

1 [Appropriation - Library Preservation Fund - Public Library Teen Center Project - \$3,243,752 -
2 FY2013-2014]

3 **Ordinance appropriating \$3,243,752 of Library Preservation Fund balance to the Public**
4 **Library for the Teen Center project in FY2013-2014.**

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6 Note: Additions are *single-underline italics Times New Roman*;
7 deletions are ~~*strikethrough italics Times New Roman*~~.
8 Board amendment additions are double underlined.
9 Board amendment deletions are ~~strikethrough normal~~.

9 Be it ordained by the People of the City and County of San Francisco:

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11 Section 1. The sources of funding outlined below are herein appropriated to reflect the
12 projected revenue for Fiscal Year 2013-2014.

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14 **SOURCES Appropriation**

Fund	Index/Project Code	Subsubject	Description	Amount
2S LIB NPR Public	415006	99999B	Fund balance	\$3,243,752
Library Preservation				
Fund				
Total SOURCES Appropriation				<u>\$3,243,752</u>

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22 Section 2. The uses of funding outlined below are herein appropriated to reflect the
23 projected expenditures for FY2013-2014.

1 **Uses Appropriation**

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Fund	Index/Project Code	Subobject	Description	Amount
2S LIB CPR Public	410334	06700	Teen Center Project	\$3,243,752
Library Fund –	CLBTNCMA14BU			
Continuing Projects				
Total USES Appropriation				\$3,243,752

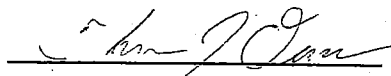
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9 Section 3. The Controller is authorized to record transfers between funds and adjust
10 the accounting treatment of sources and uses appropriated in this Ordinance as necessary to
11 conform with Generally Accepted Accounting Principles.

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13 APPROVED AS TO FORM:

14 DENNIS J. HERRERA, City Attorney

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16 By:

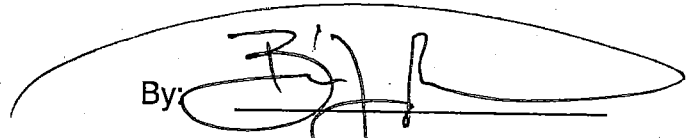


17 Deputy City Attorney

FUNDS AVAILABLE

BEN ROSENFELD, Controller

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By:



Date: March 4, 2014

Item 2 File 14-0190	Department: Public Library (Library)
EXECUTIVE SUMMARY	
Legislative Objectives	
<ul style="list-style-type: none"> • The proposed ordinance would appropriate \$3,243,752 in Library Preservation Fund unappropriated fund balance to complete the Teen Digital Media Lab at the San Francisco Main Library branch in downtown San Francisco. 	
Key Points	
<ul style="list-style-type: none"> • The Teen Digital Media Lab will provide information and resources to teenagers through the use of electronic media and technology. The Lab will be located on the 2nd floor of the Main Library in the Civic Center. In order to construct the Lab, the Library will relocate existing Library staff and services from the 2nd floor to the 5th and 6th floors, including renovation of the 5th floor to house the Literacy and Learning Center. • The Department of Public Works (DPW) will oversee the Teen Digital Media Lab project and related renovations. Work will be performed by DPW staff or construction contractors selected through a competitive bid process. The project is expected to be complete and the Teen Digital Media Lab open for services by April 2015. 	
Fiscal Impact	
<ul style="list-style-type: none"> • The total project budget is \$5,500,000, which includes renovation and the 5th and 6th floors and relocation of Library staff and services as well as construction of the Teen Digital Media Lab. • The Board of Supervisors previously appropriated \$2,100,000 for the proposed Teen Digital Media Lab and related renovations, as shown in Table 3 below. In addition SFPL will re-allocate \$156,248 in unexpended funds that are not required for other projects, for total available funds of \$2,256,248. The proposed ordinance would appropriate \$3,243,752 in Library Preservation Funds to fully fund the proposed Teen Digital Media Lab and related renovations budget of \$5,500,000. • The unappropriated Library Preservation Fund balance is \$18,676,156. Approval of the requested \$3,243,752 supplemental appropriation will result in a remaining unappropriated Library Preservation Fund balance of \$15,432,404. 	
Recommendation	
<ul style="list-style-type: none"> • Approve the proposed ordinance. 	

MANDATE STATEMENT / BACKGROUND**Mandate Statement**

City Charter Section 9.105 states that the Board of Supervisors shall approve by ordinance all amendments to the Annual Appropriation Ordinance after the Controller certifies the availability of funds.

