

File No. 150372

Committee Item No. 5

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date May 20, 2015

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input 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"/> | Youth Commission Report |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Introduction Form |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" type="checkbox"/> | <input 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 checked="" 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)

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Completed by: Linda Wong Date May 15, 2015
Completed by: Linda Wong Date _____

1 [Accept and Expend Gift - Friends of the San Francisco Public Library - The Mix at SFPL - Up
2 to \$480,000]

3 **Resolution authorizing the Public Library to accept and expend a gift in the amount of**
4 **up to \$480,000 of in-kind gifts and cash monies from the Friends of the San Francisco**
5 **Public Library for direct support for The Mix at SFPL, the new Teen Digital Media**
6 **Center.**

7
8 WHEREAS, The Friends is a non-profit organization that advocates, fundraises, and
9 provides critical support for the SFPL and related literary and educational programs; and

10 WHEREAS, The Public Library is in the process of building the new Teen Digital Media
11 Center named The Mix at SFPL; and

12 WHEREAS, The Friends has agreed to donate in-kind furniture, equipment or fixtures
13 and cash monies up to \$480,000 for The Mix at SFPL; and

14 WHEREAS, These funds may also be used for other SFPL Main Library improvements
15 associated with The Mix at SFPL; and

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

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


20 FURTHER RESOLVED, That the Public Library is authorized to retroactively accept
21 and expend up to \$480,000 of in-kind gifts and cash monies from the Friends to support The
22 Mix at SFPL, the new Teen Digital Media Center.

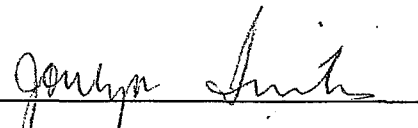
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Recommended:



Department Head

Approved: 
for Mayor

Approved: 
for Controller

February 4, 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 The Mix at SFPL, the new teen digital media center.

We will provide funding for up to \$480,000 contingent on our ability to raise philanthropic support for The Mix at SFPL. These funds may be used for furniture, equipment or fixtures for The Mix, or other SFPL Main Library improvements associated with The Mix.

The programming developed for The Mix will allow for activities to take place not only at the Main Library but at the 27 branch libraries throughout San Francisco as well as with partnered entities to support critical thinking, inventiveness and skill building for youth important to their preparation for college, the workforce, and citizenship in a democracy in the 21st century. We are excited about the possibilities The Mix will provide.

Thank you for this opportunity to support our city's greatest public assets - our libraries.

Best regards,



Scott C. Staub
Executive Director

Cc: Catherine King, Chair, Library Support Committee

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 Gift for the Mix at SFPL
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 \$480,000 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 gift allows the Library to fund the architecture & design fees of new Teen Digital Media Center named The Mix at SFPL, and to purchase furniture, equipment or fixtures for the Mix at SFPL, and to support a variety of programs and services for teens.

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

Start-Date: February 4, 2015 End-Date: June 30, 2015

- 10a. Amount budgeted for contractual services: \$0
- b. Will contractual services be put out to bid? No
- 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

To maximize use of grant funds on direct services

Other (please explain, . . . A this is a gift

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):

- | | | |
|---|--|--|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input checked="" type="checkbox"/> Rehabilitated Site(s) | <input checked="" type="checkbox"/> Rehabilitated Structure(s) | <input checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> 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: 3/26/2015

Marti Goddard
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera
(Name)

City Librarian
(Title)

Date Reviewed: _____

(Signature Required)

Friends-The Mix
Budget

Budget Item	Amt
Equipment, Furniture, Computers and related IT costs	\$ 300,000
Construction Architecture and Design	\$ 180,000
Grand Total	\$ 480,000

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Christine Murdoch, Finance Office

DATE: March 6th, 2015

SUBJECT: Accept and Expend Resolution for SFPL Gift

GRANT TITLE: Friends of the San Francisco Public Library Gift for The Mix at SFPL

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).

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 Christensen

Subject:

Accept and Expend Gift - Friends of San Francisco Public Library Gift of Up to \$480,000 of In-Kind Gifts and Cash Monies

The text is listed below or attached:

Resolution retroactively authorizing the San Francisco Public Library (SFPL) to accept and expend a gift in the amount of up to \$480,000 of in-kind gifts and cash monies from the Friends of the San Francisco Public Library (Friends) for direct support for The Mix at SFPL, the new Teen Digital Media Center.

Signature of Sponsoring Supervisor: 

For Clerk's Use Only:

