lee Morris Lecture	2,500.00	2,617.29	(117.29)	
Public Affairs					
	Community Relations/Promotions & Marketing	27,230.59	27,230.59	-	
Programs & Exhibitions					
	Programs & Exhibition-system-wide	70,000.00	65,963.92	4,036.08	
	Volunteer Services Recognition Event	4,000.00	4,000.00	-	
	Collection Development Discretionary Fund	2,000.00	1,957.01	42.99	
City Librarian Fund					
	City Librarian's Discretionary Management Fund	37,769.41	30,643.73	7,125.68	
	External Relations Consultant	25,000.00	31,003.38	(6,003.38)	
				-	

Friends of SFPL
Traditionally Funded Grants

10/01/2013

		FY2012-13 Approved Budgets	Funds Expended	Balance of 06/30/13	as
Professional Development					
	Educational Opportunities	30,324.97	30,214.97		-
	Annual Staff Recognition Event	2,000.00	1,999.33		0.67
	Staff Holiday Party	5,500.00	5,500.00		-
	Training Refreshment Fund	1,285.00	1,284.67		0.33
					-
Friends Initiatives					
	At the Public Library	53,400.00	53,399.41		0.59
	One City One Book	20,000.00	20,000.00		-
	Friends Budget covered program				
	Tricycle Festival	10,000.00	10,000.00		-
	GRAND -TOTAL FUNDING APPROVED Traditional	417,309.97	412,272.11		5,037.86

**Friends of SFPL
Temp Rest . Fund Bal**

10/01/2013

	FUND			FUND
	BEGINNING	FUNDS	FUNDS	ENDING
	BALANCE	RECEIVED	EXPENDED	BALANCE
Descriptions	7/1/2012	YTD 06/30/13	YTD 06/30/13	YTD 06/30/13
DONOR RESTRICTED FUNDS:				
Youth Services	3,613.71	10,250.00	3,104.29	10,759.42
Dia De los Ninos	0.00	4,625.06	950.00	3,675.06
Puppetry Festival	149.57	-	-	149.57
Rembe Rock	8,017.89	0.00	6,267.83	1,750.06
Summer Reading	67,348.46	0.00	15,964.32	51,384.14
Packard Grant	2,795.19	2,200.00	4,649.68	345.51
Ford Motor Grant 55K	126.00	-	167.00	(41.00)
Ford Motor Grant 10K	144.00	-	143.00	1.00
Osher	19,603.85	20,000.00	2,788.59	36,815.26
Branch				
Gabriel Sharing Fund	0.00	1,000.00	198.35	801.65
Hunter Point neighbor history	0.00	50.00	45.32	4.68
Special Projects-Park Branch (Booksmith)	1,294.76	210.00	218.23	1,286.53
Library on Wheels(Adult)	877.86	-	612.77	265.09
Chinatown Branch	13,515.15	-	-	13,515.15
Ocean View Branch	13,642.65	-	-	13,642.65
Mission Branch	0.00	-	-	-
Dolorous Knight's Fund for Excelsior	218,600.77	-	2,130.09	216,470.68
Ingleside Endowment	32,538.15	-	1,300.00	31,238.15
Anza	200.00	-	-	200.00
Bay view Branch	550.00	50.00	550.00	50.00
Bernal Heights	24.31	250.00	13.99	260.32
Chinatown Branch	20,263.64	3,195.00	2,079.22	21,379.42
Eureka Valley Branch	68.77	-	1.74	67.03
Excelsior	65.03	-	-	65.03
Glen Park	344.19	-	344.00	0.19
Golden Gate Branch	(7.77)	25.00	-	17.23
Marina Branch	1.82	1,030.00	1.68	1,030.14
Merced Branch	13,604.05	-	1,303.15	12,300.90
Mission Branch	3,603.98	481.00	-	4,084.98
Noe Valley Branch	262.35	825.00	-	1,087.35
North Beach Branch	0.00	-	\$0.00	-
Ocean View Branch	437.63	-	421.74	15.89
Park	1,425.03	-	-	1,425.03
Portola Branch	3.71	-	3.71	(0.00)
Potrero	14,768.37	1,799.00	767.16	15,800.21
Presidio	1,231.96	-	-	1,231.96
Richmond	5.72	350.00	231.00	124.72
Sunset	5.00	10.00	5.00	10.00
Visitacion Valley	30.00	-	30.00	-
West Portal	79.80	50.00	72.16	57.64
Western Addition	301.00	-	-	301.00
BALIS GRANTS				
Accessibility Tool Kit	1,426.65	-	1,471.30	0.53

**Friends of SFPL
Temp Rest . Fund Bal**

10/01/2013

	BEGINNING	FUNDS	FUNDS	ENDING
	BALANCE	RECEIVED	EXPENDED	BALANCE
Descriptions	7/1/2012	YTD 06/30/13	YTD 06/30/13	YTD 06/30/13
Library 2 U 10/11Grant	7,373.53	-	7,383.11	(9.58)
Digital Archive kit	388.49	-	47.88	340.61
All Together Now Sensory Inclusive Story Tim	0.00	6,500.00	3,749.71	2,750.29
Point Oh! A Make-it Space Media Lab	0.00	27,450.00	-	27,450.00
Periodicals iPad Corral	0.00	23,659.00	-	23,659.00
PLP Grant				
Victory Farmer Program	0.00	10,000.00	5,405.00	4,595.00
MAIN				
Main	2,293.75	1,760.00	1,174.19	2,879.56
History Center				
Historical Photography Acquisition	1,831.02	-	370.80	1,460.22
Harrison Calligraphy	1,547.63	-	-	1,547.63
SF History Room	4,484.47	85.00	125.00	4,444.47
Special Collections	153,559.80	100.00	17,557.95	136,101.85
Book Acquisition	10,216.00	-	-	10,216.00
Schmulowitz Collection (SCOWAH)	1,319.29	91.92	17.52	1,393.69
Dannenberg Collection	158,561.90	(17,048.89)	15,000.00	126,513.01
Public Affairs Special Programing	0.00			
Community Relations Film	1,150.38	350.00	306.28	1,194.10
Special Projects-General	10,602.66	60.00	-	10,662.66
Volunteer Program	2,252.00	-	1,912.46	339.54
One City One Book	19,897.67	3,354.30	6,876.89	16,375.08
	0.00			
Library Centers & Special Programs	0.00			
Friends for Life	182.79	-	122.36	60.43
Learning Differences	6,432.54	-	-	6,432.54
Blind Services	28,687.32	520.00	8,016.97	21,190.35
Deaf Services	1,440.65	35.00	-	1,475.65
African American Center	52,514.36	3,884.11	5,739.90	50,658.57
Latino/Hispanic Center	176.03	-	-	176.03
James C. Hormel Center	195,201.28	3,100.00	20,071.66	178,229.62
Out at the Library - Hormel	7,772.95	-	7,772.95	-
Wallace Stegner Center	11,034.45	-	2,622.50	8,411.95
Project Read	225,564.70	26,483.45	23,682.22	228,365.93
Mayor Taylor '1907-1908'-BCC	71.50	-	71.50	-
Automation /AV	4,494.41	80.00	1,327.37	3,247.04
Special Activities	3,299.63	183.07	519.71	2,962.99
What's your Watt?	0.00	3,900.00	705.25	3,194.75
TOTAL RESTRICTED FUNDS	\$1,355,205.10	\$141,047.03	\$178,414.51	\$1,317,837.62

Friends of SFPL
Traditionally Funded Grants
FY2013-2014

Traditionally Funded Programs	FY 2013-14 Approved Budgets	Funds Expended	Balance as of 06/30/14
Branch Programming			
Grants to Branches: General Support			
Anza	300.00	300.00	-
Bernal	750.00	750.00	-
Eureka Valley	750.00	750.00	-
Glen Park	750.00	750.00	-
Golden Gate	750.00	750.00	-
Noe Valley	750.00	750.00	-
Ortega	750.00	747.00	3.00
Parkside	750.00	750.00	-
Portola	750.00	750.00	-
Potrero	750.00	750.00	-
Richmond	750.00	750.00	-
Sunset	750.00	748.91	1.09
Visitation Valley	750.00	750.00	-
West Portal	750.00	750.00	-
Western Addition	750.00	750.00	-
Mission Bay	750.00	494.03	255.97
Chief of Branches Special programming	1,200.00	1,230.25	(30.25)
Mobile Outreach Services	750.00	750.00	-
Innovation Grants			
Teen Video Gaming Pilot Program	5,000.00	4,988.73	11.27
Reading Program for Developmentally Disabled Adults	4,000.00	3,941.64	58.36
The Neighborhood as You See It -- "Through Our eyes"	2,000.00	2,000.00	-
Video/Oral/Photographic History of the Haight	5,000.00	4,845.00	155.00
eReaders for the Blind & Print Disabled (eBPD)	4,000.00	4,000.00	-
Children & Youth Services			
General System-wide Programming	38,000.00	36,710.71	1,289.29
Summer Reading Program	58,500.00	58,100.00	400.00
Teen Services	28,000.00	27,789.45	210.55
Book Buddies Program	1,300.00	-	1,300.00
Effie Lee Morris Lecture	2,500.00	2,197.19	302.81
Public Affairs			
Community Relations/Promotions & Marketing	25,000.00	25,000.00	-
Programs & Exhibitions			
Programs & Exhibition-system-wide	65,000.00	65,000.00	-
Volunteer Services Recognition Event	4,000.00	4,000.00	-
Collection Development Discretionary Fund	2,000.00	2,000.00	-
City Librarian Fund			
Library Supporting Fund	35,000.00	34,778.32	221.68
Professional Development			
Educational Opportunities	30,000.00	30,000.00	-
Annual Staff Recognition Event	2,000.00	2,000.00	-
Staff Holiday Party	5,500.00	5,500.00	-
Training Refreshment Fund	1,500.00	1,500.00	-
Friends Initiatives			
At the Public Library	53,400.00	51,953.79	1,446.21
One City One Book	25,000.00	25,000.00	-
TOTAL APPROVED FUNDING	\$ 410,200.00	\$ 404,575.02	\$ 5,624.98

**Friends of SFPL
Temp Rest. Fund Bal
FY 2013-2014**

Donor Designated Programs				
	BEGINNING	FUNDS	FUNDS	ENDING
	BALANCE	RECEIVED	EXPENDED	BALANCE
DESCRIPTION	7/1/2013	FYE 06/30/14	FYE 06/30/14	6/30/2014
Office of Children & Youth Services				
Youth Services	10,759.42	11,625.00	1,082.10	21,302.32
Dia De los Ninos	3,675.06	543.00	1,541.08	2,676.98
Puppetry Festival	149.57	-	149.57	-
Rembe Rock	1,750.06	-	1,750.06	-
Summer Reading	51,384.14	36,962.17	10,272.00	78,074.31
Packard Grant	345.51	1,000.00	986.73	358.78
Osher	36,815.26	-	36,815.26	-
Ford Motor Grant 55K	(41.00)	41.00	-	-
Ford Motor Grant 10K	1.00	-	1.00	-
Branch				
Gabriel Sharing Fund	801.65	-	360.03	441.62
Hunter Point neighbor history	4.68	-	-	4.68
Bayview Renaming Campaign	-	5,769.00	-	5,769.00
Special Projects-Park Branch (Booksmith)	1,286.53	16.51	-	1,303.04
Library on Wheels(Adult)	265.09	-	-	265.09
Chinatown Branch	13,515.15	-	6,474.18	7,040.97
Ocean View Branch	13,642.65	-	424.11	13,218.54
Dolorous Knight's Fund for Excelsior	216,470.68	-	3,163.00	213,307.68
Ingleside Endowment	31,238.15	16.22	750.00	30,504.37
Anza	200.00	-	-	200.00
Bay view Branch	50.00	-	-	50.00
Bernal Heights	260.32	-	-	260.32
Chinatown Branch	21,379.42	3,210.00	1,636.50	22,952.92
Eureka Valley Branch	67.03	-	-	67.03
Excelsior	65.03	-	-	65.03
Glen Park	0.19	100.00	-	100.19
Golden Gate Branch	17.23	-	-	17.23
Ingleside	-	250.00	-	250.00
Marina Branch	1,030.14	25.00	732.15	322.99
Merced Branch	12,300.90	-	949.80	11,351.10
Mission Branch	4,084.98	-	825.87	3,259.11
Noe Valley Branch	1,087.35	-	841.30	246.05
North Beach Branch	-	6,100.00	-	6,100.00
Ocean View Branch	15.89	150.00	-	165.89
Ortega	-	298.63	-	298.63
Park	1,425.03	-	-	1,425.03
Parkside	(124.58)	-	-	(124.58)
Portola Branch	-	64.95	-	64.95
Potrero	15,800.21	10.00	673.69	15,136.52
Presidio	1,231.96	-	309.43	922.53
Richmond	124.72	-	-	124.72
Sunset	10.00	20.00	-	30.00
West Portal	57.64	-	-	57.64
Western Addition	301.00	-	-	301.00
Mission Bay	-	3,287.00	-	3,287.00

**Friends of SFPL
Temp Rest . Fund Bal
FY 2013-2014**

	BEGINNING	FUNDS	FUNDS	ENDING
	BALANCE	RECEIVED	EXPENDED	BALANCE
DESCRIPTION	7/1/2013	FYE 06/30/14	FYE 06/30/14	6/30/2014
Balis Grants				
Accessibility Tool Kit	0.53	-	0.53	-
Online Training Tutorials	22.92	-	22.92	-
Library 2 U 10/11Grant	(9.58)	9.58	-	-
Digital Archive kit	340.61	-	329.99	10.62
All Together Now Sensory Inclusive Story Time	2,750.29	-	2,641.36	108.93
Point Oh! A Make-it Space Media Lab	27,450.00	-	27,450.00	-
Periodicals iPad Corral	23,659.00	-	23,629.24	29.76
PLP Grant				
Victory Farmer Program	4,595.00	-	4,595.00	-
Main				
Main	2,879.56	1,660.00	978.56	3,561.00
History Center				
Historical Photography Acquisition	1,460.22	-	54.00	1,406.22
Harrison Calligraphy	1,547.63	160.00	150.00	1,557.63
SF History Room	4,444.47	374.00	848.25	3,970.22
Special Collections - LSTA Grant	-	54,000.00	53,767.49	232.51
Special Collections	136,101.85	-	31,387.00	104,714.85
Book Acquisition	10,216.00	-	-	10,216.00
Schmulowitz Collection (SCOWAH)	1,393.69	19.58	-	1,413.27
Dannenberg Collection	126,513.01	8,210.17	15,000.00	119,723.18
Phyllis Wattis Endowment	-	138,390.07	-	138,390.07
Public Affairs Special Programming				
Community Relations Film	1,194.10	500.00	-	1,694.10
Special Projects-General	10,662.66	649.00	1,248.00	10,063.66
Volunteer Program	339.54	-	268.90	70.64
One City One Book	16,375.08	19,181.00	19,969.64	15,586.44
Library Centers & Special Programs				
Bookmobile - Child&Elders	-	72.79	-	72.79
Friends for Life	60.43	1,000.00	-	1,060.43
Learning Differences	6,432.54	-	-	6,432.54
Blind Services	21,190.35	525.00	2,790.97	18,924.38
Deaf Services	1,475.65	-	11.36	1,464.29
African American Center	50,658.57	5,696.54	5,320.70	51,034.41
Latino/Hispanic Center	176.03	-	-	176.03
James C. Hormel Center	178,229.62	474,984.77	24,260.00	628,954.39
Wallace Stegner Center	8,411.95	-	2,500.00	5,911.95
Project Read	228,365.93	28,461.91	18,806.90	238,020.94
Automation /AV	3,247.04	-	481.51	2,765.53
Special Activities	2,962.99	323.47	825.95	2,460.51
What's your Watt?	3,194.75	-	-	3,194.75
Creative Work Fund	46.92	-	46.92	-
Board Designated- Special Collections	0.20	-	0.20	-
TOTAL DONOR DESIGNATED	\$1,317,837.62	\$803,706.37	\$307,123.26	\$1,814,420.73

Friends of SFPL
Traditionally Funded
FY 14-15

Traditionally Funded Programs		FY 2014-15 Original Approved Budget	FY 2014-15 Budget Change Amount	FY 2014-15 Revised Budget	Funds Expended as of 6/30/2015	YE Balance as of 06/30/15
Grants to Branches: General Support		Name of the program				
Glen Park	Craft Program for Adults with Disabilities	\$ -	\$ 49.65	\$ 49.65	\$ 49.65	\$ -
North Beach	Flying Angels Chinese Dance Company	\$ 200.00	\$ -	\$ 200.00	\$ 200.00	\$ -
Portola	Bike Build	\$ 600.00	\$ -	\$ 600.00	\$ 600.00	\$ -
Potrero	Annual Art Exhibit	\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
Branches	Mobile App	\$ 400.00	\$ 949.67	\$ 1,349.67	\$ 1,349.67	\$ -
Grants to Branches: Special Programming						
Branch	Outreach/TechMobile/ALA	\$ -	\$ 1,399.80	\$ 1,399.80	\$ 1,399.80	\$ -
Marina	Tye Dye Supplies for Adult Program	\$ -	\$ 290.00	\$ 290.00	\$ 290.00	\$ -
Potrero	Art Show Opening	\$ -	\$ 239.96	\$ 239.96	\$ 239.96	\$ -
Branch Division	Branch Digital Archive Project	\$ 3,000.00	\$ (1,109.32)	\$ 1,890.68	\$ 138.54	\$ 1,752.14
Branch Division - NE/SW	Health and Wellness	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 833.88	\$ 666.12
Branch Division - NW/NE	Branch Open House	\$ 1,200.00	\$ 21.24	\$ 1,221.24	\$ 1,221.24	\$ -
Branch Division - SE	Digital Experience Bar	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,431.43	\$ 68.57
Branch Division - SW/NW	Taste It @ Your Library	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,952.93	\$ 47.07
Branch Division - NW	Culture to Culture	\$ 1,600.00	\$ 130.00	\$ 1,730.00	\$ 1,730.00	\$ -
Subtotal: Grant To Branches - General Support & Special Programming		\$ 13,500.00	\$ 1,971.00	\$ 15,471.00	\$ 12,937.10	\$ 2,533.90
Innovation Grants						
	Inventing the DIGI center	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 9,887.27	\$ 112.73
	Library Outreach Bike	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -
Subtotal: Innovation Grants		\$ 20,000.00	\$ -	\$ 20,000.00	\$ 19,887.27	\$ 112.73
Children & Youth Services						
	General System-wide Programming	\$ 39,300.00	\$ -	\$ 39,300.00	\$ 35,208.00	\$ 4,092.00
	Summer Reading Program	\$ 58,500.00	\$ -	\$ 58,500.00	\$ 57,477.00	\$ 1,023.00
	Teen Services	\$ 28,000.00	\$ -	\$ 28,000.00	\$ 23,890.00	\$ 4,110.00
	Effie Lee Morris Lecture	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -
Subtotal: Children & Youth Services		\$ 128,300.00	\$ -	\$ 128,300.00	\$ 119,075.00	\$ 9,225.00
Public Affairs						
	Community Relations/Promotions & Marketing	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 24,400.00	\$ 600.00
Subtotal: Public Affairs		\$ 25,000.00	\$ -	\$ 25,000.00	\$ 24,400.00	\$ 600.00
Programs & Exhibitions						
	Programs & Exhibition-system-wide	\$ 65,000.00	\$ -	\$ 65,000.00	\$ 61,845.00	\$ 3,155.00
	Volunteer Services Recognition Event	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 3,605.00	\$ 395.00
	Collection Development Discretionary Fund	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,857.00	\$ 143.00
Subtotal: Programs & Exhibitions		\$ 71,000.00	\$ -	\$ 71,000.00	\$ 67,307.00	\$ 3,693.00
City Librarian Fund						
	Library Support Fund	\$ 35,000.00	\$ (1,971.00)	\$ 33,029.00	\$ 33,029.00	\$ -
	External Relations Consultant	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal: City Librarian Fund		\$ 35,000.00	\$ (1,971.00)	\$ 33,029.00	\$ 33,029.00	\$ -
Professional Development						
	Educational Opportunities	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 29,992.00	\$ 8.00
	Annual Staff Recognition Event	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 2,000.00	\$ -
	Staff Holiday Party	\$ 5,500.00	\$ -	\$ 5,500.00	\$ 5,500.00	\$ -
	Training Refreshment Fund	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -
Subtotal: Professional Development		\$ 39,000.00	\$ -	\$ 39,000.00	\$ 38,992.00	\$ 8.00
Friends Initiatives						
	At the Public Library	\$ 53,400.00	\$ -	\$ 53,400.00	\$ 52,531.62	\$ 868.38
	One City One Book	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 25,000.00	\$ -
Subtotal: Friends Initiatives		\$ 78,400.00	\$ -	\$ 78,400.00	\$ 77,531.62	\$ 868.38
GRAND TOTAL FUNDING APPROVED TRADITIONALLY FUNDED		\$ 410,200.00	\$ 0.00	\$ 410,200.00	\$ 393,158.99	\$ 17,041.01

Friends of SFPL
Donor Restricted Funds
FY 14-15

Descriptions	FUND BEGINNING BALANCE 7/1/2014	FUNDS RECEIVED FY 14/15	ORIGINAL APPROVED BUDGET FY 14/15	BUDGET CHANGE AMOUNT FY 14/15	REVISED BUDGET AMOUNT FY 14/15	FUNDS EXPENDED as of 6/30/2015 FY 14/15	BUDGET FUNDS REMAINING FY 14/15	FUND ENDING BALANCE 06/30/15
DONOR RESTRICTED FUNDS:								
Youth Services	\$ 21,302.32	\$ 11,700.00	\$ 2,350.00	\$ 2,000.00	\$ 4,350.00	\$ 3,872.22	\$ 477.78	\$ 29,130.10
Teen Program - HIVE	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00
Dia De los Ninos	\$ 2,676.98	\$ 1,600.00	\$ 2,676.98	\$ -	\$ 2,676.98	\$ 595.00	\$ 2,081.98	\$ 3,681.98
Summer Reading	\$ 78,074.31	\$ 23,659.13	\$ 11,000.00	\$ 14,000.00	\$ 25,000.00	\$ 22,978.89	\$ 2,021.11	\$ 78,754.55
Packard Grant	\$ 358.78	\$ -	\$ 358.78	\$ -	\$ 358.78	\$ 358.78	\$ -	\$ -
Subtotal Donor Restricted Funds	\$ 102,412.39	\$ 48,959.13	\$ 16,385.76	\$ 16,000.00	\$ 32,385.76	\$ 27,804.89	\$ 4,580.87	\$ 123,566.63
Branch								
Gabriel Sharing Fund	\$ 441.62	\$ -	\$ 441.62	\$ -	\$ 441.62	\$ 411.00	\$ 30.62	\$ 30.62
Hunter Point neighbor history	\$ 4.68	\$ -	\$ 4.68	\$ -	\$ 4.68	\$ -	\$ 4.68	\$ 4.68
Bayview Renaming Campaign	\$ 5,769.00	\$ 4,531.00	\$ 5,769.00	\$ 4,531.00	\$ 10,300.00	\$ 10,300.00	\$ -	\$ -
Special Projects-Park Branch (Booksmith)	\$ 1,303.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,303.04
Library on Wheels(Adult)	\$ 265.09	\$ -	\$ 265.09	\$ -	\$ 265.09	\$ 265.09	\$ -	\$ -
Chinatown Branch	\$ 7,040.97	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,040.97
Ocean View Branch	\$ 13,218.54	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,218.54
Dolorous Knight's Fund for Excelsior	\$ 213,307.68	\$ -	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 2,688.00	\$ 812.00	\$ 210,619.68
Ingleside Endowment	\$ 30,504.37	\$ -	\$ 900.00	\$ -	\$ 900.00	\$ -	\$ 900.00	\$ 30,504.37
Anza	\$ 200.00	\$ 280.00	\$ 280.00	\$ -	\$ 280.00	\$ 198.00	\$ 82.00	\$ 282.00
Bayview Branch	\$ 50.00	\$ 6,600.00	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ 50.00	\$ 6,650.00
Bernal Heights	\$ 260.32	\$ 1,270.00	\$ 260.00	\$ -	\$ 260.00	\$ 30.00	\$ 230.00	\$ 1,500.32
Chinatown Branch	\$ 22,952.92	\$ 1,730.00	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 150.00	\$ 3,850.00	\$ 24,532.92
Eureka Valley Branch	\$ 67.03	\$ 1,047.00	\$ 66.00	\$ -	\$ 66.00	\$ 32.00	\$ 34.00	\$ 1,082.03
Excelsior	\$ 65.03	\$ 345.00	\$ 65.00	\$ 116.00	\$ 181.00	\$ 181.00	\$ -	\$ 229.03
Glen Park	\$ 100.19	\$ 905.00	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ 1,005.19

P271

Friends of SFPL
Donor Restricted Funds
FY 14-15

Descriptions	FUNDS							
	FUND BEGINNING BALANCE 7/1/2014	FUNDS RECEIVED FY 14/15	ORIGINAL APPROVED BUDGET FY 14/15	BUDGET CHANGE AMOUNT FY 14/15	REVISED BUDGET AMOUNT FY 14/15	EXPENDED as of 6/30/2015 FY 14/15	BUDGET FUNDS REMAINING FY 14/15	FUND ENDING BALANCE 06/30/15
Golden Gate Branch	\$ 17.23	\$ 825.00	\$ 17.00	\$ -	\$ 17.00	\$ -	\$ 17.00	\$ 842.23
Ingleside	\$ 250.00	\$ 750.00	\$ 250.00	\$ 725.00	\$ 975.00	\$ 975.00	\$ -	\$ 25.00
Marina Branch	\$ 322.99	\$ 680.00	\$ 323.00	\$ -	\$ 323.00	\$ 323.00	\$ -	\$ 679.99
Merced Branch	\$ 11,351.10	\$ 630.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 918.00	\$ 82.00	\$ 11,063.10
Mission Branch	\$ 3,259.11	\$ 389.00	\$ 500.00	\$ 98.00	\$ 598.00	\$ 598.00	\$ -	\$ 3,050.11
Noe Valley Branch	\$ 246.05	\$ 1,750.00	\$ 246.05	\$ 82.95	\$ 329.00	\$ 329.00	\$ -	\$ 1,667.05
North Beach Branch	\$ 6,100.00	\$ 1,860.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 7,960.00
Ocean View Branch	\$ 165.89	\$ 30.00	\$ 166.00	\$ -	\$ 166.00	\$ 109.00	\$ 57.00	\$ 86.89
Ortega	\$ 298.63	\$ 825.00	\$ 298.63	\$ 1.37	\$ 300.00	\$ 300.00	\$ -	\$ 823.63
Park	\$ 1,425.03	\$ 600.00	\$ 425.00	\$ -	\$ 425.00	\$ 150.00	\$ 275.00	\$ 1,875.03
Parkside Branch	\$ (124.58)	\$ 45.00	\$ -	\$ -	\$ -	\$ (79.58)	\$ 79.58	\$ -
Portola Branch	\$ 64.95	\$ 110.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 174.95
Potrero	\$ 15,136.52	\$ 350.00	\$ 300.00	\$ 256.00	\$ 556.00	\$ 556.00	\$ -	\$ 14,930.52
Presidio	\$ 922.53	\$ 250.00	\$ 200.00	\$ -	\$ 200.00	\$ 181.00	\$ 19.00	\$ 991.53
Richmond	\$ 124.72	\$ 2,465.00	\$ 124.72	\$ 471.30	\$ 596.02	\$ 500.00	\$ 96.02	\$ 2,089.72
Sunset	\$ 30.00	\$ 5,310.00	\$ 30.00	\$ 35.05	\$ 65.05	\$ 65.00	\$ 0.05	\$ 5,275.00
Visitation Valley	\$ -	\$ 50.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50.00
West Portal	\$ 57.64	\$ 940.00	\$ 57.64	\$ 106.36	\$ 164.00	\$ 164.00	\$ -	\$ 833.64
Western Addition	\$ 301.00	\$ 2,015.00	\$ 301.00	\$ -	\$ 301.00	\$ 200.00	\$ 101.00	\$ 2,116.00
Mission Bay	\$ 3,287.00	\$ 540.00	\$ 400.00	\$ 400.00	\$ 800.00	\$ -	\$ 800.00	\$ 3,827.00
Subtotal Branch	\$ 338,786.29	\$ 37,122.00	\$ 21,340.43	\$ 6,823.03	\$ 28,163.46	\$ 19,543.51	\$ 8,619.95	\$ 356,364.78

P272

Friends of SFPL
Donor Restricted Funds
FY 14-15

Descriptions	FUND	FUNDS	ORIGINAL	BUDGET	REVISED	FUNDS	BUDGET	FUND
	BEGINNING BALANCE 7/1/2014	RECEIVED FY 14/15	APPROVED BUDGET FY 14/15	CHANGE AMOUNT FY 14/15	BUDGET AMOUNT FY 14/15	EXPENDED as of 6/30/2015 FY 14/15	FUNDS REMAINING FY 14/15	ENDING BALANCE 06/30/15
BALIS GRANTS								
Digital Archive kit	\$ 10.62	\$ -	\$ 10.62	\$ -	\$ 10.62	\$ -	\$ 10.62	\$ 10.62
All Together Now Sensory Inclusive Story Time	\$ 108.93	\$ -	\$ 108.93	\$ -	\$ 108.93	\$ 108.93	\$ -	\$ -
Periodicals iPad Corral	\$ 29.76	\$ -	\$ 29.76	\$ -	\$ 29.76	\$ 29.76	\$ -	\$ -
Subtotal BALIS Grants	\$ 149.31	\$ -	\$ 149.31	\$ -	\$ 149.31	\$ 138.69	\$ 10.62	\$ 10.62
MAIN								
Main	\$ 3,561.00	\$ 546.00	\$ 500.00	\$ 15.75	\$ 515.75	\$ 515.75	\$ -	\$ 3,591.25
History Center:								
Historical Photography Acquisition	\$ 1,406.22	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 415.36	\$ 84.64	\$ 990.86
Harrison Calligraphy	\$ 1,557.63	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 1,557.63
SF History Room	\$ 3,970.22	\$ 590.00	\$ 2,000.00	\$ 726.95	\$ 2,726.95	\$ 2,726.95	\$ -	\$ 1,833.27
Special Collections - LSTA Grant	\$ 232.51	\$ 50,839.00	\$ 232.51	\$ 50,839.00	\$ 51,071.51	\$ 51,071.51	\$ -	\$ -
Special Collections	\$ 104,714.85	\$ 327.00	\$ 20,000.00	\$ 5,000.00	\$ 25,000.00	\$ 23,893.27	\$ 1,106.73	\$ 81,148.58
Book Acquisition	\$ 10,216.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,316.00
Schmulowitz Collection (SCOWAH)	\$ 1,413.27	\$ 14.00	\$ -	\$ 263.00	\$ 263.00	\$ 263.00	\$ -	\$ 1,164.27
Dannenberg Collection	\$ 119,723.18	\$ 5,480.00	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 20,000.00	\$ -	\$ 105,203.18
Phyllis Wattis Endowment	\$ 138,390.07	\$ 12,041.70	\$ 10,500.00	\$ 13,369.56	\$ 23,869.56	\$ 23,869.56	\$ -	\$ 126,562.21
Subtotal MAIN	\$ 385,184.95	\$ 69,937.70	\$ 54,232.51	\$ 70,214.26	\$ 124,446.77	\$ 122,755.40	\$ 1,691.37	\$ 332,367.25
Public Affairs Special Programing								
Community Relations Film	\$ 1,694.10	\$ 1,104.00	\$ -	\$ 1,632.89	\$ 1,632.89	\$ 1,632.89	\$ -	\$ 1,165.21
Special Projects-General	\$ 10,063.66	\$ 3,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 7,640.00	\$ 2,360.00	\$ 5,423.66
Volunteer Program	\$ 70.64	\$ -	\$ 70.64	\$ -	\$ 70.64	\$ -	\$ 70.64	\$ 70.64
One City One Book	\$ 15,586.44	\$ 7,500.00	\$ 11,000.00	\$ -	\$ 11,000.00	\$ 7,768.00	\$ 3,232.00	\$ 15,318.44
Subtotal Public Affairs Special Programming	\$ 27,414.84	\$ 11,604.00	\$ 21,070.64	\$ 1,632.89	\$ 22,703.53	\$ 17,040.89	\$ 5,662.64	\$ 21,977.95

P273

Friends of SFPL
Donor Restricted Funds
FY 14-15

Descriptions	FUND	FUNDS	ORIGINAL	BUDGET	REVISED	FUNDS	BUDGET	FUND
	BEGINNING BALANCE 7/1/2014	RECEIVED FY 14/15	APPROVED BUDGET FY 14/15	CHANGE AMOUNT FY 14/15	BUDGET AMOUNT FY 14/15	EXPENDED as of 6/30/2015 FY 14/15	FUNDS REMAINING FY 14/15	ENDING BALANCE 06/30/15
Library Centers & Special Programs								
Bookmobile - Child&Elders	\$ 72.79	\$ -	\$ 72.79	\$ -	\$ 72.79	\$ 72.79	\$ -	\$ -
Friends for Life	\$ 1,060.43	\$ -	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ 150.00	\$ 1,060.43
Learning Differences	\$ 6,432.54	\$ -	\$ 6,432.54	\$ -	\$ 6,432.54	\$ -	\$ 6,432.54	\$ 6,432.54
Blind Services	\$ 18,924.38	\$ 1,300.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 1,772.34	\$ 3,227.66	\$ 18,452.04
Deaf Services	\$ 1,464.29	\$ -	\$ 300.00	\$ 239.00	\$ 539.00	\$ 539.00	\$ -	\$ 925.29
African American Center	\$ 51,034.41	\$ 5,044.00	\$ 7,000.00	\$ 970.00	\$ 7,970.00	\$ 7,970.00	\$ -	\$ 48,108.41
Latino/Hispanic Center	\$ 176.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176.03
James C. Hormel Center	\$ 628,954.39	\$ 46,592.00	\$ 10,000.00	\$ 12,943.00	\$ 22,943.00	\$ 22,943.00	\$ -	\$ 652,603.39
Wallace Stegner Center	\$ 5,911.95	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00		\$ 2,500.00	\$ 5,911.95
Project Read	\$ 238,020.94	\$ 17,545.00	\$ 60,000.00	\$ (6,157.00)	\$ 53,843.00	\$ 18,834.00	\$ 35,009.00	\$ 236,731.94
Automation /AV	\$ 2,765.53	\$ 300.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 3,065.53
Special Activities	\$ 2,460.51	\$ 352.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 725.37	\$ 774.63	\$ 2,087.14
What's your Watt?	\$ 3,194.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,194.75
Subtotal Library Centers & Special Programs	\$ 960,472.94	\$ 71,133.00	\$ 93,255.33	\$ 7,995.00	\$ 101,950.33	\$ 52,856.50	\$ 49,093.83	\$ 978,749.44
TOTAL DONOR RESTRICTED FUNDS	\$1,814,420.72	\$238,755.83	\$207,133.98	\$102,665.18	\$309,799.16	\$240,139.88	\$ 69,659.28	\$1,813,036.67

Note:

(1) Donor Restricted Funds are also known as Temporary Restricted Funds or Donor Designated Funds. For consistency purposes the standardized term will now be Donor Restricted Funds.

P274

Friends of SFPL
Other Cycle Gifts & Grants

Descriptions	FUND BEGINNING BALANCE 7/1/2014	FUNDS RECEIVED FY 14/15	ORIGINAL APPROVED BUDGET FY 14/15	BUDGET CHANGE AMOUNT FY 14/15	REVISED BUDGET AMOUNT FY 14/15	FUNDS EXPENDED as of 6/30/2015 FY 14/15	BUDGET FUNDS REMAINING FY 14/15	FUND ENDING BALANCE 06/30/15
Friends Innovation Fellowship Fund [Funding Cycle May 2015-June 2016]	\$ -	\$ 52,000.00	\$ 52,000.00	\$ -	\$ 52,000.00	\$ 9,435.75	\$ 42,564.25	\$ 42,564.25

P275

Friends of SFPL
Traditionally Funded
FY 15-16

Traditionally Funded Programs		FY2015-16 Approved Budgets	Funds Expended as of 6/30/2016	YE Balance as of 6/30/16
Grants to Branches: General Support & Special Programming				
	Name of the program			
Noe Valley, Mission Bay, Glen Park, West Portal, Golden Gate Valley, Anza, & Richmond branch libraries	Health and Wellness (\$200/branch)	\$ 1,600.00	\$ 1,580.00	\$ 20.00
Western Addition, Ocean View, Sunset, Anza, Mission Bay, Visitacion Valley, West Portal, Glen Park, Potrero, Portola, Eureka Valley, Park, North Beach, & Presidio branch libraries	Culture to Culture (\$200/branch)	\$ 3,000.00	\$ 2,610.92	\$ 389.08
Ortega, Ocean View, Sunset, Parkside, Mission, Presidio, Portola, & Park branch libraries	Taste It @ Your Library (\$200/branch)	\$ 1,600.00	\$ 1,438.09	\$ 161.91
Marina branch library	Docent Talks by FAMSA	\$ 200.00	\$ 200.00	\$ -
Richmond branch library	Russian Music and Cultural Day (one time event)	\$ 500.00	\$ 500.00	\$ -
West Portal, Ortega, Parkside, Visitacion Valley, & Noe Valley branch libraries	Artistry and Craft Club	\$ 3,900.00	\$ 3,744.18	\$ 155.82
Bernal Heights branch library	Bernal's 75th Anniversary	\$ 500.00	\$ 438.58	\$ 61.42
Potrero branch library	Potrero Hill Artists Exhibition Reception	\$ 500.00	\$ 500.00	\$ -
Bayview, Anza, North Beach, & Eureka Valley branch libraries	Branch Open House (\$300/branch)	\$ 1,200.00	\$ 1,166.99	\$ 33.01
Mission branch library	100 Years in the Mission	\$ 500.00	\$ 499.62	\$ 0.38
Subtotal: Grant To Branches - General Support & Special Programming		\$ 13,500.00	\$ 12,678.38	\$ 821.62
Innovation Grants				
Mobile Hotspot Lending Pilot Program		\$ 10,000.00	\$ 10,000.00	\$ -
Tech On-the-Go		\$ 10,000.00	\$ 9,942.78	\$ 57.22
Subtotal: Innovation Grants		\$ 20,000.00	\$ 19,942.78	\$ 57.22
Children & Youth Services				
General System-wide Programming		\$ 48,000.00	\$ 48,000.00	\$ -
Summer Reading Program		\$ 72,500.00	\$ 71,607.19	\$ 892.81
Teen Services		\$ 28,000.00	\$ 26,840.54	\$ 1,159.46
Effie Lee Morris Lecture		\$ 2,500.00	\$ 2,500.00	\$ -
Book Buddies		\$ 1,300.00	\$ 1,300.00	\$ -
Subtotal: Children & Youth Services		\$ 152,300.00	\$ 150,247.73	\$ 2,052.27
Public Affairs				
Community Relations/Promotions & Marketing		\$ 25,000.00	\$ 23,960.92	\$ 1,039.08
Subtotal: Public Affairs		\$ 25,000.00	\$ 23,960.92	\$ 1,039.08
Programs & Exhibitions				
Programs & Exhibition-system-wide		\$ 65,000.00	\$ 64,393.24	\$ 606.76
Volunteer Services Recognition Event		\$ 4,000.00	\$ 1,646.69	\$ 2,353.31
Collection Development Discretionary Fund		\$ 2,000.00	\$ 1,673.57	\$ 326.43
Subtotal: Programs & Exhibitions		\$ 71,000.00	\$ 67,713.50	\$ 3,286.50
City Librarian Fund				
Library Support Fund		\$ 35,000.00	\$ 34,792.05	\$ 207.95
Subtotal: City Librarian Fund		\$ 35,000.00	\$ 34,792.05	\$ 207.95
Professional Development				
Educational Opportunities		\$ 30,000.00	\$ 29,762.10	\$ 237.90
Annual Staff Recognition Event		\$ 3,000.00	\$ 2,983.58	\$ 16.42
Staff Holiday Party		\$ 7,000.00	\$ 6,999.02	\$ 0.98
Training Refreshment Fund		\$ 1,700.00	\$ 1,700.00	\$ -
Subtotal: Professional Development		\$ 41,700.00	\$ 41,444.70	\$ 255.30
Friends Initiatives				
At the Public Library		\$ 26,700.00	\$ 22,427.00	\$ 4,273.00
One City One Book		\$ 25,000.00	\$ 24,589.70	\$ 410.30
Subtotal: Friends Initiatives		\$ 51,700.00	\$ 47,016.70	\$ 4,683.30
GRAND TOTAL FUNDING APPROVED TRADITIONALLY FUNDED		\$ 410,200.00	\$ 397,796.76	\$ 12,403.24

Friends of SFPL
Donor Restricted
FY 15-16

Descriptions	FUND BEGINNING BALANCE 7/1/2015	FUNDS RECEIVED FY 15/16	ORIGINAL APPROVED BUDGET FY 15/16	BUDGET CHANGE AMOUNT FY 15/16	REVISED BUDGET AMOUNT FY 15/16	FUNDS EXPENDED as of 6/30/2016 FY 15/16	BUDGET FUNDS REMAINING FY 15/16	FUND ENDING BALANCE 06/30/16
DONOR RESTRICTED FUNDS:								
Rembe Rock - JJC/LCR	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 3,000.00	\$ -	\$ -
Youth Services	\$ 29,130.10	\$ 10,625.00	\$ 10,500.00	\$ -	\$ 10,500.00	\$ 6,225.66	\$ 4,274.34	\$ 33,529.44
Teen Program - HIVE	\$ 12,000.00		\$ -	\$ -	\$ -		\$ -	\$ 12,000.00
Dia De los Ninos	\$ 3,681.98	\$ 5,450.00	\$ 2,676.98	\$ 531.44	\$ 3,208.42	\$ 3,208.42	\$ -	\$ 5,923.56
Effie Lee Morris		\$ 250.00	\$ -	\$ -	\$ -		\$ -	\$ 250.00
Summer Reading	\$ 78,754.55	\$ 100.00	\$ 19,500.00	\$ -	\$ 19,500.00	\$ 12,593.75	\$ 6,906.25	\$ 66,260.80
Packard Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal Donor Restricted Funds	\$ 123,566.63	\$ 19,425.00	\$ 35,676.98	\$ 531.44	\$ 36,208.42	\$ 25,027.83	\$ 11,180.59	\$ 117,963.80
Branch								
Gabriel Sharing Fund	\$ 30.62		\$ -	\$ -	\$ -		\$ -	\$ 30.62
Hunter Point neighbor history	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
Bayview Renaming Campaign	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
Special Projects-Park Branch (Booksmith)	\$ 1,303.04		\$ -	\$ -	\$ -		\$ -	\$ 1,303.04
Library on Wheels(Adult)	\$ -		\$ -	\$ -	\$ -		\$ -	\$ -
Chinatown Branch	\$ 7,040.97		\$ -	\$ -	\$ -		\$ -	\$ 7,040.97
Ocean View Branch	\$ 13,218.54		\$ -	\$ -	\$ -		\$ -	\$ 13,218.54
Dolorous Knight's Fund for Excelsior	\$ 210,619.68		\$ 3,500.00	\$ -	\$ 3,500.00	\$ 2,547.42	\$ 952.58	\$ 208,072.26
Ingleside Endowment	\$ 30,504.37	\$ 16.32	\$ 1,725.00	\$ -	\$ 1,725.00		\$ 1,725.00	\$ 30,520.69
Anza	\$ 282.00	\$ 1,390.00	\$ 280.00	\$ -	\$ 280.00	\$ 50.00	\$ 230.00	\$ 1,622.00
Bayview Branch	\$ 6,650.00	\$ 5,700.00		\$ -	\$ -		\$ -	\$ 12,350.00
Bernal Heights	\$ 1,500.32	\$ 780.00	\$ 350.00	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 1,930.32
Chinatown Branch	\$ 24,532.92	\$ 1,100.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 4,999.95	\$ 0.05	\$ 20,632.97
Eureka Valley Branch	\$ 1,082.03	\$ 9,324.00	\$ 1,001.00	\$ -	\$ 1,001.00	\$ 520.00	\$ 481.00	\$ 9,886.03
Excelsior	\$ 229.03	\$ 100.00	\$ 229.03	\$ -	\$ 229.03	\$ 229.03	\$ -	\$ 100.00
Glen Park	\$ 1,005.19	\$ 3,150.00	\$ 100.00	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 4,055.19
Golden Gate Branch	\$ 842.23	\$ 450.00	\$ 575.00	\$ -	\$ 575.00		\$ 575.00	\$ 1,292.23
Ingleside	\$ 25.00	\$ 700.00	\$ 25.00	\$ -	\$ 25.00		\$ 25.00	\$ 725.00
Marina Branch	\$ 679.99	\$ 275.00	\$ 300.00	\$ -	\$ 300.00	\$ 293.80	\$ 6.20	\$ 661.19
Merced Branch	\$ 11,063.10	\$ 250.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 976.89	\$ 23.11	\$ 10,336.21
Mission Branch	\$ 3,050.11	\$ 390.00	\$ 800.00	\$ -	\$ 800.00	\$ 396.44	\$ 403.56	\$ 3,043.67

Friends of SFPL
Donor Restricted
FY 15-16

Descriptions	FUND BEGINNING	FUNDS RECEIVED	ORIGINAL APPROVED BUDGET	BUDGET CHANGE AMOUNT	REVISED BUDGET AMOUNT	FUNDS EXPENDED as of 6/30/2016	BUDGET FUNDS REMAINING	FUND ENDING BALANCE
	7/1/2015	FY 15/16	FY 15/16	FY 15/16	FY 15/16	FY 15/16	FY 15/16	06/30/16
Noe Valley Branch	\$ 1,667.05	\$ 9,500.00	\$ 350.00	\$ -	\$ 350.00	\$ 350.00	\$ -	\$ 10,817.05
North Beach Branch	\$ 7,960.00	\$ 680.00	\$ 500.00	\$ -	\$ 500.00	\$ 489.76	\$ 10.24	\$ 8,150.24
Ocean View Branch	\$ 86.89	\$ -	\$ 30.00	\$ -	\$ 30.00	\$ 26.63	\$ 3.37	\$ 60.26
Ortega	\$ 823.63	\$ 600.00	\$ 725.00	\$ -	\$ 725.00	\$ 578.53	\$ 146.47	\$ 845.10
Park	\$ 1,875.03	\$ 50.00	\$ 550.00	\$ -	\$ 550.00	\$ 300.00	\$ 250.00	\$ 1,625.03
Parkside Branch	\$ -	\$ 475.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475.00
Portola Branch	\$ 174.95	\$ -	\$ 110.00	\$ -	\$ 110.00	\$ -	\$ 110.00	\$ 174.95
Potrero	\$ 14,930.52	\$ 3,716.51	\$ 100.00	\$ -	\$ 100.00	\$ 66.57	\$ 33.43	\$ 18,580.46
Presidio	\$ 991.53	\$ 7,150.00	\$ 250.00	\$ -	\$ 250.00	\$ 236.19	\$ 13.81	\$ 7,905.34
Richmond	\$ 2,089.72	\$ 705.00	\$ 2,089.72	\$ -	\$ 2,089.72	\$ 554.32	\$ 1,535.40	\$ 2,240.40
Sunset	\$ 5,275.00	\$ 4,035.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,310.00
Visitation Valley	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ 50.00	\$ 50.00
West Portal	\$ 833.64	\$ 575.00	\$ 690.00	\$ -	\$ 690.00	\$ 460.30	\$ 229.70	\$ 948.34
Western Addition	\$ 2,116.00	\$ 1,415.00	\$ 616.00	\$ -	\$ 616.00	\$ 387.16	\$ 228.84	\$ 3,143.84
Mission Bay	\$ 3,827.00	\$ 190.00	\$ 200.00	\$ -	\$ 200.00	\$ 68.06	\$ 131.94	\$ 3,948.94
LSTA Grant - LEGO	\$ -	\$ 4,850.00	\$ -	\$ 3,164.53	\$ 3,164.53	\$ 3,164.53	\$ -	\$ 1,685.47
Subtotal Branch	\$ 356,360.10	\$ 57,566.83	\$ 21,145.75	\$ 3,164.53	\$ 24,310.28	\$ 17,145.58	\$ 7,164.70	\$ 396,781.35
BALIS GRANTS								
Digital Archive kit	\$ 10.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.62
All Together Now Sensory Inclusive Story Time	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Periodicals iPad Corral	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal BALIS Grants	\$ 10.62	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.62
MAIN								
Main	\$ 3,591.25	\$ 350.00	\$ 500.00	\$ -	\$ 500.00	\$ 441.21	\$ 58.79	\$ 3,500.04
History Center:								
Historical Photography Acquisition	\$ 990.86	\$ -	\$ 500.00	\$ 1.19	\$ 501.19	\$ 501.19	\$ -	\$ 489.67
Harrison Calligraphy	\$ 1,557.63	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 1,557.63
SF History Room	\$ 1,833.27	\$ 7,202.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 966.67	\$ 533.33	\$ 8,068.60
Special Collections	\$ 81,148.58	\$ 100.00	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 13,704.53	\$ 1,295.47	\$ 67,544.05
Book Acquisition	\$ 10,316.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,316.00
Schmulowitz Collection (SCOWAH)	\$ 1,164.27	\$ 12.54	\$ 400.00	\$ -	\$ 400.00	\$ 29.00	\$ 371.00	\$ 1,147.81
Dannenberg Collection	\$ 105,203.18	\$ 9,472.67	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 99,675.85
Phyllis Wattis Endowment	\$ 126,562.21	\$ 30,686.85	\$ 69,500.00	\$ (8,647.10)	\$ 60,852.84	\$ 8,354.00	\$ 52,498.84	\$ 148,895.06
Subtotal MAIN	\$ 332,367.25	\$ 47,824.06	\$ 102,900.00	\$ (8,645.97)	\$ 94,254.03	\$ 38,996.60	\$ 55,257.43	\$ 341,194.71

Friends of SFPL
Donor Restricted
FY 15-16

Descriptions	FUND BEGINNING BALANCE	FUNDS RECEIVED	ORIGINAL APPROVED BUDGET	BUDGET CHANGE AMOUNT	REVISED BUDGET AMOUNT	FUNDS EXPENDED as of 6/30/2016	BUDGET FUNDS REMAINING	FUND ENDING BALANCE
	7/1/2015	FY 15/16	FY 15/16	FY 15/16	FY 15/16	FY 15/16	FY 15/16	06/30/16
Public Affairs Special Programing								
Community Relations Film	\$ 1,165.21	\$ 3,100.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 4,265.21
Special Projects-General	\$ 5,423.66	\$ -	\$ -	\$ 4,950.00	\$ 4,950.00	\$ 4,950.00	\$ -	\$ 473.66
Volunteer Program	\$ 70.64	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70.64
One City One Book	\$ 15,318.44	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 15,318.44
Subtotal Public Affairs Special Programming	\$ 21,977.95	\$ 3,100.00	\$ 3,500.00	\$ 4,950.00	\$ 8,450.00	\$ 4,950.00	\$ 3,500.00	\$ 20,127.95
Library Centers & Special Programs								
Bookmobile - Child&Elders	\$ -	\$ 150.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150.00
Friends for Life	\$ 1,060.43	\$ -	\$ 150.00	\$ -	\$ 150.00	\$ -	\$ 150.00	\$ 1,060.43
Learning Differences	\$ 6,432.54	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 326.84	\$ 2,173.16	\$ 6,105.70
Blind Services	\$ 18,452.04	\$ 2,090.00	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 2,312.10	\$ 4,687.90	\$ 18,229.94
Deaf Services	\$ 925.29	\$ -	\$ 750.00	\$ -	\$ 750.00	\$ 5.00	\$ 745.00	\$ 920.29
African American Center	\$ 48,108.41	\$ 5,630.11	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 7,978.59	\$ 2,021.41	\$ 45,759.93
Latino/Hispanic Center	\$ 176.03	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 176.03
James C. Hornel Center	\$ 652,603.39	\$ 66,543.07	\$ 55,000.00	\$ -	\$ 55,000.00	\$ 31,142.30	\$ 23,857.70	\$ 688,004.16
Wallace Stegner Center	\$ 5,911.95	\$ -	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 1,162.81	\$ 1,337.19	\$ 4,749.14
Project Read	\$ 236,731.94	\$ 10,632.98	\$ 83,000.00	\$ -	\$ 83,000.00	\$ 45,986.66	\$ 37,013.34	\$ 201,378.26
Automation /AV	\$ 3,065.53	\$ -	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 91.58	\$ 1,108.42	\$ 2,973.95
Special Activities	\$ 2,087.14	\$ 94.83	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 199.64	\$ 1,300.36	\$ 1,982.33
What's your Watt?	\$ 3,194.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,194.75
Subtotal Library Centers & Special Programs	\$ 978,749.44	\$ 85,140.99	\$ 163,600.00	\$ -	\$ 163,600.00	\$ 89,205.52	\$ 74,394.48	\$ 974,684.91
TOTAL DONOR RESTRICTED FUNDS	\$ 1,813,031.99	\$ 213,056.88	\$ 326,822.73	\$ (0.00)	\$ 326,822.73	\$ 175,325.53	\$ 151,497.20	\$ 1,850,763.34

Friends of SFPL
Other Cycle Grants

Descriptions	FUND	FUNDS	ORIGINAL &	BUDGET	REVISED	FUNDS	BUDGET	FUND
	BEGINNING	FUNDS	CON'T	CHANGE	BUDGET	EXPENDED	FUNDS	ENDING
	BALANCE	RECEIVED	APPROVED	AMOUNT	AMOUNT	as of	REMAINING	BALANCE
	7/1/2015	FY 15/16	BUDGET	FY 15/16	FY 15/16	6/30/2016	FY 15/16	06/30/16
FINRA Grants 1 & 2 - Smart Investing @ Your Library	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 74,819.23	\$ 25,180.77	\$ 25,180.77
Friends Innovation Fellowship Fund	\$ 42,564.25	\$ -	\$ 42,564.25	\$ -	\$ 42,564.25	\$ 26,312.91	\$ 16,251.34	\$ 16,251.34
TOTAL OTHER CYCLE FUNDS	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 100,000.00	\$ 101,132.14	\$ 41,432.11	\$ 41,432.11

File No. 131071

Committee Item No. 3

Board Item No. 35

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee

Date: 11/13/2013

Board of Supervisors Meeting

Date: NOVEMBER 19, 2013

Cmte Board

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Digest |
| <input type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Legislative Analyst Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Commission Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Grant Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Subcontract Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Contract/Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | Form 126 – Ethics Commission |
| <input type="checkbox"/> | <input type="checkbox"/> | Award Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Application |
| <input type="checkbox"/> | <input type="checkbox"/> | Public Correspondence |

OTHER (Use back side if additional space is needed)

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Completed by: Victor Young Date November 8, 2013

Completed by: Victor Young Date 11/13/13

1 [Accept and Expend Grant - Library Programs - Friends of Public Library - Up to \$720,000 -
2 FY2013-2014]

3 **Resolution retroactively authorizing the Department of Public Library to accept and**
4 **expend a grant in the amount of up to \$720,000 of in-kind gifts, services, and cash**
5 **monies from the Friends of Public Library for direct support for a variety of public**
6 **programs and services for the period of July 1, 2013, through June 30, 2014.**

7 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
8 organization that advocates, fundraises, and provides critical support for the San Francisco
9 Public Library and related literary and educational programs; and

10 WHEREAS, The Public Library submits proposals annually to the Friends for public
11 programs and services; and

12 WHEREAS, The types of programs and services supported by these grants include
13 Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public
14 Relations, and Innovation Programs; and

15 WHEREAS, The Friends' grant funds support programs and services that reached
16 more than 245,000 patrons in FY2012-2013; and

17 WHEREAS, Highlights of the FY2012-2013 program year included Digital Download
18 Station in the Library for the Blind & Print Disabled, Elearning Tablet Program, and *One City*
19 *One Book*; and

20 WHEREAS, The Department proposes to maximize use of available grant funds on
21 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

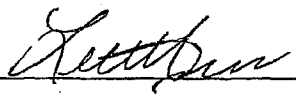
22 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in
23 the grant budget; and, be it

24 FURTHER RESOLVED, That the Public Library is authorized to retroactively accept
25 and expend up to \$720,000 of in-kind gifts, services, and cash monies awarded by the

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

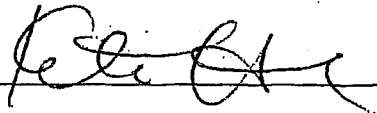
Friends of San Francisco Public Library to support Library programs and services and related literary and educational programs in FY 13 – 14.

Recommended:



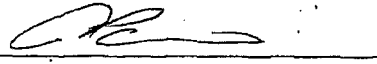
Department Head

Approved:



Mayor

Approved:



Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Mary Hudson, City Librarian's Office

DATE: August 23, 2013

SUBJECT: Accept and Expend Resolution for SFPL Grant

GRANT TITLE: Friends of the San Francisco Public Library – Annual Grant Award

Attached please find the original and 4 copies of each of the following:

Proposed grant resolution; original signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Mary Hudson

Phone: 557-4235

Interoffice Mail Address: Public Library #41

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend of in-kind gifts, services and cash grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Friends of the San Francisco Public Library Annual Grant Award, FY 13 – 14

2. Department: Public Library

3. Contact Person: Mary Hudson Telephone: 557-4235

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: Up to \$720,000 of in-kind gifts, services and cash monies.

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Friends of the San Francisco Public Library

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Friends of the San Francisco Public Library (Friends) is a non-profit organization that advocates, fundraises, and provides critical support for the San Francisco Public Library and related literary and educational programs. This grant allows the Library to provide direct support for a variety of public programs and services. The types of programs and services supported by these grants include: Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public Relations, and Innovation Programs.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2013 End-Date: June 30, 2014

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs?

Yes No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency
 Other: (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

12. Any other significant grant requirements or comments:

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s) Existing Structure(s) Existing Program(s) or Service(s)
 Rehabilitated Site(s) Rehabilitated Structure(s) New Program(s) or Service(s)
 New Site(s) New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Marti Goddard
(Name)

Access Services Manager
(Title)

Date Reviewed: 8/23/2013

Marta R. Goddard
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera
(Name)

City Librarian
(Title)

Date Reviewed: 8/22/13

[Signature]
(Signature Required)



March 11, 2013

Luis Herrera
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Luis,

On behalf of the Board of Directors of Friends of the San Francisco Public Library, we are writing to request that the Library submit its annual proposals for funding for Fiscal Year 2013-2014, up to \$720,000 for the year. In order to meet our funding schedule, please submit your proposals to Friends by Thursday, April 29, 2013. The Library Support and Evaluation Committee will review the requests and make its recommendations to the full Board at their meeting on May 17, 2013 after which we will notify you of their decision.

The Board's Library Support and Evaluation Committee seek proposals that satisfy the following program goals:

- Increase visibility and outreach in the neighborhoods
- Engage the community in both traditional and innovative ways
- Address community priorities and needs
- Enhance the abilities of Library staff to serve the public
- Consider important issues of the day and the Library's role in supporting them

With these goals in mind, we ask that you prioritize your requests within the following funding guidelines:

A. Traditionally Supported Programs

Funding up to **\$298,300** for programs and projects. Proposals should cover programs in the priority funding categories of:

- Children and youth programming
- Programs & exhibitions
- Professional development, staff training and refreshments
- Deborah Doyle Educational Opportunities Grant
- Friends Library Support Fund
- Programs necessitated by branch closures and renovations, including funding for bookmobiles, outreach and improvement and/or expansion of online services.

B. Grants to Branches and Innovation Grants

Grants to branch libraries consist of two components:

1. Grants to Branches. In keeping with your request for the current fiscal year, we will once again designate a lump sum for branch support, to be used as determined by you and your management team. We understand that as with last year, the funds will be used to encourage cross-branch programming and will be applied where it is most needed within the system to create more efficient planning with greater impact city-wide. The total for this category is \$13,500.

2. Innovation Grants. A total of \$20,000 has been designated to fund Innovation Grants. Our goal is to support effective, innovative and creative ideas and priorities for services that may be implemented on a wider scale. We would like to see programs that meet the following priorities:
 - Demonstrate collaboration with other branches or city agencies (for example, a program connected to schools or parks, or one that leverages resources among branches).
 - Works in cooperation with programs offered by non-profits or community groups.
 - To leverage this investment, we would especially like to see plans that include matching funds, volunteers or other in-kind contributions.
 -

Our further funding priority will be for projects that engage the community with the Library and seek to improve Library usage. Programs that have previously received grant funding through this category for more than one year are not eligible.

C. Donor Designated Funds

A total of \$309,800 is available from Donor Designated Funds for the fiscal year.

This category of support is funded with donations that have been purposely restricted by library donors. These donations have been raised by a variety of means, including efforts by members of the library staff, efforts by Friends, and through unsolicited gifts. The amount of money available for any project is based on the stated purpose of the established fund and the total amount available at the time of the request. However, in order to best manage our resources, we would appreciate your developing an estimate of your planned expenditures for the year.

Please note that, as Friends acts solely as a fiscal agent for these funds, they do not require a proposal to release. Please use the Restricted Funds Application form. Available fund balances as of 6/30/13 will be sent to the City Librarian. Friends' Controller will track all requests to ensure accurate funding levels and will issue checks for less than \$10,000 within 30 days of receipt and checks for more than \$10,000 within 90 days of receipt.

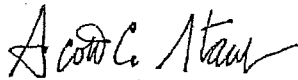
We encourage Library staff to utilize these funds for current projects and to draw down on them as needed rather than rely on new income sources unless the funds are being held for a specific future project. Friends will supply regular biannual reports on fund balances to aid with budget planning.

D. Friends Initiatives

- Funding up to \$53,400 to publish a monthly library publication "*At The Library*" including design and printing costs for the publication.
- Funding up to \$25,000 in support of "San Francisco Reads: One City, One Book".

The Board and staff of Friends of the San Francisco Public Library look forward to collaborating with the Library in supporting the vital and successful programs and services that you provide to the City, both at the Main Library and in the branches. We thank you for the excellent work you do in making San Francisco a literate, healthy and well educated community. We hope you find this guideline helpful as you prepare your proposals.

Thank you,



Scott C. Staub
Executive Director

Cc: Sophie Ziegler, Chair, Library Support and Evaluation Committee

				Friends Grant Funding Request	
				2013/14	
Traditionally Supported Programs					
Children & Youth Services					
	General Systemwide Programming				\$38,000
	Summer Reading Programming				\$58,500
	Teen Services				\$28,000
	Book Buddies				\$1,300
	Effie Lee Morris Program				\$2,500
					\$128,300
Public Affairs/Friends Initiatives					
	Community Relations/Promotions & Marketing				\$25,000
	Exhibitions & Programming				\$70,000
	Volunteer Services Recognition Event				\$4,000
	Collection Development Discretionary Fund				\$2,000
	At the Library				\$53,400
	One City, One Book				\$20,000
					\$174,400
Library Support Fund					
					\$35,000
Grants to Branches					
					\$13,500
Innovation Grants					
					\$20,000
Professional Development					
	Educational Opportunities				\$30,000
	Staff Recognition Event				\$2,000
	Staff Holiday Party				\$5,500
	Training Refreshment Fund				\$1,500
					\$39,000
Proposal Requests - Subtotal					
					\$410,200
Donor Designated Funds					
	Proposals not required.				\$309,800
TOTAL FUNDING REQUEST					
					\$720,000



July 1, 2013

Luis Herrera
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Luis,

On behalf of our Board of Directors, I am pleased to inform you that Friends of the San Francisco Public Library has approved funding for all of the requests you submitted for Fiscal Year 2013-2014.

Included in this total is \$298,300 in direct funding for programs that we have traditionally supported in the past, along with new initiatives, discretionary funding for staff development and consulting, grants for branch libraries and grants for innovative programs throughout the system.

We are pleased to let you know that we have approved the Innovation Grants as you requested, at a total of \$20,000. We trust that this will help you reach your goal of "meeting the Library's need to strategically advance creative ideas and priorities for services that may later be implemented on a wider scale". We are particularly happy that your staff has worked so strategically to focus on programs that will benefit the system as a whole.

We further agree to your suggestion that the Grants to Branches funding, totaling \$13,500, to be used in alignment of the Library's diversity and programming priorities to provide consistent and targeted support for key initiatives.

In addition to the Traditionally Supported Programs, the Grants to Branches and the Innovation Grants mentioned above, we have included \$78,400 for Friends Initiatives, which will support "One City, One Book" and the publication of *At the Library*.

In addition to the direct grants mentioned above, \$309,800 is available through donor designated funds which Friends holds in trust for your use. We will appreciate getting your estimate of the amount you plan to use and the estimated timeline for expenditures

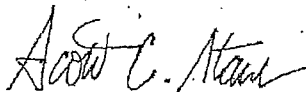
when you are able to develop it. Please recall that we are asking for quarterly estimates for use of these funds to enable us to calculate our cash flow needs.

Funds granted in this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2013. We appreciate the assessment and reporting that you and your staff did during the course of the past year to help measure and reflect their impact, both on the library and on the community which it serves. Information such as this helps Friends seek future funding of these programs, and also gives our Board and donors a clear and compelling picture of the effects of their generosity.

We look forward to working with you to strategize on how to build sustainability into vital programs that would otherwise not be offered and to focus attention on your excellent staff and the wonderful work they do. Additionally, to enable us to raise the funds needed to support this work, we ask that Friends be acknowledged on all materials developed through our funding as well as at programs in the libraries, and that we continue to receive any evaluations or other measures of the programs that are produced. This information will help us tremendously to make the case to funders that libraries are a sound investment of their philanthropic dollars.

Thank you for this opportunity to support our city's greatest public assets – our libraries. We look forward to an exciting year!

Best regards,



Scott C. Staub
Executive Director

Cc: Sophie Ziegler, Chair, Library Support Committee

SFPL Grant Funded Program Proposals FY 13/14
 Friends of the San Francisco Public Library
 CYS

1997
 3884

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning; 2) Digital Strategy; 3) Youth Engagement; 4) Strategic Partnerships; 5) Diversity In Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Children's General Programming	Provides funding for high quality children's literary, arts and sciences programming free of charge on a regular basis in the Main Library Children's Center and all the neighborhood branch libraries. These funds are also used for the system-wide annual Puppet Festival and Lion Dance appearances; author and illustrator visits; displays and supplies for librarian generated arts and crafts programs; and to bring in presenters for annual in-service workshops for children's librarians.	<p>1) Almost all of the programs contain elements of literacy and learning: author programs; puppet and storytelling; music and song; even programs such as magic shows and Juggling shows often have a story basis that the performer works from. Art programs can include writing, and also address arts literacy, likewise for science programs. All programs can be supported by materials from the library's collection. A priority for Fall 2013 will be STEM-based science programs in concert with the Bay Area Science Festival.</p> <p>2) The programs presented by Children's Services are by their nature geared to youth engagement. They are designed to attract children, classes and families into the library where they can become aware of the other resources the library has to offer.</p> <p>3) Children's Services collaborates with many community organizations to present programs both in the library system and out in the community, such as SF Ballet; Kidquake; SF Girls Chorus; SF Shakespeare Festival; Poetry Inside Out (Center for the Art of Translation); Mission Learning Center, KQED Education, Jumpstart, Nuestros Niños and the other organizations we work with to put on the annual Día de los Niños/Día de los Libros event; Young Audiences of Northern California; and SF Trolley Dances supporting strategic partnerships.</p> <p>4) The programming is rich in cultural diversity throughout the year, in the background of the performers, the type of programs they present and the audiences in attendance. We also have special festivals for Latino-Hispanic Heritage Month, Chinese New Year and Black History Month supporting diversity in programming.</p>	<p>1) Children, caregivers and parents know that the Library is a place they can come to experience arts, literary and science based programming at no charge.</p> <p>2) San Francisco arts organizations know that the library is an agency with whom they can collaborate on arts education programming projects.</p> <p>3) Children and families attend free arts related programs in their neighborhood, at the local branch library.</p> <p>4) While attending programs, these groups become more aware of and familiar with the other services their neighborhood library has to offer.</p> <p>Attendance figures are collected and reported for all programs.</p> <p>Librarians get feedback from parents, children and caregivers about the programs they provide.</p>	FY 14	\$42,000 including programming provided by organizations for no (or greatly reduced) fees.	\$38,000
Summer Reading Program	The Summer Reading Program (SRP) was initially designed to encourage young readers to maintain or improve reading skills over the summer months, when it has been documented that without such encouragement or exposure to culturally rich activities, a learning gap occurs for children in lower socio-economic levels that cannot be made up during the school year. The program also helps foster a positive ongoing connection with the Library and provide regularly scheduled arts, literary and science based programs free of charge in every neighborhood in San Francisco throughout the summer. However, acknowledging the fact that summer reading is important for other age groups as well, SFPL has expanded the program. A SRP for teens was developed several years ago and one for adults began three years ago. In 2011 it was determined that we could have the greatest impact on summer reading habits by combining all age groups into one program under the direction of the Children and Youth Services division with support from members of the adult services staff of the Main and Branches, thus raising public awareness of the importance of reading for all ages and encouraging families to read together. The program has been branded as SummerRead SF and we propose to continue the all-ages program in FY14 with continued emphasis on engaging families and individuals of all ages in reading and participating in literary, cultural and scientific activities at their neighborhood libraries over the summer. In addition, we will continue the online registration and participation component for those who wish to join this community of readers, but are less able or willing to come in to the library.	SRP supports the following SFPL Strategic Priorities: Literacy & Learning - the most basic purpose of the program is to encourage San Franciscans to read. It encourages younger readers to practice and enhance their reading skills by offering an opportunity to read for pleasure and prizes. This year prizes will be limited to the choice of a free book or experiential prize (pass to museum, aquarium, Cal Academy of Sciences) thus reinforcing the summer learning priority. By including teens and adults, it provides a positive family reading activity where older readers serve as an example to younger readers and creates a cross generational community of readers. Youth Engagement is promoted on two levels. First, young people are actively involved in the reading program by reading, logging their hours and ultimately succeeding in reaching a reading goal. Second, children 11-16 assist SFPL staff in running the program by helping participants register, log their hours and select and receive their prizes. For many, this is their first "job" where they learn about the expectations of work through this volunteer opportunity. Strategic partnerships continue to be a vital part of SRP. SFPL will work with the California Library Association on the two statewide summer reading outcomes: participants belong to a community of readers and library users; and at least two sites will target an underserved group to participate in the SRP. In addition, we are collaborating with CLA through a Packard grant for Portola, Bernal Heights and Western Addition Branches to increase collaboration to reach out to these communities through summer program centers. Other partnerships are also a strong component of the program. Many community attractions and organizations provide programs or prizes free or at reduced rates, including the SF Giants, Aquarium of the Bay, California Academy of Sciences and more. Diversity in Programming is reflected in the variety of programs offered for children, teen and adults. Programs from musical events to science and dance to storytelling provide a wide array of diverse program options. In addition, programming reflects the rich cultural diversity of our City (examples from include: henna design, origami, Chinese-American author Millie Lee, Native American stories and hoop dancing to name a few).	The goal is to enroll 1,000 adults, 800 teens and 16,000 children. Anticipated outcomes include: 1) San Franciscans will read during the summer; 2) Children, teens, adults and families will visit the library during the summer months and view it as a place for programs and activities for people of all ages; 3) Children, teens, adults and families will be exposed to free arts, literary, science and culturally diverse programming in their neighborhoods; 4) Teens will view the library as a safe, inviting environment; 5) Teens and teen volunteers will be engaged and gain work experience, bolster their confidence and sense of responsibility and form a closer connection with the Library and staff through the KidPower program; 6) Parents and caregivers of young children will become aware of the importance of reading aloud as well as learning about other ways to foster early literacy skills; 7) Other community organizations are made aware of the importance of continued reading during the summer and the role of the Library in helping to achieve that; 8) Each branch and various units at Main will develop one way to create a Community of Readers per the State Library outcomes and 2 sites will participate in a pilot project to target an underserved group in their area; 9) Statistics are gathered on the number of readers enrolled, how many complete the program, how many volunteers participate, how many volunteer hours are worked, how many programs are provided and how many people attend those programs; 10) Evaluations and public feedback are collected and used to plan the FY 14-15 program.	June 1 - August 11, 2013	\$90-98,000 (includes generous in-kind donations of passes, coupons and other materials from many Bay Area organizations).	\$70,000 (includes \$58,500 through Traditionally Supported funding and additional funds to be requested through Temporarily restricted funds). The use of restricted funds is necessary to fund the planned increase in teen programming as well as the adult programs as the SRC now covers all age groups.

SFPL Grant Funded Program Proposals FY 13/14
 Friends of the San Francisco Public Library
 CYS

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning; 2) Digital Strategy; 3) Youth Engagement; 4) Strategic Partnerships; 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Teen General Programming	<p>The funding allows for programming aimed specifically at teens, ages 12-18. These special programs are distributed throughout the library system (including the Juvenile Justice Center), with audience size ranging from 10 to 300, depending on the performance or presentation. Themes addressed are youth development, social issues, digital learning, cultural enrichment, creative arts, and educational needs. This grant supports and enhances the existing teen program offerings around the City: Bayview \$1,500; Chinatown/North Beach \$3,000; Excelsior/Glen Park \$3,000; JJC \$1,500; Log Cabin \$1,500; Mission \$1,000; Ortega \$1,000; Portola/Visitaclon Valley \$2,000; Richmond \$1,000; West Portal/Parkside \$1,500; Main Teen Center \$3,000; Potrero \$1,000; Bernal \$1,000; O.C.Y.S. Centralized \$4,000; special contests and central events \$2,000 (Teen Read Week, Teen Winter Read, Teen Tech Week, Earth Day, Gay Pride, Hive Digital Fest).</p>	<p>1) The programs supported by the Friends attract teens to the library, giving staff the opportunity to interact with a traditionally underserved population who may not have home access to literacy and learning tools. Teen programs open doors to new library users, creating lifelong learners in our community. 2) Through public programs, Teen Services librarians interact with community organizations and schools, meeting teenagers where they are, both in person and virtually, rather than waiting for them to come to the library. Teens are on the cutting edge of digital learning, such as gaming, online challenge games, new music, filmmaking, and audio production. The planning of a new digital learning lab at the Main Library will involve youth at every stage of the process, fully positioning the library as a hub of emerging learning technologies. 3) Teen programs will attract neighborhood teens to participate and engage with other youth in recreational and academic pursuits within the library setting where they will have access to collections and services. Author visits to schools will highlight the library as a community resource. Publicity for all events will call attention to teens and their families to be aware of the library as an enjoyable place to spend time. 4) The City has made concerted efforts to support healthy youth engagement, development, and violence prevention. Working together, sharing resources with schools and community-based organizations will allow the Library to play a pivotal role in the City's campaign to support teens in and out of school time so they have alternatives to being on the streets by participating in exciting and interesting activities. 5) Programs for teenagers, along with intergenerational programs that involve teens, address the need to reach out to diverse age groups and involve an underserved age group in library activities. Additionally, many of the collaborating organizations specifically address the needs of at-risk, lower income youth, or youth in ethnically diverse populations. Teens who participate in library programs reflect the diversity of San Francisco.</p>	<p>It is our goal to have thousands of teenagers (12-18) throughout San Francisco benefit from these programs (a population of over 40,000). The Friends-funded programs have made a vital impact on library services to teens. We hope to provide at-risk youth with meaningful, creative and informative activities. These programs will cultivate positive experiences of the public library for a traditionally under-served segment of the community, resulting in increased library visibility, outreach, usage and service throughout the city. In addition, library staff will be given the opportunity to interact positively with teen patrons, improving library service in general. Evaluations are taken post-program through online and print surveys, as well as through contact with educators and youth services providers.</p>	FY 14	\$28,000	\$28,000
Book Buddies (BB)	<p>Book Buddies (BB) program provides services to hospitalized children through visits from trained volunteers who read to and interact with children. These visits provide comfort and connection, while introducing the children and their families to quality children's literature, modeling the importance of reading aloud and increasing awareness of the resources and services of the SFPL.</p>	<p>Literacy and Learning and Youth Engagement: The volunteers are reading library selected books to children who would not otherwise have this service. Children are engaged in an enriching activity with a caring person, giving the opportunity to form a bond around the pleasure of sharing books. The BB volunteers are ambassadors of SFPL to the children and their families. Strategic Partnerships: We partner with the member hospitals in this program, and we use volunteers recruited from the community who are in turn parts of other communities (including businesses). Diversity in Programming: Children from all backgrounds are served.</p>	<p>1) Each participating hospital has the services of library recruited and trained BB volunteers to read to the children in their pediatric sections. 2) Children's hospital experiences will be brightened through the connection made with a caring non-medical adult as well as through the escape and diversion that a good story provides. 3) Families who may not be familiar with the concept of reading aloud with their children become aware of this and see how to do it. 4) Volunteers who wish to contribute to their community in a way that involves reading and children have the satisfaction of being able to do just that. The BB Advisory Board is continually evaluating the effectiveness of the program and how it is being run. The Board consists of the Library's Children's Programming Specialist, the Child Life Specialists from the participating hospitals who work directly with the BB volunteers and the children, and the Library's Volunteer Program Coordinator. The Board meets regularly to assess aspects of the program; plan annual in-service programs; initiate new projects and make changes. Child Life Specialists work with the BBs and the children and family clients. They receive feedback from the volunteers, kids and parents, and can observe how effectiveness of the program.</p>	FY 14	\$1,500	\$1,300

188
284

SFPL Grant Funded Program Proposals FY 13/14
 Friends of the San Francisco Public Library
 CYS

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning; 2) Digital Strategy; 3) Youth Engagement; 4) Strategic Partnerships; 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Eflie Lee Morris Lecture	The Eflie Lee Morris Lecture is an annual event initiated in 1997 by the San Francisco Chapter of the Women's National Book Association (WNBA) in collaboration with SFPL. The lecture explores the idea of viewing children through their literature. It also presents the opportunity for the Bay Area Community to hear noted children's authors and or illustrators discuss their diverse work.	The lecture engages the audience to read the various works of the speaker. Past speakers have been authors/illustrators with an established repertoire of award winning children's literature. The 2013 lecture continued in collaboration with the WNBA as co-sponsor and featured Eve Bunting, author of more than 240 books, including Caldecott winner <i>Smoky Night</i> . Other community partnerships have varied depending upon the selected speaker. The lecture promotes diversity by selecting authors/illustrators which represent the Bay Area's melting pot. The lecture and exhibit generate circulation of the speaker's work. It also introduces a new generation of readers to the best in children's literature and allows children, parents and care givers to explore the Historical Children's Collection.	Attendance statistics are collected and reported for every program. Publicity/marketing of the program will be increased by using traditional methods and by utilizing technology to reach a broader audience. Circulation of the speaker's work is increased by creating an exhibit of his/her work which is viewable 60 days prior to the program. The exhibit is housed outside the Children's Center which attracts children and adults to request more titles by the speaker. Displays of the speaker's work are also placed within the Children's Center which again sparks the interest of the reader to seek more titles by the speaker. Feedback from the program attendees. Librarians get feedback from children and adults about the program they attended. Feedback from the Friends Store on the sales generated by the program.	FY 14	\$2,500	\$2,500
Total						\$128,300

10/20/13

Friends of the San Francisco Public Library 13/14
Public Affairs/Programs Exhibitions/Friends Initiatives

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Public Relations	The Public Relations grant supports the library's marketing and promotional efforts to reach out to the community. Funding is used to support library participation in heritage street fairs and festivals such as the Russian Festival and the Chinatown Families Economic Resource Fair. Monies are also used for signage, marketing collateral, photography, promotional efforts and advertising around the Branch Library Improvement Program, Summer Reading, the Tricycle Music Fest, Library Open Hours Public Engagement Process, Banned Books Week, and other exhibitions, collections and key program and outreach initiatives. Funds also support periodicals and museum memberships for library staff.	The Public Relations grant supports outreach and increases library visibility around all five strategic priorities. Our marketing efforts engage the community in both traditional and innovative ways to inform them about library programs and services, such as traditional forms of press releases and advertising along with additional efforts online with new calendars and social media tools. These funds also enable staff to participate in diversity festivals, attend museums and support outreach on behalf of patron satisfaction. In addition to the priorities mentioned, we use our PR efforts to draw attention to issues such as increased library usage and the importance of libraries to the community.	We anticipate our public relations efforts will result in increased public awareness of library programs and initiatives. We evaluate all efforts based on media and community response, increased attendance at events and increased circulation of materials, and general public awareness of library activities.	FY 13-14	\$25,000	\$25,000
Exhibitions & Public Programming	The goals for FY 2013-14 are to reach out to San Francisco's diverse and vibrant communities through exhibitions and programs. The public programming funds will continue to be used to support key initiatives including robust summer reading programming for adults, 50+ events, and programs that highlight heritage months and community interests for each branch. We have created a more equitable distribution system for programming funds that provides more clarity and improves planning for programs at the branches and Main Library centers. In addition, new thematic and coordinated programs will be developed that support the library's strategic priorities while reflecting neighborhood demographics and community partnerships. The Affinity Centers will continue to host a diverse selection of exhibits, including our continued partnership with AfroSolo, along with planned exhibits and related programs in 2013-14 that will explore the cultural heritages of Mexico, Japan & Ukraine and the Filipino history in San Francisco.	The exhibitions and programs presented by our office supports Literacy & Learning by offering patrons new and different ways of accessing information and supporting training programs, classes and workshops. By our very nature, the Office of Exhibitions & Programming creates Strategic Partnerships and Diversity in Programming. We work with a wide variety of organizations and individuals in partnership to create these events, bringing in different viewpoints and sharing library resources with communities that might not otherwise have a public voice. Among the upcoming exhibitions are: Breaking Barriers which highlights the achievements of African Americans in Tennis sponsored by the American Tennis Association. Friendship in a Time of War - The Story of La Benevolencija in Sarajevo: focuses on the stories of communities that came together in Sarajevo during the war in the 1990s. A Little Piece of Mexico: featuring post cards of Mexico from 1890 - the revolution of 1910. It features post cards from the collection of San Francisco poet laureate Alejandro Murguia. Line Drives and Lipstick: travelling exhibit focuses on the history of women in baseball. Forbidden City: This exhibit tells the fascinating story of Chinese night clubs in San Francisco from 1920s- 1960s. We will work to secure strategic partners to help with the program planning and community outreach. Public Programs - In addition to related programs around exhibits, we will continue successful events such as the Radar Reading series which is co-sponsored with the James C. Hormel Gay & Lesbian Center; Open Books - which features a diverse collection of authors. Also the ITVS - Independent Lens film series which also features a wide range of independent films on a broad range of topics. We will also continue to support the Northern California Book Awards which honors the best in fiction, nonfiction, children's literature, translation and other categories. This is one of the biggest events the SFPL hosts each year. All of these events reach out to diverse audiences.	We will continue to host a variety of intriguing and thought-provoking public programs and exhibits that reflect the cultural diversity of San Francisco. We will evaluate the program based on attendance figures, gate totals (where applicable), media coverage and patron feedback.	FY 13-14	\$65,000	\$65,000

182906

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project is one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Volunteer Services Recognition Event (Annual Luncheon) - SUGGESTED TITLE CHANGE TO: Volunteer Programming and Appreciation 1897	The Volunteer Program works to increase visibility and outreach by creating a sustainable volunteer program that is able to engage library users and others throughout the city. The program provides support to library staff by offering volunteer assistance for a variety of tasks and public programs. By identifying tasks that support library staff, volunteer programming enables library personnel to continue addressing capacity-building ideas and initiatives. The volunteer program allows each branch library to broaden its reach into the neighborhood community by engaging with community members directly. The program addresses community needs by providing valuable job and education and job training skills for adults and teens. It also links community members back to the services of SFPL. The Volunteer Program has placed and currently manages 124 volunteers. The Volunteer Program has created several sustainable programs (Conversational Language Learning, Books-To-Action Grant program, Legal & Financial Book Clubs), helped with numerous events and activities, and created several partnerships including an ongoing partnership with the California State Library's 'Get Involved' initiative, which seeks to mobilize volunteers in all California libraries.	Literacy and Learning: Created opportunities for language learning, financial literacy classes, legal literacy and a writer's workshop. Provided and created opportunities for volunteers to share various expertise with the library's general public. Digital Strategy: The Volunteer Program has added capacity to the Digital Strategy by supplying numerous volunteers to computer classes throughout the library system. Engaging several new volunteers this year and starting 1 new class. The Volunteer Program has also worked to create systems for the Teen Computer Corps program (formerly Teen Teaching Seniors) and recruited/placed Teen volunteers throughout the system. The Volunteer Program also provided a volunteer to transcribe archived library footage to increase access to those with disabilities. Youth Engagement: The Volunteer Program has worked to integrate systems for the Teen Computer Corps program (formerly Teens Teaching Seniors), which offers Teens the opportunity to share their technological expertise with seniors. The Volunteer Program has also worked to place numerous volunteers in the Homework Help program throughout several branch locations. The Volunteer Program also co-sponsors the Teen Appreciation Event with Teen Services. Strategic Partnerships: The Volunteer Program Coordinator created and forged over 20 partnerships within the first year. The most aligned partnership has been with the California State Library's 'Get Involved' initiative, which seeks to engage skilled leadership volunteers in all California libraries. This partnership has resulted in grant opportunities, local library partnerships and the creation of workshops and seminars. Diversity in Programming: The Volunteer Program has brought to the library several individuals that did not know their work could be highlighted using the library's resources. In addition to sponsoring a film screening/ panel discussion at 3 libraries, the Volunteer Program has partnered with the African American Center, the Art, Music and Recreation Center and the International Center to bring programming to their departments.	The anticipated outcome is to bring in new volunteers, additional library users, create ownership and increase support of library programs and services. The goal of the Volunteer Services program will be to continue offering programs that it has started, support and appreciate existing volunteers and new volunteer programming that reaches the library's strategic priority goals.	FY 13-14	\$4,000	\$4,000
Collection Development Discretionary Fund	This project allows SFPL to the flexibility to purchase titles that are urgently needed or difficult to source with CCSF purchase orders. Particularly as we move more heavily into digital formats, it can be hard or impossible to obtain certain materials sold from websites that do not accept purchase orders.	In its FY12 expenditures, this project supported all five of the FY13 strategic priorities. For instance, we were able to purchase copies of a history of the Chinatown YMCA (community partnerships), fostering good will and obtaining needed San Francisco history books; we were able to purchase books needed quickly for staff for a teen digital center planning event, assisting both our digital strategy and youth engagement needs; purchase a small amount of eContent for eReaders to be used by staff for training purposes, furthering our digital strategy; purchase some music cds from local bands at area event and purchase titles needed quickly to support library programs, furthering diversity in programming. 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	Each year that we have had this fund, the diversity of the individual purchases demonstrates a pattern of working with community organizations to obtain needed materials difficult to source with City purchasing rules and purchasing for use in important library programs and initiatives.	FY13	\$2,000	\$2,000
					Sub-Total	\$96,000

Friends of the San Francisco Public Library 13/14
Public Affairs/Programs Exhibitions/Friends Initiatives

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
<p>18988 At the Library Newsletter</p>	<p>The <i>At the Library</i> newsletter is produced each month, providing an important publicity vehicle to highlight the many programs, events, collections and services at our libraries. The publication also provides an important service for all patrons and library staff by printing a complete monthly calendar of adult, teen and children's events at all branches and the Main Library. The monthly newsletter also highlights our many social media initiatives, along with diverse neighborhood programs, exciting literary events, bookmobile services, our innovative Green Stacks programs, and now an increased focus on collections and services, providing a way to highlight the important work of our collections staff and service resources for patrons. A full page each month is dedicated to Friends events and initiatives. The newsletter is produced in an eight-page tabloid format with four additional pages produced two to three times per year to support the enhanced calendars and articles for summer reading programs and the additional events around fall literacy programs and national library week in the Spring. The publication is widely read and has a print circulation of 12,000. It is mailed to all Friends members and distributed to all branches and the Main, plus taken to various street fairs and festivals at which library staff participate. <i>At the Library</i> is also offered as an online publication on the Library's Web site and linked from the Friends' Web site.</p>	<p>As an outreach and marketing vehicle, the newsletter's content supports and increases Library visibility around all five strategic priorities. Every effort is made each month to focus the newsletter on SFPL's literacy related activities, eResources, children and teen programs, new innovations and partnerships, and our varied and exciting monthly programming.</p>	<p>The newsletter serves to drive awareness and, ultimately, attendance for Library sponsored programs and events. Our success is evaluated by general public awareness of Library programs and increased attendance at programs and circulation of library materials, as well as through the continued readership and interest in the newsletter. Currently the ATL has a print circulation of 12,000. However, there could be more additional readers who view it online from our home page. Our goal for next year is to supplement the print newsletter with a user-friendly online newsletter for key audience groups such as families.</p>	<p>FY 13-14</p>	<p>\$53,400</p>	<p>\$53,400</p>
<p>One City One Book</p>	<p>The ninth annual citywide book club will feature discussions, readings, special events, and school visits centered on a local interest title which the selection committee is still in the process of finalizing. The goal and purpose of the program is to encourage members of the San Francisco community to read the same book at the same time and then discuss it in and uncover its themes throughout the City. By building bridges between communities and generations through the reading - and most importantly the discussion of one book - we hope to make reading a lifelong pursuit and to build a more literate society.</p>	<p>The <i>One City One Book</i> program engages with all of SFPL's current strategic priorities: 1) Literacy & Learning: The cornerstone of OCOB is encouraging adults and teens to read and learn together, to bring the solitary act of reading into a place for sharing and public engagement. 2) Digital Strategy: OCOB has always been forward-thinking in terms of engaging the digital audience through social media - we have a Facebook page and Twitter account; have run unique online contests, have partnered with blogs and other popular websites to promote the program and encourage online dialogue. 3) Youth Engagement: Public high school engagement is central to OCOB and we will again aim to have author visits to high schools this year. We provide supporting print materials and free books to select schools and encourage the inclusion of the book/theme in summer reading lists and curriculum. 4) Strategic Partnerships: Ongoing partnerships for OCOB include Bay Area bookstores, high schools, local companies, media and more. 5) Diversity in Programming: Every year we develop unique and diverse programming that ties in with the books themes - book discussions, film screenings, craft events, programs at partner organizations.</p>	<p><i>One City One Book</i> builds community spirit through shared reading and discussion experience; provides engaging programs to diverse neighborhoods, communities and schools; provides a creative resource for new and established book groups and readers; builds stronger partnerships between the library and literary organizations and bookstores; creates greater visibility for the library through marketing materials, ads, billboards, street banners and vehicle decals; and provides increasing recognition of the OCOB program and its sponsors and supporters. Every year, more than 10,000 teens and adults participate in the program, along with over various sponsors and partners. We anticipate continued participation and engaging of new audiences in 2013. We evaluate success by looking at book circulations, book sales, program attendance, online participation and word-of-mouth feedback.</p>	<p>Spring 13 - Book selected. Initiation of media; school & bookstore sponsorship and partner relationships. Summer 2013 - Public announcement. Sept/Oct 13 - Marketing materials & ads, website goes live. Programming commences & continues throughout fall.</p>	<p>\$25,000</p>	<p>\$25,000</p>
					<p align="right">Sub-Total</p>	<p align="right">\$78,400</p>
					<p align="right">Total</p>	<p align="right">\$174,400</p>

SFPL Grant Funded Program Proposals FY 13/14
 Friends of the San Francisco Public Library
 Library Support Fund/Branches/Innovation

Program/Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Amount Requested from Friends
18999 Library Support Fund	City Librarian	The Library Support Fund enables the city librarian to provide funding for operational support, special projects and library initiatives that are not funded through the city's budget process. In the coming year, we anticipate continued support for the leadership development program; the teen learning network associated with the ongoing planning for the Teen Center; and community outreach projects that foster civic engagement. The fund also supports professional development including conference attendance, travel and association membership.	SFPL continues to develop a cohort of leaders that are helping transform the organization into a premier urban library. Their work is focusing on responding to community priorities for library service. The community profiles are demonstrated success of the commitment to outreach and civic engagement. The projects and initiatives planned for the coming year directly support the Library's five strategic priorities with an emphasis on youth engagement and digital strategy.	This coming year we anticipate the implementation of the recommendations of the Literacy and Learning Focus Team, significant progress on the learning network and Teen Center, as well as the progress on implementing the recommendations from the initial community profiles. Success will be measured by an increase in partnerships, the number of recommendations implemented and assessing the engagement of the teen advisory group in the learning network and Teen Center planning.	FY 2013/14	\$35,000
Grants to Branches	Branches	Grants to Branches funds traditionally supported Branch Library programs, services and initiatives that are not funded by the city's budget process. These grants are essential in sustaining an array of library activities that support SFPL's five strategic priorities: 1) Literacy & Learning; 2) Digital Strategy; 3) Youth Engagement; 4) Strategic Partnerships; and 5) Diversity in Programming. 10 of 27 branches have donor restricted funds available to finance non-city budgeted programs and initiatives. The remaining 17 branches that do not have donor restricted funds and the mobile outreach services will be allocated \$750 per location which can be used to support programming and other needs in the branch. This may include covering the cost of speakers, events, refreshments, community performances or meetings, and exhibits. Branches are encouraged to collaborate and partner with other branches, community-based organizations and other departments with similar goals and objectives to leverage resources. Branch librarian staff will develop and plan programs and initiatives to determine how funds would best be used to support a particular branch in consultation with the Chief of Branches, who provides oversight.	Grant to Branches proposals will strategically advance creative ideas and priorities for services that may later be implemented on a wider scale. These projects will support the Library's strategic initiatives and priorities; engage the community in both traditional and innovative ways; address community priorities and needs; demonstrate collaboration cooperation and partnership with other branches, City agencies, and programs offered by non-profits/ community groups.	Outcomes will include branch specific programs, service, and initiatives that support the library's strategic priorities. Each branch will provide an array of diverse program to support community needs. Each proposal will include Program/Project Title; Branch(es)/Agency; project description and purpose; How proposed project supports one or more library priorities; outreach, visibility, community engagement, etc.; anticipated outcomes; program evaluation; timeline; cost of project; and amount requested from Friends.	FY 2013/14	\$13,500
Innovation Grants	Systemwide	Innovation Grants allow the Library to strategically advance creative ideas and priorities for services that may later be implemented on a wider scale. The Library will provide details on the specific projects for FY 13/14 in July 2013. As examples, last year's Innovation Grants included: School Age Program Kits; Teen Media Learning Lab Pilot; and Webcams for Deaf Services.	As in previous years, this year's Innovation Grants will support all of the Library's Strategic Priorities.	Outcomes to be determined with specific program approval.	FY 2013/14	\$20,000
8/23/2013						\$68,500

SFPL Grant Funded Program Proposals FY 13/14
 Friends of the San Francisco Public Library
 Professional Development

Program/Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Educational Opportunities Committee (EOC)	Human Resources	The EOC grant is the primary source of funding enabling SFPL staff of all classifications to attend professional workshops, seminars, conferences, courses for continuing education, etc. All library employees (except administration) are eligible for assistance to attend events that are relevant to their work and which benefit the library. The grant pays for registration costs and partial travel and lodging costs.	The EOC Grant supports all of the above, especially enhancing the abilities of the Library staff to serve the public by providing training/knowledge/perspectives in every area of library service. These outside learning opportunities are critical for keeping the library current on trends and innovations that affect the public in broad areas such as literacy efforts, appropriate uses of technology, reaching children and youth, creating collaborations within the community, and honoring all types of diversity. In addition, training in structural areas such as management improvements, conservation and preservation, and library accessibility for visually/physically impaired are also supported.	The outcome is that Library staff will successfully enhance their knowledge, abilities and skills in performing the duties. EOC funding is tracked by keeping records of what training Library staff is attending and requesting feedback on their experience. Thus far in FY 13, EOC funds helped 142 staff members from all classifications and locations participate in various workshops, seminars, conferences, etc.	July 1, 2013-June 30, 2014	\$30,000	\$30,000
188870 Annual Staff Recognition Awards	Human Resources	The annual Staff Recognition Awards is an event that honors excellence in service to individual or groups of staff members. Held every spring, this recognition invites all staff to join in a celebration of employee achievements for the year. These awards motivate and inspire staff to maintain high levels of excellence in public service and behind the scenes.	Staff Recognition Awards address all of the Library priorities, recognizing staff excellence in every area of service. By acknowledging the outstanding performance of individual staff members and teams of co-workers, the Library encourages staff to do their best while reaffirming their appreciation for all staff. This results in more concern for all aspects of Library work, but especially when it concerns working with the public.	The outcomes of the Staff Recognition Program are a highly motivated staff, concerned with excellence in service and the understanding that staff's work is acknowledged and rewarded by Administration and co-workers. The quality of the event, itself, is also evaluated for effectiveness, appropriateness and positive staff feedback.	May-14	\$2,000	\$2,000
Staff Holiday Party	Human Resources	The Staff Holiday Party is the major annual staff-centered social event where Library staff renew relationships, celebrate the holiday season and end another year of dedication and hard work.	This event helps to motivate staff and reinvigorate their efforts to provide excellent service to the community, contributing to the accomplishment of all Library priorities. The annual Staff Holiday Party brings together 250+ current and retired staff, along with Friends of the Library, to socialize and enjoy a pleasant evening of food and refreshments as an acknowledgement of the contributions they make to the Library all year long.	We expect that the immediate outcome of this event is an enjoyable evening for staff in a congenial and relaxed atmosphere and, long-term, a recognition that they are valued for their commitment to serving the public. The evaluation of effectiveness is the staff's verbal and written expressions of appreciation, and the continual high levels of participation in this event.	December-13	\$5,500	\$5,500
Training and Refreshment Funds	Human Resources	The Training and Refreshment fund provides refreshments during Library training sessions. Refreshments help to create an environment that is conducive to learning.	In order to maintain high quality service to the public in all priority areas, staff must stay abreast of new trends, procedures and services in the library field. By providing a small amenity at some of the training sessions, as well as at some Gen PL meetings, in the form of simple refreshments, staff remains more attentive to the training and more appreciative of management's efforts to keep them up to date.	Refreshments help to create a more welcoming and comfortable environment, conducive to learning. Training events are evaluated with feedback forms at the end of each session, and the successful implementation of Library priorities, along with the introduction of new methods within the libraries also act as evaluations of the training program.	July 1, 2013-June 30, 2014	\$1,500	\$1,500
						Total	\$39,000

1 [Accept and Expend Grant - Library Programs - Friends of Public Library - Up to \$720,000 -
2 FY2013-2014]

3 **Resolution retroactively authorizing the Department of Public Library to accept and**
4 **expend a grant in the amount of up to \$720,000 of in-kind gifts, services, and cash**
5 **monies from the Friends of Public Library for direct support for a variety of public**
6 **programs and services for the period of July 1, 2013, through June 30, 2014.**

7 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
8 organization that advocates, fundraises, and provides critical support for the San Francisco
9 Public Library and related literary and educational programs; and

10 WHEREAS, The Public Library submits proposals annually to the Friends for public
11 programs and services; and

12 WHEREAS, The types of programs and services supported by these grants include
13 Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public
14 Relations, and Innovation Programs; and

15 WHEREAS, The Friends' grant funds support programs and services that reached
16 more than 245,000 patrons in FY2012-2013; and

17 WHEREAS, Highlights of the FY2012-2013 program year included Digital Download
18 Station in the Library for the Blind & Print Disabled, Elearning Tablet Program, and *One City*
19 *One Book*; and

20 WHEREAS, The Department proposes to maximize use of available grant funds on
21 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

22 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in
23 the grant budget; and, be it

24 FURTHER RESOLVED, That the Public Library is authorized to retroactively accept
25 and expend up to \$720,000 of in-kind gifts, services, and cash monies awarded by the

1 Friends of San Francisco Public Library to support Library programs and services and related
2 literary and educational programs in FY 13 – 14.

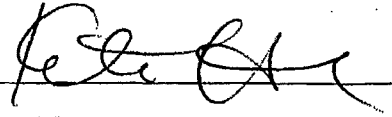
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

Recommended:



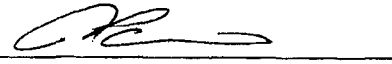
Department Head

Approved:



Mayor

Approved:



Controller



City and County of San Francisco

Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 131071

Date Passed: November 19, 2013

Resolution retroactively authorizing the Department of Public Library to accept and expend a grant in the amount of up to \$720,000 of in-kind gifts, services, and cash monies from the Friends of Public Library for direct support for a variety of public programs and services for the period of July 1, 2013, through June 30, 2014.

November 13, 2013 Budget and Finance Committee - RECOMMENDED

November 19, 2013 Board of Supervisors - ADOPTED

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 131071

I hereby certify that the foregoing Resolution was ADOPTED on 11/19/2013 by the Board of Supervisors of the City and County of San Francisco.

Madeline Licavoli
for Angela Calvillo
Clerk of the Board

Edwin M. Lee

Mayor

11/27/13

Date Approved

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award,
2 FY2014-2015 - Up to \$720,000 of In-Kind Gifts]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant in the amount of up to \$720,000 of in-kind gifts, services, and cash**
5 **monies from the Friends of the San Francisco Public Library for direct support for a**
6 **variety of public programs and services in FY2014-2015.**

7
8 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
9 organization that advocates, fundraises, and provides critical support for the San Francisco
10 Public Library and related literary and educational programs; and

11 WHEREAS, The Public Library submits proposals annually to the Friends for public
12 programs and services; and

13 WHEREAS, The types of programs and services supported by these grants include
14 Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public
15 Relations, and Innovation Programs; and

16 WHEREAS, Highlights of the FY2013-2014 program year support included Reading
17 Program for Developmentally Disabled Adults, The Neighborhood As You See It – “Through
18 Our Eyes,” Video/Oral/Photographic History of the Haight, eReaders for the Blind and Print
19 Disabled, Teen Video Gaming Pilot Program, and *One City One Book*; and

20 WHEREAS, The Department proposes to maximize use of available grant funds on
21 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

22 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in
23 the grant budget; and, be it

24 **FURTHER RESOLVED**, That the Public Library is authorized to accept and expend up
25 to \$720,000 of in-kind gifts, services, and cash monies awarded by the


1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

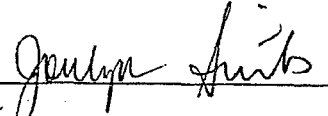
Friends of San Francisco Public Library to support Library programs and services and related literary and educational programs in FY 14 - 15.

Recommended:



Department Head

Approved: 
for Mayor

Approved: 
for Controller

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Mary Hudson, City Librarian's Office

DATE: June 24, 2014

SUBJECT: Accept and Expend Resolution for SFPL Grant

GRANT TITLE: Friends of the San Francisco Public Library – Annual Grant Award

Attached please find the original and 4 copies of each of the following:

Proposed grant resolution; original signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Mary Hudson

Phone: 557-4235

Interoffice Mail Address: Public Library #41

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

File Number: 140778
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend of in-kind gifts, services and cash grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Friends of the San Francisco Public Library Annual Grant Award, FY 14 - 15

2. Department: Public Library

3. Contact Person: Mary Hudson Telephone: 557-4235

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: Up to \$720,000 of in-kind gifts, services and cash monies.

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Friends of the San Francisco Public Library

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Friends of the San Francisco Public Library (Friends) is a non-profit organization that advocates, fundraises, and provides critical support for the San Francisco Public Library and related literary and educational programs. This grant allows the Library to provide direct support for a variety of public programs and services. The types of programs and services supported by these grants include: Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public Relations, and Innovation Programs.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2014 End-Date: June 30, 2015

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by grant agency
 Other (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s) Existing Structure(s) Existing Program(s) or Service(s)
 Rehabilitated Site(s) Rehabilitated Structure(s) New Program(s) or Service(s)
 New Site(s) New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Marti Goddard
(Name)

Access Services Manager
(Title)

Date Reviewed: 6/25/2014

Karee Strain (for Marti Goddard)
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera
(Name)

City Librarian
(Title)

Date Reviewed: 6/25/14

[Signature]
(Signature Required)

				Friends Grant Funding Requests	
				2014/15	
Traditionally Supported Programs					
Children & Youth Services					
	General Systemwide Programming				\$38,000
	Summer Reading Programming				\$58,500
	Teen Services				\$28,000
	Book Buddies				\$1,300
	Effie Lee Morris Program				\$2,500
					\$128,300
Public Affairs/Friends Initiatives					
	Community Relations/Promotions & Marketing				\$25,000
	Exhibitions & Programming				\$70,000
	Volunteer Services Recognition Event				\$4,000
	Collection Development Discretionary Fund				\$2,000
	At the Library				\$53,400
	One City, One Book				\$20,000
					\$174,400
Library Support Fund					
					\$35,000
Grants to Branches					
					\$13,500
Innovation Grants					
					\$20,000
Professional Development					
	Educational Opportunities				\$30,000
	Staff Recognition Event				\$2,000
	Staff Holiday Party				\$5,500
	Training Refreshment Fund				\$1,500
					\$39,000
Proposal Requests - Subtotal					
					\$410,200
Donor Designated Funds					
	Proposals not required.				\$309,800
TOTAL FUNDING REQUEST					
					\$720,000

SFPL Grant Funded Program Proposals FY 14/15
 Friends of the San Francisco Public Library
 CYS

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning; 2) Digital Strategy; 3) Youth Engagement; 4) Strategic Partnerships; 5) Diversity In Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Children's Programming	Provides funding for high quality children's literary, arts and science programming free of charge on a regular basis in the Main Library Children's Center and all the neighborhood libraries. These funds are also used for the system-wide annual programs including VIVA Latino/Hispanic Heritage Celebration, Imagination Librarian-led science programming, Performing Arts Festival, and Month of Maker programs; system-wide programming kits such as LEGOs and Portable Marble Machines; author and illustrator visits; supplies for librarian generated and led arts, literary, and STEM programs; and to bring in presenters for annual in-service workshops for children's librarians.	1) Almost all of the programs contain elements of literacy and learning: author programs; performance and storytelling; music and song; even programs such as magic shows and juggling shows often have a story basis that the performer works from. Art programs can include writing, and also address arts literacy, likewise for science programs. All programs can be supported by materials from the library's collection. FY 2015 will continue the focus on STEM and hands-on engagement programming started in FY 2013 programs such as Imagination and Maker May. 2) The programs presented by Children's Services are by their nature geared to youth engagement. They are designed to attract children, classes and families into the library where they can become aware of the other resources the library has to offer. In addition, CYS now requires that all programs include participatory elements to engage youth; for example, a puppet program needs to include a participatory role for the children in the audience. 3) Children's Services collaborates with many community organizations to present programs both in the library system and out in the community supporting strategic partnerships, such as Kidquake, First 5, SFUSD, DCF, Jumpstart, Contemporary Jewish Museum, Exploratorium; and the other organizations we work with to put on the annual Día de los Niños/Día de los Libros event and Young Audiences of Northern California.	1) Children, caregivers and parents know that the Library is a place they can come to experience arts, literary and science based programming at no charge. 2) San Francisco learning organizations know that the library is an agency with whom they can collaborate on engagement programming projects. 3) Children and families attend free arts, literacy and science programs in their neighborhood at the local library. 4) While attending programs, these groups become more aware of and familiar with the other services their library has to offer. Evaluation: Attendance figures are collected and reported for all programs. Librarians get feedback from parents, children and caregivers about the programs they provide.	FY 15	\$42,000 (including programming provided by organizations for no (or greatly reduced) fees.	38000 + \$1,330 from Book Buddies
Summer Reading Program	The Summer Reading Program (SRP) was initially designed to encourage young readers to maintain or improve reading skills over the summer months, when it has been documented that without such encouragement or exposure to culturally rich activities, a learning gap occurs for children in lower socio-economic levels that cannot be made up during the school year. The program also helps foster a positive ongoing connection with the library and provide regularly scheduled arts, literary and science based programs free of charge in every neighborhood in San Francisco throughout the summer. However, acknowledging the fact that summer reading is important for other age groups as well, SFPL has expanded the program. A SRP for teens was developed several years ago and one for adults began four years ago. In 2011 it was determined that we could have the greatest impact on summer reading habits by combining all age groups into one program under the direction of the Children and Youth Services division with support from members of the adult services staff of the Main and Branches, thus raising public awareness of the importance of reading for all ages and encouraging families to read together. The program has been branded as Summer Read SF and we have continued the all-ages program in FY14 with continued emphasis on engaging families and individuals of all ages in reading and participating in literary, cultural and scientific activities at their neighborhood libraries over the summer. Several key changes to the program have been made for the FY14-FY15 program to encourage participants to engage with the library including a gameboard for each participant to use to track their reading and encourage library visits, one book-bag prize for all, and weekly raffles at each library for all.	SRP supports the following SFPL Strategic Priorities: Literacy & Learning - the most basic purpose of the program is to encourage San Franciscans to read. It encourages younger readers to practice and enhance their reading skills by offering an opportunity to read for pleasure and prizes. This year's prize will be the same for all ages, a Summer Read SF 2014 book bag for carrying library and other books; in addition, participants are encouraged to enter weekly raffles at each library to win experiential prizes (e.g., pass to museum, Cal Academy of Sciences, local gift certificates) thus reinforcing the summer learning priority. By including teens and adults, the program provides a positive family reading activity where older readers serve as an example to younger readers and creates a cross generational community of readers. Youth Engagement is promoted on two levels. First, young people are actively involved in the reading program by reading, trading their hours and ultimately succeeding in reaching a goal. Second, youth are encouraged to visit the library and engage with library staff and services at programs. Third, children 11-15 assist SFPL staff in running the program by helping participants register, log their hours and select and receive their prizes. For many, this is their first "job" where they learn about the expectations of work through this volunteer opportunity. Strategic partnerships continue to be a vital part of SRP. SFPL will work with the California Library Association on the two statewide summer reading outcomes: participants belong to a community of readers and library users; and at least two sites will target an underserved group to participate in the SRP. In addition, we are collaborating with DCFY to bring the free Summer Lunch Program into libraries, thus encouraging low income youth to visit and use the library; with Read Write Discover to bring one-on-one library tutoring to elementary age children at five branches; and with CLA through a Packard grant for Portola Library to increase collaboration to reach out children in this neighborhood through summer program centers. Other partnerships are also a strong component of the program. Many community attractions and organizations provide programs or prizes free or at reduced rates, including the SF Giants, California Academy of Sciences, Exploratorium, Contemporary Jewish Museum, and more. Diversity in Programming is reflected in the variety of programs offered for children, teen and adults. Programs from musical events to science, dance to storytelling, and cooking and nutrition to LEGOs, provide a wide array of diverse program options. In addition, programming reflects the rich cultural diversity of our City (examples include: henna design, origami, Chinese-American author Milla Lee, Native American stories and hoop dancing to name a few).	The goal is to enroll 1,000 adults, 800 teens and 16,000 children. Anticipated outcomes include: 1) San Franciscans will read during the summer; 2) Children, teens, adults and families will visit the library during the summer months and view it as a place for programs and activities for people of all ages; 3) Children, teens, adults and families will be exposed to free arts, literary, science and culturally diverse programming in their neighborhoods; 4) Teens will view the library as a safe, inviting environment; 5) Teens and teen volunteers will be engaged and gain work experience, bolster their confidence and sense of responsibility and form a closer connection with the library and staff through summer youth volunteer program; 6) Parents and caregivers of young children will become aware of the importance of reading aloud as well as learning about other ways to foster early literacy skills; 7) Other community organizations are made aware of the importance of continued reading during the summer and the role of the library in helping to achieve that; 8) Each branch and various units at Main will develop one way to create a Community of Readers per the State Library outcomes and 2 sites will participate in a pilot project to target an underserved group in their area. Evaluation: Statistics are gathered on the number of readers enrolled, how many complete the program, how many volunteers participate, how many volunteer hours are worked, how many programs are provided and how many people attend those programs; Evaluations and public feedback are collected and used to plan the FY 15-16 program.	May 31 to August 10, 2014	\$90-98,000 (includes generous in-kind donations of passes, coupons and other materials from many Bay Area organizations).	\$70,000 (includes \$58,500 through Traditionally Supported funding and additional funds to be requested through Temporarily Restricted funds). The use of restricted funds is necessary to fund the planned increase in teen programming as well as the adult programs as the SRC now covers all age groups.