Background

In 1994, San Francisco voters approved Proposition E, a Charter Amendment that created the Library Preservation Fund, which provides funding for the City's library services, materials, and operations. Proposition E required the City to (a) maintain a baseline appropriation which would not be less than the amount appropriated to the Public Library's budget in FY 1992-93 and (b) set aside two and one-half cents (\$0.025) for each one hundred dollars (\$100) assessed valuation from annual Property Taxes for the Library Preservation Fund for a term of 15 years from FY 1994-95 through FY 2008-09.

In November 2007, San Francisco voters approved Proposition D, a Charter Amendment that authorized the Library Preservation Fund for an additional 15 years from FY 2009-10 through FY 2023-24. Proposition D also reset the baseline to the amount appropriated to the Public Library in FY 2006-07 and maintained the \$0.025 annual set-aside for the Library Preservation Fund through FY 2023-24.

DETAILS OF PROPOSED LEGISLATION

The proposed ordinance would appropriate \$3,243,752 from the Library Preservation Fund unappropriated fund balance to pay for construction of the Teen Digital Media Lab and related renovations at the San Francisco Main Library located at the Civic Center. The Teen Digital Media Lab will provide information and resources through electronic technology.

Teen Digital Media Lab

In 2011, the San Francisco Public Library (SFPL) was awarded a \$99,680 grant by the Institute of Museum and Library Services and the John D. and Catherine T. MacArthur Foundation for conceptual design of the Teen Digital Media Lab, a learning lab for middle and high school students that "would improve digital literacy and engage young people in hands-on learning that can help them achieve the 21st Century skills and knowledge they need to succeed in school, careers and life today."

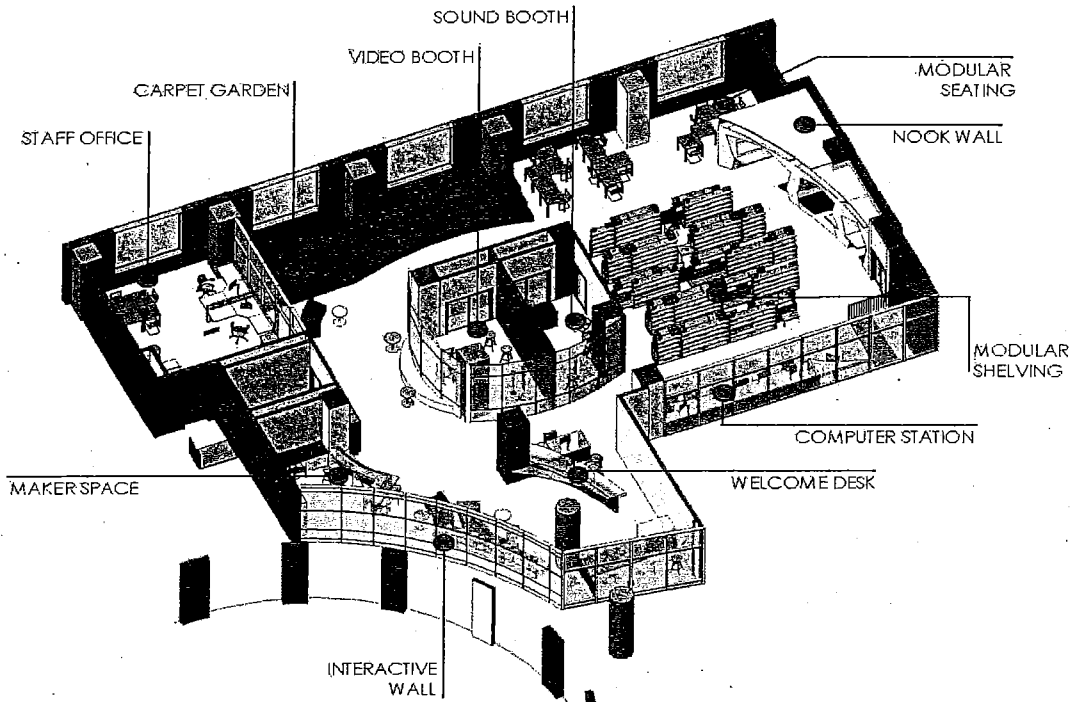
The Teen Digital Media Lab will occupy 4,770 square feet on the 2nd floor of the Main Library and will include:

- Meeting space,
- Sound booths – for recording and editing,
- Maker space – equipment space for designing and building manufactured works,
- Video booths – for video production including recording and editing, and

- Computer space.