P311

555

SFPL Grant Funded Program Proposals FY 14/15
 Friends of the San Francisco Public Library
 CYS

P312

559

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning; 2) Digital Strategy; 3) Youth Engagement; 4) Strategic Partnerships; 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Teen General Programming	<p>The funding allows for programming aimed specifically at teens, ages 12-18. These special programs are distributed throughout the library system (including the Juvenile Justice Center), with audience size ranging from 10 to 300, depending on the performance or presentation. Themes addressed are youth development, social issues, digital learning, cultural enrichment, creative arts, and educational needs. This grant supports and enhances the existing teen program offerings around the City: Bayview \$1,500; Chinatown/North Beach \$3,000; Excelsior/Glen Park \$3,000; JJC \$1,500; Log Cabin \$1,500; Mission \$1,000; Ortega \$1,000; Portola/Visitation Valley \$2,000; Richmond \$1,000; West Portal/Parkside \$1,500; Main Teen Center \$3,000; Potrero \$1,000; Bernal \$1,000; OCYS Centralized \$4,000; digital media program support, special contests and central events \$2,000 (Teen Read Week, Teen Winter Read, Teen Tech Week, Earth Day, Gay Pride, Hive Digital Fest).</p>	<p>Teen General Programming supports all of the Library's Strategic Priorities. 1) The programs supported by the Friends attract teens to the library, giving staff the opportunity to interact with a traditionally underserved population who may not have home access to literacy and learning tools. Teen programs open doors to new library users, creating lifelong learners in our community. 2) Through public programs, Teen Services librarians interact with community organizations and schools, meeting teenagers where they are, both in person and virtually, rather than waiting for them to come to the library. Teens are on the cutting edge of digital learning, such as gaming, online challenge games, new music, filmmaking, and audio production. The opening of a new digital learning lab at the Main Library will involve youth at every stage of the process, fully positioning the library as a hub of emerging learning technologies. 3) Teen programs attract neighborhood teens to participate and engage with other youth in recreational and academic pursuits within the library setting where they will have access to collections and services. Author visits to schools will highlight the library as a community resource. Publicity for all events will call attention to teens and their families to be aware of the library as an enjoyable place to spend time. 4) The City has made concerted efforts to support healthy youth engagement, development, and violence prevention. Working together, sharing resources with schools and community-based organizations allows the library to play a pivotal role in the City's campaign to support teens in and out of school time so they have alternatives to being on the streets by participating in exciting and interesting activities. 5) Programs for teenagers, along with intergenerational programs that involve teens, address the need to reach out to diverse age groups and involve an underserved age group in library activities. Additionally, many of the collaborating organizations specifically address the needs of at-risk, lower income youth, or youth in ethnically diverse populations. Teens who participate in library programs reflect the diversity of San Francisco.</p>	<p>It is our goal to have thousands of teenagers (12-18) throughout San Francisco benefit from these programs (a population of over 40,000). The Friends-funded programs have made a vital impact on library services to teens. With the new Teen Center opening in spring 2015, we hope to provide youth from the Tenderloin/SOMA area and the entire City with meaningful, participatory, creative and informative activities. Youth stipends will allow young adult mentors to advise younger teens within the learning environment at Main and Branch teen spaces. These programs will cultivate positive experiences of the public library for a traditionally under-served segment of the community, resulting in increased library visibility, outreach, usage and service throughout the city, as well as cultivating a potential innovative workforce for the future. In addition, library staff will be given the opportunity to interact positively with teen patrons, improving library service in general. Evaluations are taken post-program through online and print surveys, as well as through contact with educators and youth services providers.</p>	FY 15	\$28,000	\$28,000
Tuddies	<p>This funding has traditionally been used to support a longstanding reading program that teams volunteers with local hospitals to read to patients in the pediatrics' ward. However, the San Francisco Hospitals that have continued the program have not sought SFPL resources, support or training in the past year, other than bookmarks, preferring to work on the project with their internal volunteers. For that reason, we have decided a better use of this funding is to wrap it into children's services to provide support and training for librarian-led programming at the branches.</p>	<p>Librarian-led children's programming meets the strategic priorities of Literacy and Learning; Youth Engagement; and Diversity in Programming for San Francisco Public Library. Over the past year, youth services has succeeded in offering training and support to strengthen librarian-led programming for such initiatives as Viva - Latino Hispanic Heritage Month, which offered expanded craft and cooking programs led by librarians; Imaginuity which expanded STEM learning through craft and science activities; and Maker May, which brought additional STEM skills plus tinkering and building abilities to SFPL's children's librarians. These are just a few examples of the librarian-led programming we are hoping to strengthen with these funds going forward.</p>	<p>It is our goal to expand training, support and resources for additional librarian-led programs in the next fiscal year. We expended \$1500 in the current fiscal year for Exploratorium-led marble machine making activities. We hope that by building the programming skills of our librarians, we will strengthen our outreach and increase demand for our successful programs that draw San Franciscans to our libraries.</p>	FY15		
Effie Lee Morris Lecture	<p>The Effie Lee Morris Lecture is an annual event initiated in 1997 by the San Francisco Chapter of the Women's National Book Association (WNBA) in collaboration with SFPL. The lecture explores the idea of viewing children through their literature. It also presents the opportunity for the Bay Area Community to hear noted children's authors and/or illustrators discuss their diverse work.</p>	<p>The lecture engages the audience to read the various works of the speaker. Past speakers have been authors/illustrators with an established repertoire of award winning children's literature. The 2014 speaker is Yuyi Morales author/illustrator of the 2013 Caldecott Honor Book and Pura Belpré Illustrator Award winner <i>Nina Wrestles the World</i>, a celebration of childhood, imaginary play and cultural diversity. The lecture promotes diversity by selecting authors/illustrators which represent the Bay Area's melting pot. The lecture and exhibit generate circulation of the speaker's work. It also introduces a new generation of readers to the best in children's literature and allows children, parents and care givers to explore the Historical Children's Collection.</p>	<p>Attendance statistics are collected and reported for every program. Publicity/marketing of the program will be increased by using traditional methods and by utilizing social media and technology to reach a broader audience. Circulation of the speaker's work is increased by creating an exhibit of his/her work which is viewable 60 days prior to the program. The exhibit is housed outside the Main Children's Center which attracts children and adults to request more titles by the speaker. Displays of the speaker's work are also placed within the Children's Center which again sparks the interest of the reader to seek more titles by the speaker. Feedback from the program attendees. Librarians get feedback from children and adults about the program they attended. Feedback from the Friends Store on the sales generated by the program.</p>	FY 15	\$2,500	\$2,500
			Total			\$128,300

Friends of the San Francisco Public Library 14/15
Public Affairs/Programs Exhibitions/Friends Initiatives

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Public Relations	The Public Relations grant supports the library's marketing and promotional efforts to reach out to the community. Funding is used to support library participation in heritage street fairs and festivals such as the Russian Festival and the Chinatown Families Economic Resource Fair. Monies are also used for advertising, signage, marketing collateral, photography, and promotional efforts such as for the library's expanded hours in 2013-14, library card campaign, Summer Reading, Tricycle Music Fest, National Bookmobile Day, California Reads program, and other exhibitions, collections and key program and outreach initiatives. Funds also support periodicals and museum memberships for library staff.	The Public Relations grant supports outreach and increases library visibility around all five strategic priorities. Our marketing efforts engage the community in both traditional and innovative ways to inform them about library programs and services, such as traditional forms of press releases and advertising along with additional efforts online with digital advertising and social media tools. These funds also enable staff to participate in diversity festivals, attend museums and support outreach on behalf of patron satisfaction, in addition to the priorities mentioned, we use our PR efforts to draw attention to issues such as increased library usage and the importance of libraries to the community.	We anticipate our public relations efforts will result in increased public awareness of library programs and initiatives. We evaluate all efforts based on media and community response, increased attendance at events and increased circulation of materials, and general public awareness of library activities.	FY 14-15	\$25,000	\$25,000
P313 Exhibitions & Public Programming	Our goals for fiscal year 2014-15 are to reach out to San Francisco's diverse and vibrant communities through exhibitions and programs. With the work of the new Diversity in Programming Committee, we are embarking on thematic programming throughout the year, including all ages programming for Latino Hispanic Heritage Month, Black History Month and Asian American History Month, as well as science programming that links to the children's themed Imaginuity; Veterans programs that tie into California Reads/Cal Humanities program; and other program themes that promote DIY maker community. In addition, funds will be used to support robust programming in the new Literacy and Learning Center. Starting this summer Serigraphia will feature artwork from the California Latino Printmaking community; the to-be-titled Ohlone exhibit will offer stories of contemporary Ohlone Indians; and The Alvarado project is curated by Janet Alvarado. It is photos about the post war Filipino community in the Bay Area especially around music and family gatherings either in homes, night clubs, or festivals.	All five of the library's strategic priorities will be used by the Diversity and Programming Committee as a guideline for decisions on exhibitions and programming in the current fiscal year.	We anticipate hosting more thematic public programming and exhibitions that reflect the cultural diversity of San Francisco and expanding neighborhood programming at branches. We also anticipate expanded classes and workshops on literacy topics through the new Literacy and Learning Center. We expect attendance at public programs to meet or exceed the approximately 50,000-plus adults who participated in adult public programming in 2013-14	FY 14-15	\$65,000	\$65,000

Friends of the San Francisco Public Library 14/15
Public Affairs/Programs Exhibitions/Friends Initiatives

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
<p>P314</p> <p>Volunteer Services- Recognition Event (Annual Luncheon) - SUGGESTED TITLE CHANCE TO: Volunteer Programming and Application</p>	<p>The Volunteer Program works to increase visibility and outreach by creating a sustainable volunteer program that is able to engage library users and others throughout the city. The program provides support to library staff and programs by offering volunteer assistance for a variety of tasks and public programs. By identifying tasks that support library staff, volunteer programming enables library personnel to continue addressing capacity-building ideas and initiatives. The volunteer program allows each branch library to broaden its reach into the neighborhood community by engaging with community members directly. The program addresses community needs by providing valuable job and education and job training skills for adults and teens. It also links community members back to the services of SFPL. The Volunteer Program has placed and currently manages 109 volunteers. The Volunteer Program has created several sustainable programs (Conversational Language Learning, Legal & Financial Book Clubs, staffing the Computer Labs), helped with numerous events and activities, and created several partnerships including ongoing partnership with several entities.</p>	<p>Literacy and Learning: The Volunteer Program creates opportunities for language learning, financial literacy, business literacy, legal literacy and resume workshops. Provides and creates opportunities for volunteers to share various expertise with the library's general public. Digital Strategy: The Volunteer Program added capacity to Digital Strategy Initiatives by supplying numerous volunteers to computer classes throughout the library system and engaged several new volunteers this year and started 1 new class. This coming year we will work with tech partners to pursue developing a coding program. The Volunteer Program has also created systems for the Teen Computer Corps program and recruited/ placed teen volunteers throughout the system; and provided a volunteer to transcribe archived library footage to increase access to those with disabilities. Youth Engagement: The Volunteer Program has worked to integrate systems for the Teen Computer Corps program (formerly Teens Teaching Seniors), which offers teens the opportunity to share their technological expertise with seniors; has worked to place numerous volunteers in the Homework Help program throughout several branch locations; co-sponsored the Teen Appreciation Event with Teen Services; and serves to place numerous youth volunteers and provide ideas to children and teen services for youth activities. Strategic Partnerships: The Volunteer Program Coordinator created and forged over 12 partnerships this year. Some of the standout partnerships have been with Girls Who Code and the SF Office of Small Business Administration. Diversity in Programming: The Volunteer Program brought several individuals to the library who did not know their work could be highlighted using the library's resources. In addition to sponsoring a film screening/ panel discussion at 3 libraries, the Volunteer Program has partnered with the African American Center and the International Center to bring programming to their departments.</p>	<p>The anticipated outcomes are to bring in new volunteers, additional library users, create ownership and increase support of library programs and services. The goal of the Volunteer Services program is to continue offering programs that it has started, support and appreciate existing volunteers and new volunteer programming that reaches the library's strategic priority goals.</p>	<p>FY 14-15</p>	<p>\$4,000</p>	<p>\$4,000</p>
<p>Collection Development Discretionary Fund</p>	<p>This project allows SFPL the flexibility to purchase titles that are urgently needed or difficult to source with CCSF purchase orders. Particularly as we move more heavily into digital formats, it can be hard or impossible to obtain certain materials sold from websites that do not accept purchase orders. The grant allows us to purchase materials that we need in a hurry to support collections or programming, and materials (such as self-published books) that are hard to purchase and usually hyper-local in nature.</p>	<p>In previous years this grant has supported all five strategic priorities. Some examples thus far in FY14 - it allowed the library to purchase a self-published book written by a patron of the Library for the Blind & Print Handicapped who created an exhibition in that space, and it allowed us to purchase hard-to-get copies of our One City One Book title "Little Brother" in various international languages.</p>	<p>Each year that we have had this fund, the diversity of the individual purchases has demonstrated a pattern of working with community organizations to obtain needed materials difficult to source with City purchasing rules and purchasing for use in important library programs and initiatives.</p>	<p>FY 14-15</p>	<p>\$2,000</p>	<p>\$2,000</p>
					<p>Sub-Total</p>	<p>\$96,000</p>

561

Friends of the San Francisco Public Library 14/15
Public Affairs/Programs Exhibitions/Friends Initiatives

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
At the Library Newsletter	The <i>At the Library</i> newsletter is produced each month, providing an important publicity vehicle to highlight the many programs, events, collections and services at our libraries. The publication also provides an important service for all patrons and library staff by printing a complete monthly calendar of adult, teen and children's events at all branches and the Main Library. This year, monthly newsletters have highlighted the branch library improvement program, special collections at the Main, and expanded issues for Summer Reading and fall literary programs. In addition, a revamp in Spring 2014 for the Friends of the Library page of the newsletter is providing increased visibility to Friends activities. As we have decreased the cost for printing <i>At the Library</i> , we have used a portion of the funds to support the Tricycle Music Fest program, including paying for performers, logistics and publicity needs.	As an outreach and marketing vehicle, the newsletter's content supports and increases library visibility around all five strategic priorities. Every effort is made each month to focus the newsletter on SFPL's literacy related activities, eResources, children and teen programs, new innovations and partnerships, and our varied and exciting monthly programming.	The newsletter serves to drive awareness and, ultimately, attendance for library sponsored programs and events. Our success is evaluated by general public awareness of library programs and increased attendance at programs and circulation of library materials, as well as through the continued readership and interest in the newsletter. Currently the ATL has a print circulation of 12,000. However, there could be additional readers who view it online from our home page.	FY 14-15	\$53,400	\$53,400
One City One Book	The 10th annual citywide book club will feature discussions, readings, special events, and school visits centered on a local interest title which will be finalized very shortly. We believe the book for this year will be a celebration of San Francisco and will bring together fans of the book along with new readers, to explore themes around what the heart of San Francisco. The goal and purpose of the program is to encourage members of the San Francisco community to read the same book at the same time and then discuss it in and uncover and discover its themes throughout the City. By building bridges between communities and generations through the reading - and most importantly the discussion of one book - we hope to make reading a lifelong pursuit and to build a more literate society.	The <i>One City One Book</i> program engages with all of SFPL's current strategic priorities: 1) Literacy & Learning: The cornerstone of OCOB is encouraging adults and teens to read and learn together, to bring the solitary act of reading into a place for sharing and public engagement. 2) Digital Strategy: OCOB has always been forward-thinking in terms of engaging the digital audience through social media - we have a Facebook page and Twitter account; has run unique online contests; and partnered with blogs and other popular websites to promote the program and encourage online dialogue. 3) Youth Engagement: Public high school engagement is central to OCOB and we will again aim to have author visits to high schools this year. We provide supporting print materials and free books to select schools and encourage the inclusion of the book/theme in summer reading lists and curriculum. 4) Strategic Partnerships: Ongoing partnerships for OCOB include Bay Area bookstores, high schools, local companies, media and more. 5) Diversity in Programming: Every year we develop unique and diverse programming that ties in with the books themes - book discussions, film screenings, craft events, programs at partner organizations.	<i>One City One Book</i> builds community spirit through shared-reading and discussion experience; provides engaging programs to diverse neighborhoods, communities and schools; provides a creative resource for new and established book groups and readers; builds stronger partnerships between the library and literary organizations and bookstores; creates greater visibility for the library through marketing materials, ads, billboards, street banners and vehicle decals; and provides increasing recognition of the OCOB program and its sponsors and supporters. Every year, more than 10,000 teens and adults participate in the program, along with over various sponsors and partners. We anticipate continued participation and engaging of new audiences in 2014. We evaluate success by looking at book circulations, book sales, program attendance, online participation and word-of-mouth feedback.	Spring 14 - Book selected. Initiation of media, school & bookstore sponsorship and partner relationships. Summer 2014 - Public announcement. Sept/Oct 14 - Marketing materials & ads, website goes live. Programming commences & continues throughout fall.	\$25,000	\$25,000
					Sub-Total	\$78,400
					Total	\$174,400

562

SFPL Grant Funded Program Proposals FY 14/15
 Friends of the San Francisco Public Library
 Library Support Fund

Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Amount Requested from Friends
P316 Library Support Fund	City Librarian	The Library Support Fund enables the city librarian to provide funding for operational support, special projects and library initiatives that are not funded through the city's budget process. With San Francisco being the next site of the American Library Association's annual conference, fiscal year 2014-2015 represents an exciting time for Friends support to cover incidentals associated with showcasing SFPL on the national stage. On a related note, the new Literacy & Learning Center needs some external support for branding and marketing expertise before it is unveiled. In the coming year, we also anticipate continued support for the leadership development program and community outreach projects that foster civic engagement. The fund also supports professional development including conference attendance, travel and association membership.	SFPL recognizes our human resources are the institution's most valued asset as we continue to develop a cohort of leaders to maintain our status as an innovator and leader amongst urban libraries. Service excellence and a commitment to safe and welcoming libraries will be focal points for allocating organizational resources in the coming year. The associated projects and initiatives planned are directly tied to SFPL strategic priorities, with an emphasis on Literacy & Learning and Youth Engagement.	This coming year we anticipate the implementation of an enhanced service delivery experience tied to the Security & Communication Task Force's revised safety and security procedures, as well as a robust curriculum of training for all staff. Success will be measured by staff participation in a variety of staff development opportunities, as well as greater customer satisfaction indicated by both external and internal stakeholders.	FY 2014/15	\$35,000
						\$35,000

SFPL Grant Funded Program Proposals FY 14/15
Friends of the San Francisco Public Library
Branches

Program/Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Potrero Hill Artists Exhibition Reception	Potrero	The Potrero Hill Artists Exhibition is the oldest annual art show in San Francisco and owes its longevity to a group of artists who painted with, or under the tutelage of, the late Charles Farr. Potrero Branch offers the Potrero community the unique opportunity to exhibit their artwork. It is the only venue for an annual art show in the city and has been hugely successful for over 50 years. The annual art show is a cherished event on Potrero Hill. Yearly, it draws hundreds of people to the branch. By inviting the Potrero community to participate, the library reaches out to it in a unique way and supports the talents, interest and history of the hill community. The reception is held on the opening day of the exhibit and includes music and refreshments.	This program supports Strategic Partnerships and Diversity in Programming. It has been a cornerstone of Potrero Branch library's involvement with the needs of the community. The Opening Reception brings the community together. In the planning and implementation of it, as well as the actual event. The Potrero Hill community places great emphasis on its importance and the library's efforts to recognize this longstanding tradition. Potrero Branch is the only branch in the system that offers this treasured event.	We anticipate more artist participation and with that, greater attendance to the event. We also anticipate wider recognition of this unique event by city residents. We evaluate the program's success by tracking the number of artists who participate each year (since the renovation, the numbers are steadily increasing), by a count of attendees on the evening of the reception, and by feedback from the public, which the Branch Manager documents in her monthly reports.	May-2015	\$500	\$500
Taste It @ Your Library	Branch Division - SW / NW District	Branches will collaborate to work with local food industry businesses such as restaurants and cafes to provide informational presentations, demonstrations and hands-on training to patrons, with food tasting as the finale to each program; opportunities to market and promote culinary and small business collections and resources; and programming to foster cultural diversity through culinary arts.	This program supports Literacy & Learning and Diversity in Programming by: • Promoting and marketing culinary and small business collections and resources to increase circulation and use of food industry related resources • Fostering understanding and awareness of the rich tapestry of cultures in the community through culinary arts • Engaging participants in hands on activities to learn culinary techniques and foster cultural diversity through food preparation • Providing cross-generational programs to engage families and people of all ages	Anticipated outcomes include: • Strengthening relationships/partnerships with local businesses in promoting library services • Engaging new patrons with specific interest in Culinary Arts, the food industry, and diverse culinary cuisine • Increasing awareness and use of culinary and business materials in support of entrepreneurship, social interaction Program Evaluation will consist of: • Program surveys and participant feedback • Collection Statistics • Attendance levels (Minimum 15 participants) • Diversity in presenters and audience	Key Program Phases Include: • July - August 2014 - Establish relationships with local food industry businesses • September - December 2014 - Schedule and coordinate programs for implementation starting November 2014 through May 2015	\$2,000	\$2,000
Bike Build	Portola	Youth will work with the SF Bicycle Coalition to refurbish abandoned bikes with the opportunity to walk away with a bike, safety equipment and locks! Youth learn bike safety and how to maintain the machine. Key elements of this program include hands-on learning to improve the quality of life through exercise and access to personal transportation. Information about the program can be found online here: http://www.sfgate.com/bayarea/article/S-F-supes-OK-program-to-give-unclaimed-bikes-to-5267794.php	This program supports Literacy & Learning, Youth Engagement, and Strategic Partnerships by: • Engaging youth in hands on learning activities that promote green and sustainable modes of transportation • Teaching youth the importance of bike maintenance and safety • Developing partnerships with SF Bicycle Coalition	Anticipated outcomes include: • 20 youth refurbishing and receiving a bike, safety equipment, and locks • A partnership with SF Bicycle Coalition • Youth learning bike building and maintenance skills relevant to engineering and mechanics • Broadening youth understanding of green and sustainable transportation systems Program Evaluation will consist of: • Program surveys and participant feedback • Attendance levels (Minimum 15 participants)	Fall 2014 and Spring 2015	\$600	\$600
Flying Angels Chinese Dance Company	North Beach	Traditional and contemporary dance performance to celebrate Chinese New Year.	This program supports Diversity in Programming by celebrating the performing arts of Chinese culture.	Anticipated outcomes include: • Exposing patrons to Chinese cultural performing arts Program Evaluation will consist of: • Attendance levels (Minimum 25 participants) • Diversity in attendance	June-2015	\$200	\$200
Digital Experience Bar	Branch Division - SE District	Branch staff will pool 15 mobile devices to create a traveling digital experience bar within the SE District (6 branches). The program will focus on training the public to use SFPL digital resources. Targeted audiences may include varied age groups depending on the area of interest.	This program supports Literacy & Learning and Digital Strategy by: • Training the public to use SFPL digital resources • Providing digital literacy training	Anticipated outcomes include: • Increasing the use of SFPL digital resources • Educating the public on the use of mobile devices Program Evaluation will consist of: • Program surveys and participant feedback • Attendance levels (Minimum 15 participants) • Digital collection statistics	• Planning and Equipment purchase 1st QTR • Implementation 2nd - 4th QTR	\$2,500	\$2,500
Mobile Apps	Mission Bay	Participants will learn how to make android apps for fun. Using software such as Android Development Kit, Gimp, and Raspberry Pi, 4 weekly 2-hour workshops will be provided to teach patrons to make android app for mobile devices.	This program supports Literacy & Learning, Youth Engagement and Digital Strategy by: • Teaching patrons to develop code to create apps • Developing employable technology related skills	Anticipated outcomes include: • Patrons developing coding skills • Patrons developing apps Program Evaluation will consist of: • Program surveys and participant feedback • Attendance levels (Minimum 15 participants)	Implementation October 2014	\$400	\$400

P317

564

SFPL Grant Funded Program Proposals FY 14/15
 Friends of the San Francisco Public Library
 Branches

Program/Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Branch Open House	Branch Division - NW / NE District	These programs will provide branches with the opportunity to showcase information about the community, Branch and SFPL resources and services.	This program supports Literacy & Learning and Strategic Partnerships by: • Promoting library and community resources • Strengthening partnerships with local groups, schools, and coalitions.	Anticipated outcomes Include: • Building, fostering, and developing community relations • Educating the public about library resources Program Evaluation will consist of: • Program surveys and participant feedback • Attendance levels (Minimum 15 participants)	Ongoing throughout the fiscal year	\$1,200	\$1,200
Branch Digital Archive Projects	Branch Division	Host a digital archive project at branches to collect and document historical photographs and memorabilia.	This program supports Digital Strategy and Diversity in Programming by: • Preserving, sharing and providing access to the rich history and culture of San Francisco communities	Anticipated outcomes Include: • Increasing SFPL Branch digital assets and collections Program Evaluation will consist of: • Number of items added to the collection • Numbers of items accessible to patrons	• 1st QTR - Planning and Assessment • 2nd - 4th QTR - Implementation	\$3,000	\$3,000
P318 Health and Wellness	Branch Division - NE / SW Districts	Branches will offer Health and Wellness workshops such as Yoga, Tai Chi, reflexology, healthy eating, dancing, etc... to improve awareness of health related issues and lifestyles.	This program supports Literacy & Learning, Diversity in Programming, and Strategic Partnerships by: • Promoting and marketing health and wellbeing resources • Educating and exposing patrons about healthy lifestyle options • Strengthening partnerships and relations with local community	Anticipated outcomes Include: • Increasing circulation and usage of health and wellness materials and resources • Expanding patrons' knowledge and awareness of health related topics through participatory learning • Fostering and developing relations and partnership in the community Program Evaluation will consist of: • Program surveys and participant feedback • Attendance levels (Minimum 15 participants)	• 1st QTR - Planning and Assessment • 2nd - 4th QTR - Implementation	\$1,500	\$1,500
Cult- Culture	Branch Division - NW District	"Culture to Culture" introduces patrons to cross cultural themes related to dance, food, literature, and music. There will be 8 programs in 7 branches celebrating the similarities and differences among the diverse San Francisco communities. It supports awareness, communication, and engagement amongst different cultural groups.	This program supports Diversity in Programming by: • Broadening the understanding of cultural differences and similarities among patrons • Engaging patrons in cross cultural programs related to music, dance, literature, and food	Anticipated outcomes Include: • Building community relations among diverse populations with consideration towards the changing cultural demographics among San Francisco neighborhoods • Fostering cultural exchange, communication, dialogue and understanding amongst various ethnic groups Program Evaluation will consist of: • Program surveys and participant feedback • Attendance levels (Minimum 20 participants) • Diversity in presenters and audience	• 1st QTR - Planning and Assessment • 2nd - 4th QTR - Implementation	\$1,600	\$1,600
Total							\$13,500

P319

995

Program/ Project Title	Submitted By	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning; 2) Digital Strategy; 3) Youth Engagement; 4) Strategic Partnerships; 5) Diversity In Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Inventing the DIGI Center	Karen Strauss	<p>Inventing the DIGI Center will fund a designer to help staff turn their vision of the Digital Imaging Garage and Innovation Center (DIGI Center) into a plan and will result in the purchase of furnishings to turn that plan into reality. To keep up with – and ahead of – evolving needs and technologies, SFPL is committed to adopting best practices for hosting self-sustaining content digitization programs and services that contribute to the collections of SFPL, Digital Public Library of America and regional libraries (through the Pacific Library Partnership). By centrally locating most of the digitization efforts in a public space – the Main Library’s Brooks Walker Patent & Trademark Center on the 5th floor – we will create awareness and provide learning opportunities for the public. The original purpose of the Patent & Trademark Center was to provide ease of access to the patent and trademark-related materials issued by the US government. Over time, as these materials moved primarily online (accessible from computers next to the Government Information Center’s reference desk), the use of this beautiful space must evolve.</p>	<p>Digital Strategy – Inventing the DIGI Center will provide a physical space for the efficient creation of and public programming for the Library’s growing digitization efforts.</p>	<p>Anticipated outcomes – The DIGI Center will be a thoughtfully-designed space, flexible enough to accommodate ongoing scanning, presentations, public scanning programs and special events with local government agencies and community partners. Volunteers, staff and the general public will be able to learn about and do digitization of Library materials and personal items. The Center will become a showcase for materials digitized under its auspices. Evaluation – Creation of a design and options for furnishings. Purchase and installation of furnishings.</p>	<p>Phase 1 of 2 (July-September) – Designer services engaged; designer meets with staff; provides drawings and recommendations for furnishings. Total of 10 hours/\$1,500. Phase 2 of 2 (October-June) – Staff reviews recommendations; makes final selections; makes furniture / donor plaque purchases; installs in DIGI Center; engages in marketing efforts. Total of \$8,500.</p>	<p>\$40,000</p>	<p>\$10,000</p>
Library Outreach Bike	Laura Lent	<p>A number of Bay Area libraries including Oakland and Berkeley have recently implemented bicycle outreach programs. The details vary, but the mobility provided by a cargo bike or bicycle with a bike trailer allows library staff the flexibility to embed themselves in community spaces very easily. Staff can use the outreach bikes in a variety of ways – they can be loaded with books, publicity materials, laptops or other technology such as a mobile hot-spot. They can be used for services including library card signups, eBook & eMedia training, and instruction in online databases, children’s programming, and outreach about particular library services. Community fairs, farmers markets, Sunday Streets, parades, school visits, and even trips around San Francisco International Airport terminals, are a few of the many possible ways that the bicycles can provide attention-getting marketing for library services. Being mobile will make us more visible, get the word out to people who may not already be library users, and draw people in who have not visited the Library before. Once the project is approved, staff will determine whether to purchase a cargo bike or a bike and a trailer. Because of our famous geography, an electric bike with the capacity to boost performance on hills is a likely choice. Although the Bookmobile offers services around San Francisco, there are limited locations that have the necessary road width and parking space that a vehicle of that size requires. However, a vehicle with an exponentially smaller footprint like a Book Bike will allow us to embed ourselves in community spaces very easily. We will be able to offer a variety of innovative library services with the Book Bike, such as e-books, e-readers, instruction in online databases, a mobile hot-spot and a charging station for cell phones, iPods, and other small electronics. A library web page will be created for the Book Bike and its services.</p>	<p>This project supports all five of SFPL’s strategic priorities because of the various ways the bike can be used for different kinds of events and programming. It has great potential for youth engagement via visits to family-oriented events and schools; by using the bike as a teaching opportunity to promote library eCollections and learning & literacy initiatives it can promote our digital strategy and literacy/learning. It will lend itself to partnerships with organizations that put on events where the bike can go; and of course it will assist in our capacity for diverse programming.</p>	<p>Staff will collect statistics on the use of the bike once the program is launched and survey users on its services. Measures will be centered on the effectiveness of reaching non-users, connectedness and pride in the library, and knowledge of library resources. Our goal is to create a closer connection between the Library and the community.</p>	<p>Phase One: July through October: Identify best cargo bike or bike/trailer combo; design locking box/kiosk for trailer or cargo bike, develop internal systems to maintain bike, prioritize and calendar use, mobilize staff to participate in program. Phase Two: November through June: Begin testing use of bike for various kinds of outreach; maintain statistics; survey users.</p>	<p>\$14,000 (including technology costs by IT)</p>	<p>\$10,000 Budget includes \$6,000 for electric bike/trailer; \$1,500 for custom locking box/kiosk; \$1,500 for supplies and \$1,000 for maintenance.</p>
Total Cost							\$20,000

SFPL Grant Funded Program Proposals FY 14/15
 Friends of the San Francisco Public Library
 Professional Development

Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Literacy & Learning 2) Digital Strategy 3) Youth Engagement 4) Strategic Partnerships 5) Diversity in Programming	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends	
Professional Opportunities Committee (EOC) P320	Human Resources	The EOC grant is the primary source of funding enabling SFPL staff of all classifications to attend professional workshops, seminars, conferences, courses for continuing education, etc. All library employees (except administration) are eligible for assistance to attend events that are relevant to their work and which benefit the library. The grant pays for registration costs and partial travel and lodging costs.	The EOC Grant supports all of the above strategic priorities, especially enhancing the abilities of the Library staff to serve the public by providing training/knowledge/perspectives in every area of library service. These outside learning opportunities are critical for keeping the library current on trends and innovations that affect the public in broad areas such as literacy efforts, appropriate uses of technology, reaching children and youth, creating collaborations within the community, and honoring all types of diversity. In addition, training in structural areas such as management improvements, conservation and preservation, and library accessibility for visually/physically impaired are also supported.	The outcomes are that Library staff successfully enhance their knowledge, abilities and skills in performing their duties. Evaluation: EOC funding is tracked by keeping records on the training events that staff attend and by requesting feedback on their experiences. In FY 13, EOC funds helped 85 staff from all classifications and locations attend various workshops, seminars, conferences, etc.	July 1, 2014-June 30, 2015	\$30,000	\$30,000	
Annual Staff Recognition Awards	Human Resources	The annual Staff Recognition Awards is an event that honors excellence in service to individual or groups of staff members. Held every spring, this recognition invites all staff to join in a celebration of employee achievements for the year. It serves as inspiration to maintain high levels of public service and behind-the-scenes commitment.	The Staff Recognition Awards supports all of the Library priorities, recognizing staff excellence in all of these areas of service. By acknowledging the outstanding performance of individual staff members and teams of co-workers, the Library motivates staff to do their best while reaffirming their appreciation for all staff. This results in more concern for all aspects of Library work, but especially when it concerns public service.	The outcomes include 1) a highly motivated staff who are concerned with excellence in service and 2) a understanding that staff's work is acknowledged and rewarded by Administration and co-workers. The quality of the event, itself, is also evaluated for effectiveness, appropriateness and positive staff feedback.	Spring 2014	\$2,000	\$2,000	
Staff Holiday Party	Human Resources	The Staff Holiday Party is the major annual staff-centered social event where Library staff renew relationships, celebrate the holiday season and the end of another year of dedication and hard work.	This event helps to motivate staff and reinvigorate their efforts to provide excellent service to the community, supporting all of the Library strategic priorities. The Staff Holiday Party brings together 250+ current and retired staff, along with Friends of the Library, to socialize and enjoy a pleasant evening of food and refreshments as an acknowledgement of the contributions they make to the Library all year long.	The immediate outcome of this event is an enjoyable evening for staff in a congenial and relaxed atmosphere, and, long-term, a recognition that they are valued for their commitment to serving the public. The evaluation of effectiveness is the staff's verbal and written expressions of appreciation, and the continual high levels of participation in this event.	December 2014	\$5,500	\$5,500	
Training and Refreshment Funds	Human Resources	The Training and Refreshment fund provides refreshments during Library training sessions. Refreshments help to create an environment that is conducive to learning.	In order to maintain high quality service to the public in all priority areas, staff must stay abreast of new trends, procedures and services in the library field. By providing a small amenity at some of the training sessions, as well as other workshops, in the form of simple refreshments, staff remains more attentive to the training and more appreciative of management's efforts to keep them up to date.	Refreshments help to create a more welcoming and comfortable environment, conducive to learning. Training events are evaluated with feedback forms at the end of each session. In addition, successful implementation of the Library's strategic priorities, along with the introduction of new methods within the libraries, also act as evaluations of the training program.	July 1, 2014-June 30, 2015	\$1,500	\$1,500	
Total							\$39,000	\$39,000



San Francisco Public Library

April 25, 2014

Scott Staub
Executive Director
Friends of the San Francisco Public Library
710 Van Ness Avenue
San Francisco, CA 94102

Dear Scott,

Attached are the San Francisco Public Library's proposals for funding for Fiscal Year 2014/15. These proposals have been developed based on the Library's Strategic Priorities:

- Literacy and Learning
- Digital Strategy
- Youth Engagement
- Diversity in Programming
- Strategic Partnerships

As in previous years, the grant proposals are organized in the matrix format to facilitate better integration and review of the proposed items. System-wide grant funds for programs and outreach to all ages, as well as Grants to Branches, support San Francisco Public Library's dedication to free and equal access to information, knowledge, independent learning and the joys of reading for each neighborhood throughout our diverse community. This year some of the branches elected to pool their grant to branch funds to collaborate on District-wide initiatives or projects such as "Taste it @ your Library" or the Digital Experience Bar. Some of the branches have proposed standalone programs such as the Potrero Hill Art Festival, and a Bike Build Program at Portola. Professional development funds will provide critical support for employee engagement, continuing education and organizational development efforts. The Innovation Grants request for two projects will provide the seed monies for significantly enhancing mobile outreach service capability and the organization's digitization efforts in the repurposed Patent & Trademark Center on the 5th floor of the Main Library.

The Library is extremely grateful that the Friends Board has approved a gift of \$720,000 for the upcoming fiscal year. With such robust support, San Francisco Public Library is poised for another tremendous year of meeting our world class city's needs for vibrant library programs and services.

Sincerely,

Luis Herrera
City Librarian

Attachments



March 17, 2014

Luis Herrera
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Luis,

On behalf of the Board of Directors of Friends of the San Francisco Public Library, we are writing to request that the Library submit its annual proposals for funding for Fiscal Year 2014-2015, up to \$720,000 for the year. In order to meet our funding schedule, please submit your proposals to Friends by Friday, April 25, 2014. The Library Support and Evaluation Committee will review the requests and make its recommendations to the full Board at their meeting in May, after which we will notify you of their decision.

The Board's Library Support and Evaluation Committee seeks proposals that satisfy the following program goals:

- Increase visibility and outreach in the neighborhoods
- Engage the community in both traditional and innovative ways
- Address community priorities and needs
- Enhance the abilities of Library staff to serve the public
- Consider important issues of the day and the Library's role in supporting them

With these goals in mind, we ask that you prioritize your requests within the following funding guidelines:

A. Traditionally Supported Programs

Funding up to \$328,300 for programs and projects. Proposals should cover programs in the priority funding categories of:

- Children and youth programming
- Programs & exhibitions
- Professional development, staff training and refreshments
- Deborah Doyle Educational Opportunities Grant
- Friends Library Support Fund
- Programs necessitated by branch closures and renovations, including funding for bookmobiles, outreach and improvement and/or expansion of online services.

B. Grants to Branches and Innovation Grants

Grants to branch libraries consist of two components:

1. Grants to Branches. In keeping with your request for the current fiscal year, we will once again designate a lump sum for branch support, to be used as determined by you and your management team. We understand that as with last year, the funds will be used to encourage cross-branch programming and will be applied where it is most needed within the system to create more efficient planning with greater impact city-wide. The total for this category is \$13,500.

2. Innovation Grants. A total of \$20,000 has been designated to fund Innovation Grants. Our goal is to support effective, innovative and creative ideas and priorities for services that may be implemented on a wider scale. We would like to see programs that meet the following priorities:
 - Demonstrate collaboration with other branches or city agencies (for example, a program connected to schools or parks, or one that leverages resources among branches).
 - Works in cooperation with programs offered by non-profits or community groups.
 - To leverage this investment, we would especially like to see plans that include matching funds, volunteers or other in-kind contributions.

Our further funding priority will be for projects that engage the community with the Library and seek to improve Library usage. Programs that have previously received grant funding through this category for more than one year are not eligible.

C. Donor Designated Funds

A total of \$309,800 is available from Donor Designated Funds for the fiscal year.

This category of support is funded with donations that have been purposely restricted by library donors. These donations have been raised by a variety of means, including efforts by members of the library staff, efforts by Friends, and through unsolicited gifts. The amount of money available for any project is based on the stated purpose of the established fund and the total amount available at the time of the request. However, in order to best manage our resources, we would appreciate your developing an estimate of your planned expenditures for the year.

Please note that, as Friends acts solely as a fiscal agent for these funds, they do not require a proposal to release. Please use the Restricted Funds Application form. Available fund balances as of 6/30/14 will be sent to the City Librarian. Friends' Controller will track all requests to ensure accurate funding levels and will issue checks for less than \$10,000 within 30 days of receipt and checks for more than \$10,000 within 90 days of receipt.

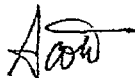
We encourage Library staff to utilize these funds for current projects and to draw down on them as needed rather than rely on new income sources unless the funds are being held for a specific future project. Friends will supply regular biannual reports on fund balances to aid with budget planning.

D. Friends Initiatives

- Funding up to \$53,400 to publish a monthly library publication "At The Library" including design and printing costs for the publication.
- Funding up to \$25,000 in support of "San Francisco Reads: One City, One Book".

The Board and staff of Friends of the San Francisco Public Library look forward to collaborating with the Library in supporting the vital and successful programs and services that you provide to the City, both at the Main Library and in the branches. We thank you for the excellent work you do in making San Francisco a literate, healthy and well educated community. We hope you find this guideline helpful as you prepare your proposals.

Thank you,



Scott C. Staub
Executive Director

CC: Jean Farrington, Chair, Library Support and Evaluation Committee



June 18, 2014

Luis Herrera
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Luis,

On behalf of our Board of Directors, I am pleased to inform you that Friends of the San Francisco Public Library has approved funding for all of the requests you submitted for Fiscal Year 2014-2015.

Included in this total is \$298,300 in direct funding for programs that we have traditionally supported in the past, along with new initiatives, discretionary funding for staff development and consulting, grants for branch libraries and grants for innovative programs throughout the system.

We are pleased to let you know that we have approved the Innovation Grants as you requested, at a total of \$20,000. We trust that this will help you reach your goal of "meeting the Library's need to strategically advance creative ideas and priorities for services that may later be implemented on a wider scale". We are particularly happy that your staff has worked so strategically to focus on programs that will benefit the system as a whole.

We further agree to your suggestion that the Grants to Branches funding, totaling \$13,500, to be used in alignment of the Library's diversity and programming priorities to provide consistent and targeted support for key initiatives.

In addition to the Traditionally Supported Programs, the Grants to Branches and the Innovation Grants mentioned above, we have included \$78,400 for Friends Initiatives, which will support "One City, One Book" and the publication of *At the Library*.

In addition to the direct grants mentioned above, \$309,800 is available through donor designated funds which Friends holds in trust for your use. We will appreciate getting your estimate of the amount you plan to use and the estimated timeline for expenditures when you are able to develop it. Please recall that we are asking for quarterly estimates for use of these funds to enable us to calculate our cash flow needs.

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *EL* Mayor Edwin M. Lee *JE*
RE: Retroactive Accept and Expend Grant – Friends of San Francisco Public
Library – Annual Grant Award, FY 14 - 15
DATE: July 8, 2014

Attached for introduction to the Board of Supervisors is the resolution authorizing the Department of Public Library to retroactively accept and expend a grant in the amount of up to \$720,000 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY 14 - 15.

I request that this item be calendared in ~~Budget and Finance Committee~~ on July 16th.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

EL
2014 JUL -8 PM 3:10
RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO

This is an example of a slide that the City Librarian and the President of the Library Commission are determined to prevent me from using in my public comments at Library Commission meetings.

This is documentation of the perjured filings by Luis Herrera to the Fair Political Practices Commission (FPPC) as regards his Form 700s Statements of Economic Interests.

Luis Herrera, City Librarian

Lie vs Truth

Year	Original Filing	Corrected Filing
2009	0.00	\$5,734.11
2010	0.00	\$3,556.73
2011	0.00	\$5,443.54
Total	0.00	\$14,734.38

"I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete."

"I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct."

Rec'd in Committee 9/3/14 Hon 3 140778

FPPC File # 13/255
San Francisco City Librarian Luis Herrera

- Accepted gifts directly beneficial to himself
- Accepted gifts indirectly beneficial on behalf of subordinates
- Failed to report gifts under either State law or local ordinance
- Reported starting in 2013
- Failed to protect interests of SFPL and San Franciscans
- Negligent in performance of duties under the law and contrary to Public Policy ("The Friends" \$53,000,000 since 2000) (CACI 401. Basic Standard of Care)
- Censored/abridged public comment (Sunshine Ordinance and Brown Act) SOTF O.D. 10054, 11054, 11098 and 13013*
- Denied access to public records (Sunshine Ordinance and CPRA) SOTF O.D. 11083 and Petitions to Supervisor of Records (San Francisco City Attorney)

[Print this page](#)



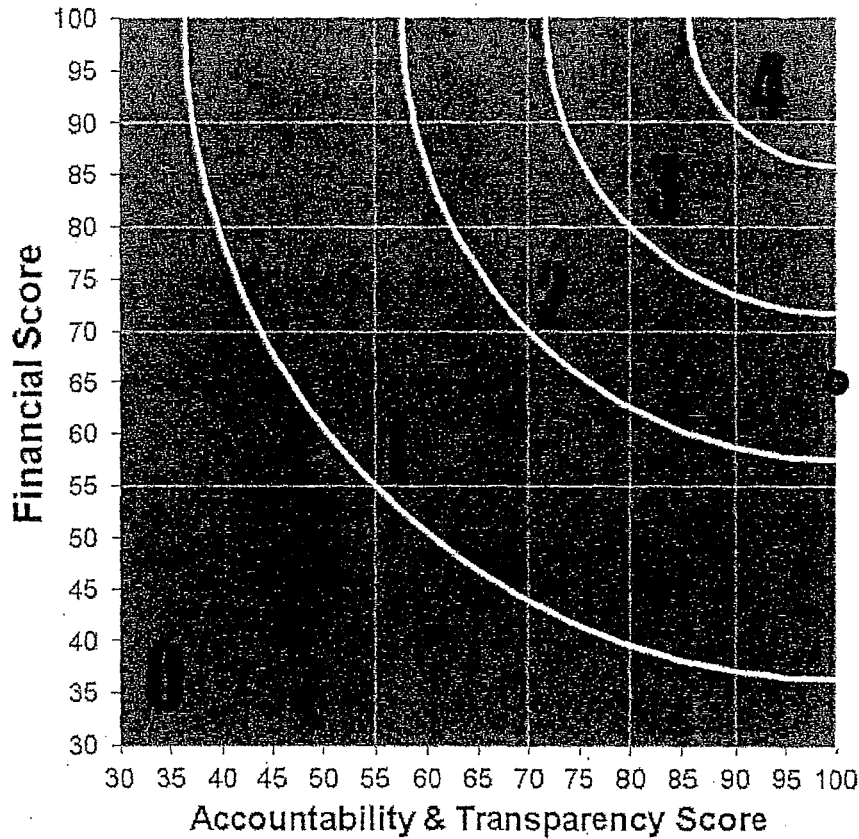
CHARITY NAVIGATOR

Arts, Culture, Humanities : Libraries, Historical Societies and Landmark Preservation

Friends of the San Francisco Public Library

Advocating, fundraising, and providing critical support for the San Francisco Public Library

	Score (out of 100) What's different?	Rating FYE 06/2013
Overall	75.32	★★★☆☆
Financial	65.11	★☆☆☆☆
Accountability & Transparency	100.00	★★★★★



Learn more about how we calculate the overall score and rating.

Financial Performance Metrics

84.5%

5330

Program Expenses

(Percent of the charity's budget spent on the programs and services it delivers)

Administrative Expenses	3.3%
Fundraising Expenses	12.1%
Fundraising Efficiency	\$0.30
Primary Revenue Growth	-12.3%
Program Expenses Growth	-13.6%
Working Capital Ratio (years)	1.00

Accountability & Transparency Performance Metrics

Information Provided on the Form 990

Independent Voting Board Members	<input checked="" type="checkbox"/>
No Material diversion of assets	<input checked="" type="checkbox"/>
Audited financials prepared by independent accountant	<input checked="" type="checkbox"/>
Does Not Provide Loan(s) to or Receive Loan(s) From related parties	<input checked="" type="checkbox"/>
Documents Board Meeting Minutes	<input checked="" type="checkbox"/>
Provided copy of Form 990 to organization's governing body in advance of filing	<input checked="" type="checkbox"/>
Conflict of Interest Policy	<input checked="" type="checkbox"/>
Whistleblower Policy	<input checked="" type="checkbox"/>
Records Retention and Destruction Policy	<input checked="" type="checkbox"/>
CEO listed with salary	<input checked="" type="checkbox"/>
Process for determining CEO compensation	<input checked="" type="checkbox"/>
Board Listed / Board Members Not Compensated	<input checked="" type="checkbox"/>

Is the following information easily accessible on the charity's website?

Donor Privacy Policy	<input checked="" type="checkbox"/>
Board Members Listed	<input checked="" type="checkbox"/>

Audited Financials	<input checked="" type="checkbox"/>
Form 990	<input checked="" type="checkbox"/>
Key staff listed	<input checked="" type="checkbox"/>

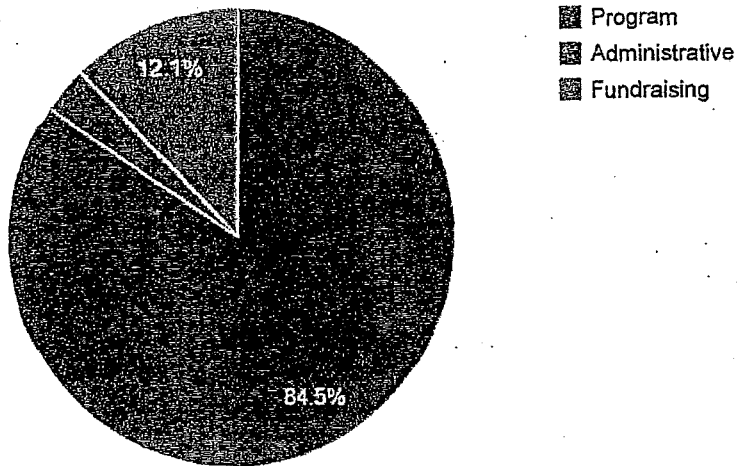
Income Statement (FYE 06/2013)

REVENUE	
Contributions	
Contributions, Gifts & Grants	\$1,551,929
Federated Campaigns	\$0
Membership Dues	\$0
Fundraising Events	\$0
Related Organizations	\$0
Government Grants	\$32,665
Total Contributions	\$1,584,594
Program Service Revenue	\$0
Total Primary Revenue	\$1,584,594
Other Revenue	\$1,443,578
TOTAL REVENUE	\$3,028,172
EXPENSES	
Program Expenses	\$3,409,976
Administrative Expenses	\$134,424
Fundraising Expenses	\$490,061
TOTAL FUNCTIONAL EXPENSES	\$4,034,461
Payments to Affiliates	\$0
Excess (or Deficit) for the year	\$-1,006,289
Net Assets	\$7,643,287

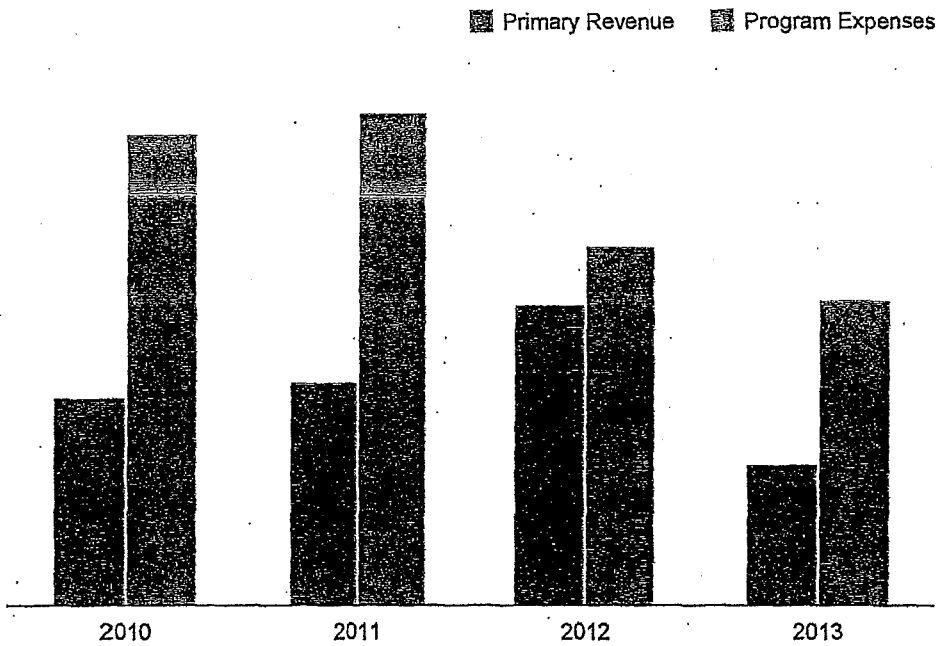
Charts

Contributions Breakdown

Expenses Breakdown



Revenue/Expenses Trend



Compensation of Leaders (FYE 06/2013)

Compensation	% of Expenses	Paid to	Title
\$51,387	1.27%	Scott Staub	Executive Director
Other Salaries of Note			
\$48,000	1.18%	Marcia Schneider	Co-Interim Executive Director
\$32,000	0.79%	Deborah Doyle	Interim Executive Director

Mission

Formally established in 1999 and originally called Friends and Foundation, Friends of the San Francisco Public Library is the union of the Friends of the San Francisco Public Library and the Library Foundation of San Francisco. Friends of the San Francisco Public Library advocates, fundraises, and provides critical support for the San Francisco Public Library and related literary and educational programs. Our mission is to create, steward, and support a superior, free public library system in San Francisco. We are committed to raising the standard of excellence of our libraries by funding programs and services beyond what is allocated in the City's budget. We believe in free and equal access to information for all.

Charities Performing Similar Types of Work

Highly Rated

Charity Name	Overall Score	Overall Rating
Friends of the San Francisco Public Library - CA	75.32	***
Ridgefield Library Association - CT	85.02	***
The New York Public Library - NY	93.15	****
The Friends of the Saint Paul Public Library - MN	92.96	****
The Library Foundation - OR	88.76	***

Compare These Charities (Highly Rated)

Most Viewed

Charity Name	Overall Score	Overall Rating
Friends of the San Francisco Public Library - CA	75.32	***
The New York Public Library - NY	93.15	****
Chicago Public Library Foundation - IL	87.49	***
The Seattle Public Library Foundation - WA	96.90	****
Queens Borough Public Library - NY	--	DA

Compare These Charities (Most Viewed)

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award,
2 FY2014-2015 - Up to \$720,000 of In-Kind Gifts]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant in the amount of up to \$720,000 of in-kind gifts, services, and cash**
5 **monies from the Friends of the San Francisco Public Library for direct support for a**
6 **variety of public programs and services in FY2014-2015.**

7
8 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
9 organization that advocates, fundraises, and provides critical support for the San Francisco
10 Public Library and related literary and educational programs; and

11 WHEREAS, The Public Library submits proposals annually to the Friends for public
12 programs and services; and

13 WHEREAS, The types of programs and services supported by these grants include
14 Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public
15 Relations, and Innovation Programs; and

16 WHEREAS, Highlights of the FY2013-2014 program year support included Reading
17 Program for Developmentally Disabled Adults, The Neighborhood As You See It – “Through
18 Our Eyes,” Video/Oral/Photographic History of the Haight, eReaders for the Blind and Print
19 Disabled, Teen Video Gaming Pilot Program, and *One City One Book*; and

20 WHEREAS, The Department proposes to maximize use of available grant funds on
21 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

22 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in
23 the grant budget; and, be it

24 **FURTHER RESOLVED**, That the Public Library is authorized to accept and expend up
25 to \$720,000 of in-kind gifts, services, and cash monies awarded by the

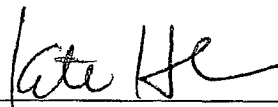
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

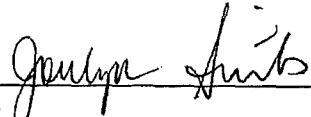
Friends of San Francisco Public Library to support Library programs and services and related literary and educational programs in FY 14 - 15.

Recommended:



Department Head

Approved: 
for Mayor

Approved: 
for Controller



City and County of San Francisco
Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 140778

Date Passed: September 09, 2014

Resolution retroactively authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$720,000 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2014-2015.

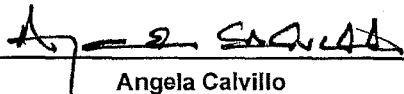
September 03, 2014 Budget and Finance Committee - RECOMMENDED


September 09, 2014 Board of Supervisors - ADOPTED

Ayes: 11 - Avalos, Breed, Campos, Chiu, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee

File No. 140778

I hereby certify that the foregoing Resolution was ADOPTED on 9/9/2014 by the Board of Supervisors of the City and County of San Francisco.


Angela Calvillo
Clerk of the Board


Mayor


Date Approved

1 [Accept and Expend Grant - Friends Of San Francisco Public Library - Annual Grant Award
2 FY2015-2016 - Up To \$738,000 Of In-Kind Gifts]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant in the amount of up to \$738,000 of in-kind gifts, services, and cash**
5 **monies from the Friends of the San Francisco Public Library for direct support for a**
6 **variety of public programs and services in FY2015-2016.**

7
8 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
9 organization that advocates, fundraises, and provides critical support for the San Francisco
10 Public Library and related literary and educational programs; and

11 WHEREAS, The Public Library submits proposals annually to the Friends for public
12 programs and services; and


13 WHEREAS, The types of programs and services supported by these grants include
14 Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public
15 Relations, and Innovation Programs; and

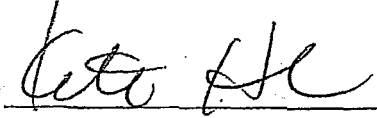
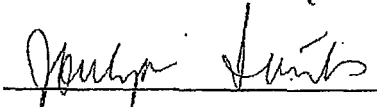
16 WHEREAS, Highlights of the upcoming FY2015-2016 program year support include
17 celebrations of the Bernal Heights 75th anniversary and the Mission Library's centennial; and
18 two projects which will seed the launch of a mobile hotspot lending pilot program and a "Tech
19 On-the-Go" curriculum for technology programs delivered via the Library's new Techmobile;
20 and

21 WHEREAS, The Department proposes to maximize use of available grant funds on
22 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

23 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in
24 the grant budget; and, be it
25

1 FURTHER RESOLVED, That the Public Library is authorized to accept and expend up
2 to \$738,000 of in-kind gifts, services, and cash monies awarded by the Friends of San
3 Francisco Public Library to support Library programs and services and related literary and
4 educational programs in FY2015-2016.

5
6 Recommended:
7 
8 _____
9 Department Head

Approved: 
↓ Mayor
Approved: 
for Controller

10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend of in-kind gifts, services and cash grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Friends of the San Francisco Public Library Annual Grant Award, FY 15-16

2. Department: Public Library

3. Contact Person: Christine Murdoch Telephone: 557-4246

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: Up to \$738,000 of in-kind gifts, services and cash monies.

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Friends of the San Francisco Public Library

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Friends of the San Francisco Public Library (Friends) is a non-profit organization that advocates, fundraises, and provides critical support for the San Francisco Public Library and related literary and educational programs. This grant allows the Library to provide direct support for a variety of public programs and services. The types of programs and services supported by these grants include: Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public Relations, and Innovation Programs.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2015 End-Date: June 30, 2016

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency
 Other (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

12. Any other significant grant requirements or comments:

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s) Existing Structure(s) Existing Program(s) or Service(s)
 Rehabilitated Site(s) Rehabilitated Structure(s) New Program(s) or Service(s)
 New Site(s) New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Marti Goddard
(Name)

Access Services Manager
(Title)

Date Reviewed: 11/19/2015

Marti Goddard
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera
(Name)

City Librarian
(Title)

Date Reviewed: _____

[Signature]
(Signature Required)

Friends Grant Funding Requests	
2015/16	
A. Traditionally Supported Programs	
Children & Youth Services	
General Systemwide Programming	\$48,000
Summer Reading Programming	\$72,500
Teen Services	\$28,000
Effie Lee Morris Program	\$2,500
Book Buddies	\$1,300
	\$152,300
Public Affairs	
Community Relations/Promotions & Marketing	\$25,000
Programs & Exhibitions	
Exhibitions & Programming	\$65,000
Volunteer Services Recognition Event	\$4,000
Collection Development Discretionary Fund	\$2,000
	\$71,000
Library Support Fund	\$35,000
Professional Development	
Educational Opportunities	\$30,000
Staff Recognition Event	\$3,000
Staff Holiday Party	\$7,000
Training Refreshment Fund	\$1,700
	\$41,700
Total A	\$325,000
B. Grants to Branches & Innovation Grants	
Grants to Branches	\$13,500
Innovation Grants	\$20,000
Total B	\$33,500
C. Donor Designated Funds	
Proposals not required.	\$327,800
D. Friends Initiatives	
At the Library	\$26,700
One City, One Book	\$25,000
Total D	\$51,700
TOTAL FUNDING REQUEST	\$738,000



September 22, 2015

Luis Herrera
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Luis,

On behalf of our Board of Directors, I am pleased to inform you that Friends of the San Francisco Public Library has approved funding for all of the requests you submitted for Fiscal Year 2015-2016.

Included in this total is \$325,000 in direct funding for programs that Friends has traditionally supported in the past, along with new initiatives, discretionary funding for staff development and consulting, grants for branch libraries and grants for innovative programs throughout the system.

We are pleased to approve the Innovation Grants you requested; this \$20,000 will seed the launch of a mobile hotspot lending pilot program as well as the "Tech on the Go" curriculum to be delivered by your exciting new Techmobile.

We further agree to your suggestion that the Grants to Branches funding totaling \$13,500 will be used in alignment of the Library's diversity and programming priorities to provide consistent and targeted support for key initiatives.

We have also included \$51,700 for Friends' Initiatives that will support *One City One Book* and the publication *At the Library*.

In addition to the direct grants mentioned above, \$327,800 will be available through donor-designated funds which Friends holds in trust for your use. As in past years, we look forward to receiving an estimate of the amount you plan to use and the estimated timeline for expenditures when you are able to develop it. Please recall that we are asking for quarterly estimates for use of these funds to enable us to calculate our cash flow needs.

We look forward to working with you to strategize on how to build sustainability into vital programs that would otherwise not be offered and to focus attention on your excellent staff and the wonderful work they do.

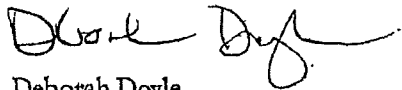
Funds granted in this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2015. We appreciate the assessment and reporting done by you and your staff during the course of the past year to measure and reflect their impact, both on the library and the community which it serves. This information helps Friends seek additional funding of these programs, and also gives our Board and donors a clear and compelling picture of the effects of their generosity.

(cont.)

We look forward to Friends being acknowledged on all materials developed through our funding as well as at programs in the libraries and to continue to receive any evaluations or other measures of the programs. This information will help us make the case to funders that libraries are a sound investment of their philanthropic dollars.

Thank you for this opportunity to support San Francisco Public Library—the City's greatest public asset. We look forward to an exciting year!

Best regards,



Deborah Doyle
Executive Director (Acting)

Cc: Catherine King, Chair, Library Support Committee

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor [] inquires"
- 5. City Attorney request.
- 6. Call File No. [] from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No. []
- 9. Reactivate File No. []
- 10. Question(s) submitted for Mayoral Appearance before the BOS on []

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

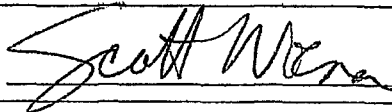
Supervisor Scott Wiener

Subject:

Accept And Expend Grant - Friends Of San Francisco Public Library - Annual Grant Award, FY2015-2016 - Up To \$738,000 Of In-Kind Gifts

The text is listed below or attached:

Resolution retroactively authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$738,000 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2015-2016.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

1 [Accept and Expend Grant - Friends Of San Francisco Public Library - Annual Grant Award
2 FY2015-2016 - Up To \$738,000 Of In-Kind Gifts]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant in the amount of up to \$738,000 of in-kind gifts, services, and cash**
5 **monies from the Friends of the San Francisco Public Library for direct support for a**
6 **variety of public programs and services in FY2015-2016.**

7
8 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
9 organization that advocates, fundraises, and provides critical support for the San Francisco
10 Public Library and related literary and educational programs; and

11 WHEREAS, The Public Library submits proposals annually to the Friends for public
12 programs and services; and

13 WHEREAS, The types of programs and services supported by these grants include
14 Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public
15 Relations, and Innovation Programs; and

16 WHEREAS, Highlights of the upcoming FY2015-2016 program year support include
17 celebrations of the Bernal Heights 75th anniversary and the Mission Library's centennial; and
18 two projects which will seed the launch of a mobile hotspot lending pilot program and a "Tech
19 On-the-Go" curriculum for technology programs delivered via the Library's new Techmobile;
20 and

21 WHEREAS, The Department proposes to maximize use of available grant funds on
22 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

23 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in
24 the grant budget; and, be it

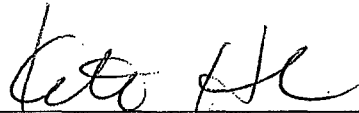
1 FURTHER RESOLVED, That the Public Library is authorized to accept and expend up
2 to \$738,000 of in-kind gifts, services, and cash monies awarded by the Friends of San
3 Francisco Public Library to support Library programs and services and related literary and
4 educational programs in FY2015-2016.

5
6 Recommended:


7
8 
9

10 Department Head

11 Approved:

12 
13
14 Mayor

15 Approved:

16 
17
18 Controller



City and County of San Francisco

Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 151235

Date Passed: January 26, 2016

Resolution retroactively authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$738,000 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2015-2016.

January 20, 2016 Budget and Finance Committee - RECOMMENDED

January 26, 2016 Board of Supervisors - ADOPTED

Ayes: 11 - Avalos, Breed, Campos, Cohen, Farrell, Kim, Mar, Peskin, Tang, Wiener and Yee

File No. 151235

I hereby certify that the foregoing Resolution was ADOPTED on 1/26/2016 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Clerk of the Board

Mayor

2/4/2016
Date Approved

FILE NO. 161115

RESOLUTION NO.

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award,
2 FY2016-2017 - Up to \$763,355 of In-Kind Gifts, Services, and Cash Monies]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant in the amount of up to \$763,355 of in-kind gifts, services, and cash**
5 **monies from the Friends of the San Francisco Public Library for direct support for a**
6 **variety of public programs and services in FY2016-2017.**

7
8 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
9 organization that advocates, fundraises, and provides critical support for the San Francisco
10 Public Library and related literary and educational programs; and

11 WHEREAS, The Public Library submits proposals annually to the Friends for public
12 programs and services; and

13 WHEREAS, The types of programs and services supported by these grants include
14 Youth Programs, Adult Programs, Collections, Public Relations, Staff Development, and
15 Innovation Programs; and

16 WHEREAS, Highlights of the upcoming FY2016-2017 program year support include
17 Grants to Branches, Innovation Grants and Friends Initiatives to support *One City One Book*
18 and the publication *At the Library*; and

19 WHEREAS, The Department proposes to maximize use of available grant funds on
20 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

21 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in
22 the grant budget; and, be it

23 **FURTHER RESOLVED**, That the Public Library is authorized to accept and expend up
24 to \$763,355 of in-kind gifts, services, and cash monies awarded by the Friends of San
25

1 Francisco Public Library to support Library programs and services and related literary and
2 educational programs in FY2016-2017.

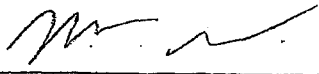
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25


Recommended:



Department Head

Approved: 

for Mayor

Approved: 

for Controller

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend of in-kind gifts, services and cash grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Friends of the San Francisco Public Library Annual Grant Award, FY 16-17

2. Department: Public Library

3. Contact Person: Christine Murdoch Telephone: 557-4246

4. Grant Approval Status (check one):

Approved by funding agency

Not yet approved

5. Amount of Grant Funding Approved or Applied for: Up to \$763,355 of in-kind gifts, services and cash monies.

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Friends of the San Francisco Public Library

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Friends of the San Francisco Public Library (Friends) is a non-profit organization that advocates, fundraises, and provides critical support for the San Francisco Public Library and related literary and educational programs. This grant allows the Library to provide direct support for a variety of public programs and services. The types of programs and services supported by these grants include: Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public Relations, and Innovation Programs.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: July 1, 2016 End-Date: June 30, 2017

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs?

Yes

No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency
 Other (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s) Existing Structure(s) Existing Program(s) or Service(s)
 Rehabilitated Site(s) Rehabilitated Structure(s) New Program(s) or Service(s)
 New Site(s) New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Marti Goddard
(Name)

Access Services Manager
(Title)

Date Reviewed: 8/12/2016

Marta Goddard
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera
(Name)

City Librarian
(Title)

Date Reviewed: 10/7/2016

Luis Herrera
(Signature Required)

Friends Grant Funding Requests	
	FY 17
A. Traditionally Funded Programs	
Children & Youth Services	
General Systemwide Programming	\$48,000
Summer Reading Programming	\$72,500
Teen Services	\$33,200
Effie Lee Morris Program	\$2,500
Book Buddies	\$1,300
	\$157,500
Public Affairs	
Community Relations/Promotions & Marketing	\$25,000
Programs & Exhibitions	
Exhibitions & Programming	\$70,000
Volunteer Services Recognition Event	\$4,000
Collection Development Discretionary Fund	\$2,000
	\$76,000
Library Support Fund	\$35,000
Professional Development	
Educational Opportunities	\$30,000
Staff Recognition Event	\$3,000
Staff Holiday Party	\$7,000
Training Refreshment Fund	\$1,700
	\$41,700
Total A	\$335,200
B. Grants to Branches & Innovation Grants	
Grants to Branches	\$13,500
Innovation Grants	\$32,500
Total B	\$46,000
C. Donor Restricted Funds	
Proposals not required	\$353,155
D. Friends Initiatives	
At the Library	\$9,000
One City, One Book	\$20,000
Total D	\$29,000
TOTAL FUNDING REQUEST	\$763,355

SFPL Grant Funded Program Proposals FY 16/17
Friends of the San Francisco Public Library
CYS

P359

2124

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Teen General Programming	<p>The funding supports system-wide Teen Services programming for ages 13-18. This fund allows Teen Services Librarians to provide high quality teen programming free of charge by supporting program partnerships, which provide expertise in these special subject areas: Digital Media Literacy, Content Creation, Coding and Computer Competency, and Maker Technology. The funds will also support staff development by providing support, training, and materials for librarian-led programs at Main and Branches. The Library will be in a position to hire 3.5 full time equivalent youth services librarians for the branches and 3 full time equivalent teen services librarians for The Mix at SFPL. In the coming fiscal year, these new staff will leverage this funding for enhanced programs and services for teens and young adults. Teen Services programming of the San Francisco Public Library (SFPL) at the Juvenile Justice Center (JJC) and Log Cabin Ranch (LCR) also serves a high-need group of incarcerated juveniles, most of whom come from underserved communities and backgrounds and have below-average literacy and life skills. Unique programs in these library facilities promote traditional and information and technology literacy and provide art programming – all of which are linked to academic and life success – to support these incarcerated youth with the ultimate goal of improving their chances to lead healthy, productive lives. SFPL additionally provides Teen Outreach Services to underserved youth in San Francisco, including homeless youth through LaRhin Street Youth Services Bridge Academy, and pregnant and parenting youth through SFPL's participation in the SteP (Skills for Teen Parents) program, funded with a grant from the Southern California Library Cooperative.</p>	<p>Teen General Programming funding provides the resources to forward the library's strategic priorities. As The Mix at SFPL enters phase II and SFPL scales the services into the neighborhood libraries, the Library will be recognized as a Premier Urban Library for innovation, partnership and programming. This funding will provide the necessary resources to establish SFPL as the place of literacy and learning for local teens. With youth driven programs and mentorship by staff, SFPL will bolster Youth Engagement efforts through enhanced services for incarcerated youth and expansion of the Board of Advising Youth (BAY).</p>	<p>With the opening of The Mix at SFPL in FY16 and expansion of teen services throughout the system in FY17, the library will provide relevant, participatory, connected learning opportunities for every 13-18 in San Francisco. Programs will be youth driven by design and range from high tech digital to low tech maker inspired. Expanded partnerships and outreach by teen services librarians will heighten the awareness of the library has a safe, welcoming, and dynamic learning environment for teens. Provide youth in custody access to technology such as iPads, music recording equipment, game consoles, and laptop computers that give youth opportunities to write, conduct job searches, create music, and play. Evaluation: Attendance statistics are collected and reported for every program. Publicity is tracked by distribution. Content creation in the library will be a new measurement of engagement. Program attendance and disbursement of funds will be tracked throughout the duration of the grant and summaries of programs will be included in regular SFPL monthly reports for JJC and LCR. Regular communication with participating youth, JPD staff and directors, and partner organizations such as SPY and SFUSD, will provide qualitative feedback and direct the evolution of programs and continued disbursement of funds at both sites.</p>	FY17	\$93,200	\$93,200
Book Buddies	<p>This funding has traditionally supported the longstanding reading program that teams volunteers with local hospitals to read to patients in the pediatrics ward. The \$1,300 budget provided bookmarks, publicity materials and refreshments for training.</p>	<p>The Book Buddies program meets the Literacy and Learning and Youth Engagement priorities. The volunteers are reading library selected books to children who would not otherwise have this service. Children are engaged in an enriching activity with a caring person, giving the opportunity to form a bond around the pleasure of sharing books. The BB volunteers are ambassadors of SFPL to the children and their families. Partnerships for Excellence: We partner with the member hospitals in this program, and we use volunteers recruited from the community who are in turn parts of other communities (including businesses).</p>	<p>1) Each participating hospital has the services of library recruited and trained BB volunteers to read to the children in their pediatric sections. 2) Children's hospital experiences will be brightened through the connection made with a caring non-medical adult as well as through the escape and diversion that a good story provides. 3) Families who may not be familiar with the concept of reading aloud with their children become aware of this and see how to do it. 4) Volunteers who wish to contribute to their community in a way that involves reading and children have the satisfaction of being able to do just that. The program this year will be administered by CPP's special projects staff and the Library's Volunteer Program Coordinator, which will assess aspects of the long-running program; plan annual in-service programs; initiate new projects and make changes as needed.</p>	FY17	\$1,300	\$1,300
Effie Lee Morris Lecture	<p>The Effie Lee Morris Lecture is annual event initiated in 1997 by the San Francisco Chapter of the Women's National Book Association (WNBA) in collaboration with SFPL. The lecture is hosted by the Fisher Children's Center staff in conjunction with Youth Services Team. The lecture is recognized nationally as an important contribution to the world of Children's Literature. The public program includes a renowned author or illustrator, original presentation, exhibition, and reception.</p>	<p>The prestigious annual Effie Lee Morris Lecture at the Main Library positions SFPL as a Premier Urban Library, while it's highlighting of a children's author or illustrator meets the priority for Youth Engagement. Thanks to longtime partnerships with the WNBA and SFUSD, the program also meets our Partnerships for Excellence priority. The lecture engages the audience to read the various works of the speaker. Past speakers have been authors/illustrators with an established repertoire of award winning children's literacy. The 2016 speaker is Christian Robinson, winner of the 2016 Caldecott Honor and Coretta Scott King Honor and the 2016 Summer Learning Illustrator. The lecture promotes diversity by selecting authors/illustrators representing the Bay Area's melting pot.</p>	<p>SFPL is recognized as a Premier Library and convener of literary arts. Evaluation: Attendance statistics are collected and reported for every program. Publicity/marketing of the program includes social media, feature in the ATL reaching a broader audience. Another goal is to honor Miss Effie Lee Morris as a pioneer in the field of children's services and celebrate her contributions to SFPL.</p>	FY17	\$2,500	\$2,500

Friends of the San Francisco Public Library

Program/Project Title	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Children's Programming	<p>This funding provides high quality children's literary, arts and science programming free of charge on a regular basis in the Main Library Children's Center and all the neighborhood libraries. Funding supports the new system-wide programs including Middle Eastern Heritage, Made in San Francisco, Performing Arts Festival, and We Need Diverse Books. Continued support for community based WVA Latino/Hispanic Heritage Celebration, Black History Month, Asian Pacific Islander Heritage Month, Tricycle Music Fest, Big SF Playdates and ongoing librarian led STEAM based programs; system-wide programming kits such as LEGO, Rock the Bike smoothie, and portable Marble Machines; author and illustrator visits; and professional development for the SFPL children's librarians.</p>	<p>Last year, SFPL presented 9150 programs for children and their families to build literacy skills, engage youth with learning experiences and raise awareness of the library as a vibrant resource and destination. All programs forward the library's strategic priorities of Literacy and Learning, Youth Engagement, Partnerships for Excellence, Organizational Excellence and position SFPL as a Premier Urban Library. From Tricycle Music Fest with Grammy Award Winning musicians to STEAM programming to cultural celebrations, programs are rooted in literacy and learning experiences which include author programs; performance and storytelling; music and movement; make and play all address core literacy skills. FY 2017 will continue the focus on STEAM and hands-on engagement programming with Made in SF, Big SF Playdates and more digital experiences with the LEGO Robotics. Youth Services now requires that all programs include participatory elements to engage youth; for example, a puppet program needs to include a participatory role for the children in the audience. SFPL collaborates with many community organizations to present programs both in the library system and out in the community supporting strategic partnerships. Key programmatic partners include: First 5, SFUSD, DCF, Jumpstart, Contemporary Jewish Museum, Bay Area Discovery Museum, Exploratorium, Children's Creativity Museum and other community based organizations.</p>	<p>1) Children, caregivers, parents, and service providers know that the Library is a place they can come to experience arts, literary and science based programming at no charge. 2) San Francisco learning organizations know that the library is an agency with whom they can collaborate on engagement programming projects. 3) Children and families attend free arts, literacy and science programs in their neighborhood at the local library. 4) While attending programs, these groups become more aware of and familiar with the other services their library has to offer. Evaluation: Attendance figures are collected and reported for all programs. Results from the annual Storytime and Class Visit surveys are shared with City Librarian, Friends, and other stakeholders. Librarians receive daily feedback from parents, children, and caregivers about the programming offered.</p>	FY17	\$48,000	\$48,000
Summer Reading Program	<p>The Summer Reading Program (SRP) was initially designed to encourage young readers to maintain or improve reading skills over the summer months, when it has been documented that without such encouragement or exposure to culturally rich activities, a learning gap occurs for children in lower socio-economic levels that cannot be made up during the school year. In FY 15, the traditional program transformed into Summer Learning to align with the city-wide efforts. With the same goals, the program helps foster a positive ongoing connection with the Library and provide regularly scheduled arts, literary and science based programs free of charge in every neighborhood in San Francisco throughout the summer. Five years ago the program expanded to include teens and adults creating one summer program to encourage readers of all ages and families to read together. Building on the success of the previous year, FY17 program will feature one game board, one library tote bag as the prize, one master program guide, online tracking of reading, badging system, 500+ free programs and weekly raffles at each library for all.</p>	<p>Summer Learning Program supports the following SFPL Strategic Priorities: Literacy & Learning - the most basic purpose of the program is to encourage San Franciscans to read. It encourages younger readers to practice and enhance their reading skills by offering an opportunity to read for pleasure and prize. Participants are encouraged to enter weekly raffles at each library to win experiential prizes (e.g., pass to museum, Cal Academy of Sciences, local gift certificates) thus reinforcing the summer learning priority. Youth Engagement is a priority for all programming for children and teens and implemented many ways. First, young people are actively involved in the reading program by reading, tracking their hours and ultimately succeeding in reaching a reading goal. Second, youth are encouraged to visit the library and engage with library staff and services at programs. Third, youth 7th grade and older assist SFPL staff in managing the program by helping participants register, log their hours and select and receive their prizes. For many, this is their first "job" where they learn about the expectations of work through this volunteer opportunity. Strategic partnerships continue to be a vital part of SLP. Since 2015, the library has partnered with Chronicle Books to commission original art/visuals for the program. The library collaborates with DCF to bring the free Summer Lunch Program into libraries, thus encouraging low income youth to visit and use the library; and with Read Write Discover to bring one-on-one library tutoring to elementary age children at five branches. Other partnerships are also a strong component of the program. Many community attractions and organizations provide programs or prizes free or at reduced rates, including the SF Giants, Golden State Warriors, California Academy of Sciences, Exploratorium, and more. SLP redefines literacy and learning by providing over 500 free programs for children, teen and adults. Programs from musical events to science, dance to storytelling, and cooking and nutrition to LEGOs, provide a wide array of diverse program options. In addition, programming reflects the rich cultural diversity of our city. The SLP is presented in partnership with Chronicle Books, San Francisco Summer Learning Workgroup, and Friends of SFPL.</p>	<p>The goal is to enroll 1,000 adults, 800 teens and 16,000 children. Anticipated outcomes include: 1) San Franciscans will read during the summer; 2) Children, teens, adults and families will visit the library during the summer months and view it as a place for programs and activities for people of all ages; 3) Children, teens, adults and families will be exposed to free arts, literary, science and culturally diverse programming in their neighborhoods; 4) Teens will view the library as a safe, inviting environment; 5) Teens and teen volunteers will be engaged and gain work experience, bolster their confidence and sense of responsibility and form a closer connection with the Library and staff through summer youth volunteer program; 6) Parents and caregivers of young children will become aware of the importance of reading aloud as well as learning about other ways to foster early literacy skills; 7) Other community organizations are made aware of the importance of continued reading during the summer and the role of the Library in helping to achieve that. Evaluation: Statistics are gathered on the number of readers enrolled, how many complete the program, how many volunteers participate, how many volunteer hours are worked, how many programs are provided, how many people attend those programs, and how many people entered the raffle. FY16-17 will also include completion survey to gather feedback and learning outcomes.</p>	FY17	\$80,000	\$72,500

2129560

SFPL Grant Funded Program Proposals FY 16/17
 Friends of the San Francisco Public Library
 Library Support Fund

Program/Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Amount Requested from Friends
Library Support Fund	City Librarian	The Library Support Fund enables the city librarian and management team to provide funding for operational support, special projects and library initiatives that are not funded through the city's budget process. Key priorities in FY 17 will be to focus on organizational development, specifically targeting service excellence. A portion of the fund will be used to retain consultant support to facilitate a series of conversations with community stakeholders for their input on library services to inform the strategic plan. Other community outreach projects that foster civic engagement will also be supported through this fund. Finally the LSF provides nominal support for professional development including conference attendance, travel and association membership.	SFPL recognizes our human resources are the institution's most valued asset as we continue to develop a cohort of leaders to maintain our status as an innovator and leader amongst urban libraries. Service excellence and a commitment to safe and welcoming libraries continue to be a focal point for allocating organizational resources in the coming year. The Library Support Fund has been a valuable source helping position the library as a premier urban library.	This coming year we anticipate the implementation of an enhanced training program for SFPL staff which will have direct impact to service excellence to our public. Furthermore community engagement efforts will secure feedback from stakeholders in the various neighborhoods regarding library services. This qualitative data will be vital to the library's strategic planning efforts for the next five years.	FY17	\$35,000
						\$35,000

P362

2127

SFPL Grant Funded Program Proposals FY 16/17
Friends of the San Francisco Public Library
Professional Development

Program/Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Literacy & Learning; 3) Youth Engagement; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence.	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Educational Opportunities Committee (EOC)	Human Resources	An annual grant from Friends of the San Francisco Public Library has made it possible to award funds to library staff for the purpose of attendance at conferences, workshops, seminars, courses for continuing education (excluding school semester courses), etc. All fulltime or part-time library employees (except administration) are eligible for assistance to attend events relevant to their work, and from which some benefit to the library can be expected. Amounts of individual awards depend on the size of the initial grant from the Friends, the number of requests received from library staff, the time of the year, and the balance remaining at the time of the request.	1. Organizational Excellence. EOC funds are used to access professional development activities that support all of the Strategic Priorities. Our ability to access these funds allows for broad participation in professional events and creates strong SFPL representation nationally and internationally.	Staff are required to submit a report upon completion of the event and prior to reimbursement outlining highlights of the event, utility to participants and value to SFPL of staff attendance.	July 1, 2016-June 30, 2017	\$30,000	\$30,000
Annual Staff Recognition Awards	Human Resources	An annual grant from Friends of the San Francisco Public Library has made it possible to hold an annual staff recognition event for all staff. The event is a huge moral booster and is well attended by staff. It is an opportunity for us to showcase and recognize the efforts of staff through the year.	1. Organizational Excellence. The program rewards and recognizes outstanding performance at SFPL. This year, guidance was written into the nomination form asking for how the employee's actions furthered the strategic Priorities of SFPL.	A successful staff recognition event, and high levels of participation by awardees in the planning of the event the following year.	July 1, 2016-June 30, 2017	\$3,000	\$3,000
Staff Holiday Party	Human Resources	An annual grant from Friends of the San Francisco Public Library has made it possible to hold an annual staff holiday party. The party is an opportunity for the building of staff morale. Having this event at year end is an opportunity to begin the new year on the strongest possible footing of employee engagement.	1. Organizational Excellence. Creating opportunities outside of the work day allows for the deepening of professional employee relationships and breaks down divisional silos. Creating cross divisional relationships directly impacts employee effectiveness.	Feedback from staff informs effectiveness of the event.	12/1/2016	\$8,000	\$7,000
Training and Refreshment Funds	Human Resources	An annual grant from Friends of the San Francisco Public Library has made it possible to provide refreshments at staff training events. Having refreshments at key events allows SFPL Training to support staff training with occasional light refreshments.	1. Organizational Excellence. Staff training experiences that are repetitive or administration can be offset by providing breaks with refreshments. It is a single way to make training more engaging.	The ability to provide such breaks are evidence of effectiveness.	July 1, 2016-June 30, 2017	\$2,000	\$1,700
TOTAL						\$43,000	\$41,700

P363

2128

SFPL Grant Funded Program Proposals FY 16/17
 Friends of the San Francisco Public Library
 Branches

Program/Project Title	Branch or Agency	Project Description and Purpose	Please indicate how your proposed project supports one or more of the following Library Strategic Priorities: 1) Premier Urban Library; 2) Redefining Literacy & Learning; 3) Engaging Youth; 4) Digital Strategy; 5) Partnerships for Excellence; 6) Organizational Excellence	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Timeline	Total Cost of Project	Amount Requested from Friends
Branch Open House	All 27 branches	Open house to commemorate the anniversary of the branches.	This program supports all Strategic Priorities by: Renewing and/or creating partnerships with community groups by inviting them to join in • Showcasing literacy and learning and youth engagement, by encouraging and engaging community to participate in library events • Showcasing premier library/organizational excellence in a relaxing and welcoming environment	Attracting 100 or more patrons (as in years past); community partners who agree to participate in the program gets tremendous exposure to their organizations and services, as well as commitments from patrons to join or participate their programs. Creating increased patron awareness of Library's services and resources	These event will happen through out the year	\$300 each	\$8,100
Branch Choice Options:	All 27 branches					\$200 each	\$5,400
Health and Wellness	Branch Choice	Branches will offer Health and Wellness workshops such as Yoga, Tai Chi, reflexology, healthy eating, dancing, etc. to improve awareness of health related issues and lifestyles.	This program supports Redefining Literacy & Learning and Partnerships for Excellence by: • Promoting and marketing health and wellbeing resources • Educating and exposing patrons about healthy lifestyle options • Strengthening partnerships and relations with local community	Anticipated outcomes include: • Increasing circulation and usage of health and wellness materials and resources • Expanding patrons' knowledge and awareness of health related topics through participatory learning • Fostering and developing relations and partnership in the community • Attendance levels (Minimum 15 participants)	• 1st QTR - Planning and Assessment • 2nd - 4th QTR - Implementation		6219
Taste It @ Your Library	Branch Choice	Branches will collaborate to work with local food industry businesses such as food market, restaurants, and cafes to provide informational presentations, demonstrations and hands-on training to patrons, with food tasting as the finale to each program; opportunities to market and promote culinary and small business collections and resources; and programming to foster cultural diversity through culinary arts.	This program supports Redefining Literacy & Learning, Partnerships for Excellence, Youth Engagement and Premier Urban Library by: • Promoting and marketing culinary and small business collections and resources to increase circulation and use of food industry related resources • Fostering understanding and awareness of the rich tapestry of cultures in the community through culinary arts • Engaging participants in hands on activities to learn culinary techniques and foster cultural diversity through food preparation • Providing cross-generational programs to engage families and people of all ages	Anticipated outcomes include: • Strengthening relationships/partnerships with local businesses in promoting library services • Engaging new patrons with specific interest in Culinary Arts, the food industry, and diverse culinary cuisine • Increasing awareness and use of culinary and business materials in support of entrepreneurship, social interaction Program Evaluation will consist of: • Program surveys and participant feedback • Collection Statistics • Attendance levels (Minimum 15 participants) • Diversity in presenters and audience	Key Program Phases include: • July - August 2016 - Establish relationships with local food industry businesses • September - December 2016 - Schedule and coordinate programs for implementation starting November 2014 through May 2016		
Artistry and Craft Club	Branch Choice	Hands on arts and craft programs to engage patrons	This program supports Premier Urban Library and Partnerships for Excellence by: Patrons learning about the different types of DIY projects which are often done in partnership with other City Agencies and Community non-profits Patrons learning about the services the library offers through programming and outreach via flyers, posters & ATL	The goal is to bring patrons to the library to learn about the types of services library offers. The success will mainly based on the number of attendees and feedback.	• 1st QTR - Planning and Assessment • 2nd - 4th QTR - Implementation		

P364

SFPL Grant Funded Program Proposals FY 15/17
 Friends of the San Francisco Public Library
 Innovation Grants

P366

Program/ Project Title	Project Description and Purpose	What are your anticipated outcomes?	How will you evaluate program success?	One-time or On-going? (If on-going incorporate into Library bgt via existing or new monies)	Primary Strategic Priority Category	Implementation Timeline	Total Project Cost	Amount Requested from Friends	Submitted By	CLO Approval
Innovation Fund	The Innovation Fund would provide a critical source of revenue to incubate small-scale innovation projects. This program represents an opportunity to innovate library services with a more nimble support mechanism that is able to seed multiple projects. Some of the prospective innovations, if successful, may then be scaled into larger projects. One of the initial opportunities for this Innovation Fund is to support programming related to the Living Innovation Zone partnership with the Asian Art Museum in July 2016. The Library is also launching a Future of the Library Forum in early FY17 with a group of internal staff who could benefit from having a small budget for trendspotting activities. The SF History Center is currently in conversations with members of the Filipino-American community who are interested in collaborating on a digitization project to preserve cultural and historical resources. Another prospective partnership opportunity involves technology from a small SF start-up, Doble, with their mobile app to drive foot traffic to Friends and/or SFPL locations to access Doble's quick-charge batteries for residents' smartphones.	Greater responsiveness and a more nimble approach for seeding innovation. Development, implementation and realization of new projects to occur Intra-year throughout FY17.	The fund would be administered by the Deputy City Librarian, with a submission process and criteria that includes our strategic priorities and evaluation component for each of the projects. The Deputy City Librarian would work with internal stakeholders to execute and monitor the projects with ongoing engagement with the Friends of SFPL throughout the year during Internal Relations.	One-time	Premier Urban Library	FY17	\$12,500	\$12,500	Michael Lambert	2131
						Total Cost		\$32,500		
						Budget:		\$32,500		
						Variance: Bgt-Est. Cost		\$0		

Program/ Project Title	Project Description and Purpose	What are your anticipated outcomes?	How will you evaluate program success?	One-time or On-going? (If on-going incorporate into Library budget via existing or new monies)	Primary Strategic Priority Category	Implementation Timeline	Total Project Cost	Amount Requested from Friends	Submitted By	CLO Approval
Service Design: Making User-centered Design How SFPL Works	<p>Phase II of Friends of SFPL Innovation Fellowship - Engage a UX design agency with experience in the public sector, with a specialization in Service Design, to create a Service Design workshop customized for SFPL. Scale the workshop such that up to 50 SFPL staff can participate, in 1 or multiple sessions. With the agency's facilitation, run a post-workshop Ideation session specific to SFPL objectives. Summarize and report back to the larger SFPL audience on the workshop and the Ideas surfaced in the Ideation session. In order to nurture real change in a large organization, there must be wide indoctrination to the method of change. Workshops create cohorts of exposure to and experience with the thinking and perspectives of Design Thinking, UX and Service Design. The workshop will reveal and energize additional individual champions/potential project leads within SFPL; the Ideation session will provide leads to identify/prioritize next projects. These activities will augment broader organizational development work related to the Internal Future of the Library Forum.</p>	<p>Shared understanding amongst key staff and stakeholders of UX/Service design approach and practice. Expanded community of practice for UX within SFPL. Proposals/recommendations for enhancements/improvements to existing services.</p>	<p>Adopting UX/Service Design methodology will impact SFPL by providing a process and toolkit to execute on Innovation that will greatly benefit of both staff and patrons. User-centered design provides focus and a way to deeply engage with users, move past any long-held but unproven assumptions or beliefs, and to move the institution based on our mission. This project will be a test bed or pilot for using this approach and provide an example for other departments/divisions as to how use the method. Impact will show in increased patron usage; and increased numbers of success stories from patrons with needs met.</p>	One-time	Premier Urban Library	FY17	\$15,000	\$15,000	Yeel Schwartz	
21387 Digital Inclusion Pilot Project	<p>The Digital Inclusion Fellowship is a one-year program that will place an emerging leader at the San Francisco Public Library. This individual's salary will be subsidized by Google and paid by the Friends of SFPL. The Digital Inclusion Fellow will be a part of a larger group of leaders trained on best practices of digital inclusion work and community mobilization, and will serve as a promoter of digital literacy programming locally with S.F. partners and other organizations. In carrying out the one-year program with the San Francisco Public Library, the Digital Inclusion Fellow will be tasked with leveraging \$5,000 in project funds for matching dollars to be provided by the NTEN: The Nonprofit Technology Network.</p>	<ul style="list-style-type: none"> Expand digital literacy courses in size, frequency, or to other locations. Increase digital literacy in digitally divided neighborhoods of S.F. 	<p># of people trained 500 % increase in number of participants who have a desire to have Internet in their home 10% # of training hours (number of participants per program x length of program) 1800 # of computer hours in labs or workstations 20 # of trained/skilled volunteers supporting digital literacy 20</p>	One-time	Literacy & Learning	FY17	\$10,000	\$5,000	Michelle Jeffers	

June 14, 2016

Luis Herrera
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Luis,

On behalf of our Board of Directors, I am pleased to inform you that Friends of the San Francisco Public Library has approved funding for the requests you submitted for Fiscal Year 2016-2017.

Included in this total is \$763,355 in direct funding for programs that Friends has traditionally supported in the past, along with new initiatives, discretionary funding for staff development, grants for branch libraries and grants for innovative programs throughout the system.

We are pleased to approve \$335,200 in traditionally funded programs: Children and Youth Services (\$157,500); Public Affairs (\$25,000); Programs & Exhibitions (\$76,000); Library Support Fund (\$35,000); and Professional Development (\$41,700).

We further agree to fund \$46,000 for Grants to Branches & Innovation Grants and an additional \$29,000 for Friends Initiatives to support *One City One Book* and the publication *At the Library*.

In addition to the direct grants mentioned above, \$353,155 will be available through donor-designated funds which Friends holds in trust for your use. As in past years, we look forward to receiving an estimate of the amount you plan to use and the timeline for expenditures when you are able to develop it. Please recall that we are asking for quarterly estimates for use of these funds to enable us to calculate our cash flow needs.

We look forward to working with you to strategize on how to build sustainability into vital programs that would otherwise not be offered and to focus attention on your excellent staff and the wonderful work they do.

Funds granted in this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2016. We appreciate the assessment and reporting done by you and your staff during the course of the past year to measure and reflect their impact, both on the library and the community which it serves. This information helps Friends seek additional funding of these programs, and also gives our Board and donors a clear and compelling picture of the effects of their generosity.

We look forward to Friends being acknowledged on all materials developed through our funding as well as at programs in the libraries and to continue to receive any evaluations or other measures of the programs. This information will help us make the case to funders that libraries are a sound investment of their philanthropic dollars.

Thank you for this opportunity to support San Francisco Public Library—the City's greatest public asset. We look forward to an exciting year!

Best regards,



Marie Ciepiela
Executive Director
(415) 477-5220
marie.ciepiela@friendssfpl.org

Cc: Catherine King, Chair, Library Support Committee
Charles Higuera, Chair of the Board of Directors
Bob Daffeh, Director of Finance and Administration, Friends

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Christine Murdoch, Finance Office

DATE: August 10, 2016

SUBJECT: Accept and Expend Resolution for SFPL Grant

GRANT TITLE: Friends of the San Francisco Public Library – Annual Grant Award

Attached please find the original and 4 copies of each of the following:

Proposed grant resolution; original signed by Department, Mayor, Controller

Grant information form, including disability checklist

Grant budget

Grant application

Grant award letter from funding agency

Ethics Form 126 (if applicable)

Contracts, Leases/Agreements (if applicable)

Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Christine Murdoch

Phone: 557-4246

Interoffice Mail Address: Public Library #41

Certified copy required Yes

No

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

OFFICE OF THE MAYOR
SAN FRANCISCO



EDWIN M. LEE

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: *EL* Mayor Edwin M. Lee *NE*
RE: Accept and Expend Grant - Friends of San Francisco Public Library -
Annual Grant Award, FY2016-2017 - Up to \$763,355 of In-Kind Gifts,
Services, and Cash Monies
DATE: October 18, 2016

Attached for introduction to the Board of Supervisors is a resolution retroactively authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$763,355 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2016-2017.

I respectfully request that this item be calendared in Budget & Finance Committee on October 26, 2016.

Should you have any questions, please contact Nicole Elliott at (415) 554-7940.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
OCT 19 11 31 AM '16
AK

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award,
2 FY2016-2017 - Up to \$763,355 of In-Kind Gifts, Services, and Cash Monies]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant in the amount of up to \$763,355 of in-kind gifts, services, and cash**
5 **monies from the Friends of the San Francisco Public Library for direct support for a**
6 **variety of public programs and services in FY2016-2017.**

7
8 WHEREAS, The Friends of the San Francisco Public Library (Friends) is a non-profit
9 organization that advocates, fundraises, and provides critical support for the San Francisco
10 Public Library and related literary and educational programs; and

11 WHEREAS, The Public Library submits proposals annually to the Friends for public
12 programs and services; and

13 WHEREAS, The types of programs and services supported by these grants include
14 Youth Programs, Adult Programs, Collections, Public Relations, Staff Development, and
15 Innovation Programs; and

16 WHEREAS, Highlights of the upcoming FY2016-2017 program year support include
17 Grants to Branches, Innovation Grants and Friends Initiatives to support *One City One Book*
18 and the publication *At the Library*; and

19 WHEREAS, The Department proposes to maximize use of available grant funds on
20 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

21 **RESOLVED**, That the Board of Supervisors hereby waives inclusion of indirect costs in
22 the grant budget; and, be it

23 **FURTHER RESOLVED**, That the Public Library is authorized to accept and expend up
24 to \$763,355 of in-kind gifts, services, and cash monies awarded by the Friends of San
25

1 Francisco Public Library to support Library programs and services and related literary and
2 educational programs in FY2016-2017.

3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

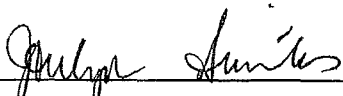
Recommended:



Department Head

Approved: 

for Mayor

Approved: 

for Controller



City and County of San Francisco
Tails
Resolution

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 161115

Date Passed: November 01, 2016

Resolution retroactively authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$763,355 of in-kind gifts, services, and cash monies from the Friends of the San Francisco Public Library for direct support for a variety of public programs and services in FY2016-2017.

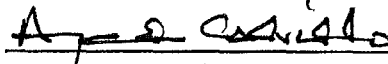
October 26, 2016 Budget and Finance Committee - RECOMMENDED

November 01, 2016 Board of Supervisors - ADOPTED

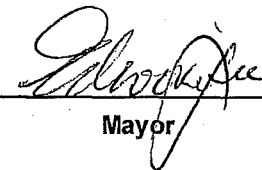
Ayes: 11 - Avalos, Breed, Campos, Cohen, Farrell, Kim, Mar, Peskin, Tang, Wiener and Yee

File No. 161115

I hereby certify that the foregoing Resolution was ADOPTED on 11/1/2016 by the Board of Supervisors of the City and County of San Francisco.



Angela Calvillo
Clerk of the Board



Mayor

11/10/2016

Date Approved

Young, Victor

From: SOTF, (BOS)
Sent: Tuesday, May 16, 2017 1:56 PM
To: Angel, Lucia (DPH); Leung, Lydia (UCSF); Christensen, Diana (ADM); 'mike@blacksummers.com'; 'Ray'; Blackman, Sue (LIB); Herrera, Luis (LIB); 'Angela Greben'; Breed, London (BOS); BreedStaff, (BOS)
Cc: Lloyd, Kayleigh (BOS); Calvillo, Angela (BOS)
Subject: SOTF - Notice of Hearing - Compliance and Amendments Committee: May 30, 2017, 4:30 p.m.

Good Afternoon:

Notice is hereby given that the Compliance and Amendments Committee (Committee) of the Sunshine Ordinance Task Force (Task Force) shall hold hearings on complaints listed below to: 1) review the status of the Order of Determination; 2) determine if the Task Force has jurisdiction; 3) review the merits of the complaints; and/or 4) issue a report and/or recommendation to the Task Force.

Date: May 30, 2017

Location: City Hall, Room 408

Time: 4:30 p.m.

Complaints:

File No. 16092: Hearing on the Status of the Order of Determination – Complaint filed by Anonymous against Dr. Lydia Leung, Department of Public Health, for violating Administrative Code (Sunshine Ordinance), Section 67.25(a), by failing to respond to an Immediate Disclosure Request in a timely and/or complete manner.

(On February 1, 2017, the Sunshine Ordinance Task Force (SOTF) heard the matter, found violations of the Sunshine Ordinance, requested that the Respondent provide all communications and documents related to the Family Health Center Patient Advisory Committee for the period of January 1, 2014, through September 18, 2016, and/or provide justification for any redactions/withholdings, and referred the matter to the Compliance and Amendments Committee.)

File No. 16109: Hearing on the Status of the Order of Determination – Complaint filed by Mike Black against Animal Care and Control for violating Administrative Code (Sunshine Ordinance), Section(s) 67.21(d) and 67.24(i), by failing to respond to a public records request in a timely and complete manner and withholding records and not citing an appropriate provision of the Sunshine Ordinance.

(On February 1, 2017, the Sunshine Ordinance Task Force (SOTF) heard the matter, found violations of the Sunshine Ordinance, requested that the Respondent provided records related to the City's dog lease laws for the period of January 1, 2014, through February 1, 2016, and referred the matter to the Compliance and Amendments Committee.)

File No. 16117: Hearing on the Status of the Order of Determination - Complaint filed by Ray Hartz against City Librarian Luis Herrera and the Public Library for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29-6, by failing to disclose the amount and source of all outside funds

or services worth more than one hundred dollars in aggregate, accepted by the Public Library for the purpose of carrying out or assisting any City function, on their website.

(On March 1, 2017, the Sunshine Ordinance Task Force (SOTF) heard the matter, found violations of the Sunshine Ordinance referred the matter to the Compliance and Amendments Committee to review the draft memorandum of Understanding between the Public Library and the Friends of the Public Library to ensure that Administrative Code (Sunshine Ordinance), Section 67.29-6, has been addressed.)

File No. 17047: Complaint filed by Angela Greben against President London Breed, Board of Supervisors, for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.21, by failing to respond to request for public records in a timely and/or complete manner.

Complainants: Your attendance is required for this meeting/hearing.

Respondents/Departments: Pursuant to Section 67.21 (e) of the Ordinance, the custodian of records or a representative of your department, who can speak to the matter, is required at the meeting/hearing.

Documentation (evidence supporting/disputing complaint)

For a document to be considered, it must be received at least five (5) working days before the hearing. For inclusion into the agenda packet, supplemental/supporting documents must be received by 5:00 pm, **May 23, 2017**.

Victor Young
Administrator

Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place, City Hall., Room 244
San Francisco CA 94102
phone 415-554-7724 | fax 415-554-5163
victor.young@sfgov.org | www.sfbos.org



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

Young, Victor

From: SOTF, (BOS)
Sent: Tuesday, December 20, 2016 2:09 PM
To: Herrera, Luis (LIB); Blackman, Sue (LIB)
Cc: 'Ray'; Calvillo, Angela (BOS)
Subject: SOTF - Complaint Filed with the Sunshine Ordinance Task Force - Complaint No. 16117
Attachments: SOTF - Complaint Procedure 2014-11-05.pdf; SOTF Complaint 16117.pdf

Good Afternoon:

The Public Library has been named as a Respondent in the attached complaint filed with the Sunshine Ordinance Task Force. Please respond to the following complaint/request within five business days.

The Respondent is required to submit a written response to the allegations including any and all supporting documents, recordings, electronic media, etc., to the Task Force within five (5) business days of receipt of this notice. This is your opportunity to provide a full explanation to allow the Task Force to be fully informed in considering your response prior its meeting.

Please include the following information in your response if applicable:

1. List all relevant records with descriptions that have been provided pursuant to the Complainant request.
2. Date the relevant records were provided to the Complainant.
3. Description of the method used, along with any relevant search terms used, to search for the relevant records.
4. Statement/declaration that all relevant documents have been provided, does not exist, or has been excluded.
5. Copy of the original request for records (if applicable).

Please refer to the File Number when submitting any new information and/or supporting documents pertaining to this complaint.

The Complainant alleges:

File No. 16117: Complaint filed by Ray Hartz against City Librarian Luis Herrera and the Public Library for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29-6, by failing to disclose the amount and source of all outside funds or services worth more than one hundred dollars in aggregate, accepted by the Public Library for the purpose of carrying out or assisting any City function, on their website.

Complaint Attached.

Both parties (Complainant and Respondent) **will be contacted once a hearing date is determined.** Attached is the Sunshine Ordinance Task Force's complaint procedures.

Thank you.

Victor Young
Administrator

Sunshine Ordinance Task Force
1 Dr. Carlton B. Goodlett Place, City Hall., Room 244

San Francisco CA 94102
phone 415-554-7724 | fax 415-554-5163
victor.young@sfgov.org | www.sfbos.org

 Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

Young, Victor

From: SOTF, (BOS)
Sent: Monday, February 06, 2017 10:31 AM
To: 'mpetrelis@aol.com'; Kilshaw, Rachael (POL); Walton, Briseida (POL); 'Ray'; Pelham, LeeAnn (ETH); Blome, Jessica (ETH); Herrera, Luis (LIB); Blackman, Sue (LIB)
Cc: Calvillo, Angela (BOS)
Subject: SOTF - Notice of Hearing - Education, Outreach and Training Committee: February 21, 2017, 3:30 p.m.

Good Morning:

Notice is hereby given that the Education, Outreach, and Training Committee (Committee) of the Sunshine Ordinance Task Force (Task Force) shall hold hearings on complaints listed below to: 1) determine if the Task Force has jurisdiction; 2) review the merits of the complaints; and/or 3) issue a report and/or recommendation to the Task Force. The Complainant and Respondent may attend to provide clarification, evidence and related testimony. However, attendance by the Complainant and Respondent is **not required** at the February 21, 2017, Education, Outreach and Training Committee meeting.

Date: February 21, 2017

Location: City Hall, Room 408

Time: 3:30 p.m.

Complaints:

File No. 16101: Complaint filed by Michael Petrelis against the Suzy Loftus, Police Commission, for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.15 (d), by abridging or prohibiting public criticism of the policy, procedures, programs or services of the City, or of any other aspect of its proposals or activities.

File No. 16116: Complaint filed by Ray Hartz against Commissioner Quentin Kopp and the Ethics Commission for allegedly violating Administrative Code (Sunshine Ordinance), Sections 67.15(d) and 67.17, by abridging or prohibiting public criticism of the policy, procedures, programs or services of the City (Ethics Commission December 20, 2016, meeting).

File No. 16117: Complaint filed by Ray Hartz against City Librarian Luis Herrera and the Public Library for allegedly violating Administrative Code (Sunshine Ordinance), Section 67.29-6, by failing to disclose the amount and source of all outside funds or services worth more than one hundred dollars in aggregate, accepted by the Public Library for the purpose of carrying out or assisting any City function, on their website.

The Task Force, upon receipt of the report and/or recommendation from the Committee, shall schedule and conduct a hearing on the merits of the complaint. The Complaint and Respondent will be required to attend the Task Force meeting to review the merits of the complaint(s). The Task Force has tentatively scheduled a hearing on **March 1, 2017, at 4:00 p.m.** to review the recommendations of the Committee for the above listed complaints. Notice of hearing will be provided once the hearing date has been confirmed.

Documentation (evidence supporting/disputing complaint)

For a document to be considered, it must be received at least five (5) working days before the hearing. For inclusion into the agenda packet, supplemental/supporting documents must be received by 5:00 pm, **February 15, 2017**.

Victor Young
Administrator

Sunshine Ordinance Task Force

1 Dr. Carlton B. Goodlett Place, City Hall., Room 244

San Francisco CA 94102

phone 415-554-7724 | fax 415-554-5163

victor.young@sfgov.org | www.sfbos.org



Click [here](#) to complete a Board of Supervisors Customer Service Satisfaction form.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

Disclosures: Personal information that is provided in communications to the Board of Supervisors is subject to disclosure under the California Public Records Act and the San Francisco Sunshine Ordinance. Personal information provided will not be redacted. Members of the public are not required to provide personal identifying information when they communicate with the Board of Supervisors and its committees. All written or oral communications that members of the public submit to the Clerk's Office regarding pending legislation or hearings will be made available to all members of the public for inspection and copying. The Clerk's Office does not redact any information from these submissions. This means that personal information—including names, phone numbers, addresses and similar information that a member of the public elects to submit to the Board and its committees—may appear on the Board of Supervisors website or in other public documents that members of the public may inspect or copy.