Exhibit 1 below shows a schematic drawing of the Teen Digital Media Lab.

Exhibit 1: Teen Digital Media Lab Schematic

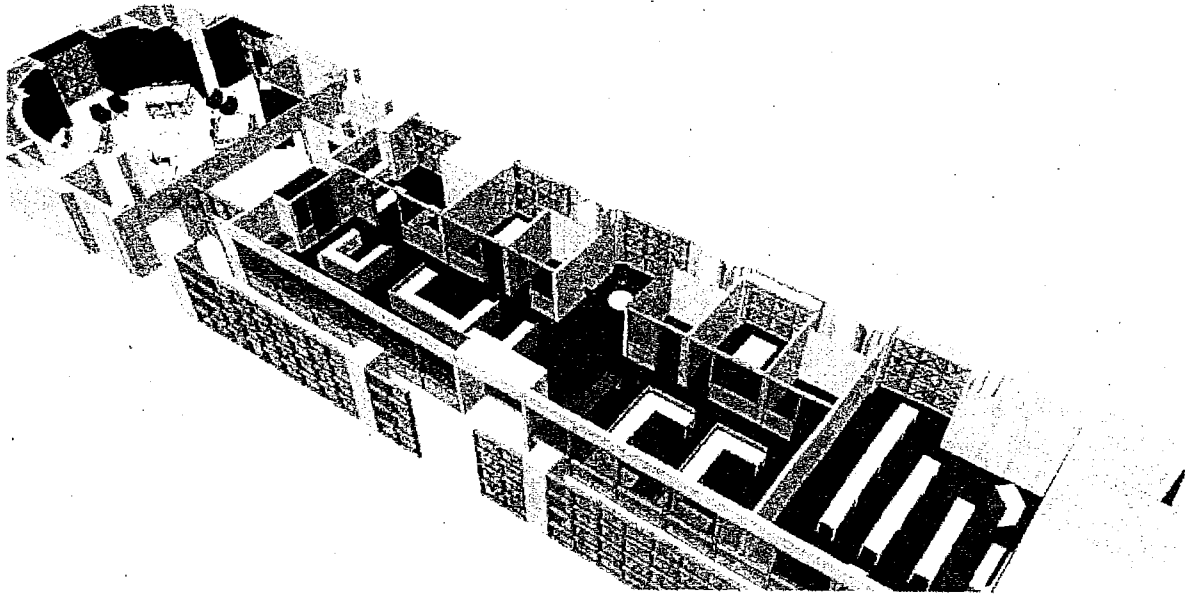


Source: San Francisco Public Library

SFPL and the Department of Public Works (DPW) entered into a Memorandum of Understanding (MOU) in August 2013 for DPW to oversee construction of the Teen Digital Media Lab and to relocate SFPL departments displaced by the construction of the Teen Digital Media Lab. Completion of the Teen Digital Media Lab requires three project phases:

- Phase I reconfigures administrative offices on the 4th and 6th floors of the Main Library for relocation of the human resources and information technology staff who currently occupy the space on the 2nd floor where the proposed Teen Digital Media Lab will be located.
- Phase II builds a new Literacy and Learning Center on the 5th floor and relocates Project Read, an adult literacy program at the Main Library, from the 2nd floor to the 5th floor.
- Phase III provides for building the Teen Digital Media Lab on the 2nd floor of the Main Library.

Exhibit 2 below shows a schematic drawing of the conceptual design of the Literacy and Learning Center that will house the Library's literacy services, which includes the Project Read program that is currently located in the space on the 2nd floor where the Teen Digital Media Lab will be located.

Exhibit 2: Literacy and Learning Center (Conceptual Design)

Source: San Francisco Public Library

According to the MOU between SFPL and DPW, DPW will provide construction management services for the renovation of the 6th floor office space and the 5th floor for the Literacy and Learning Center and for construction of the Teen Digital Media Lab on the 2nd floor. The DPW Bureau of Building Repair will provide most of the construction work of the Literacy and Learning Center. Based on a competitive Request for Bids award, DPW will contract with a private construction firm for construction of the Teen Digital Media Lab and construction work related to heating, ventilation and air-conditioning as well as life-safety.

The DPW issued a Request for Bids for the Teen Digital Media Lab construction contract in March 2014, with the goal of awarding the construction contract in approximately mid-April 2014. Construction on the Teen Digital Media Lab is expected to begin on September 8, 2014 with an expected completion date of March 25, 2015 and a final move-in date of April 24, 2015. The DPW currently plans to begin renovations on the 5th floor for the Literacy and Learning Center in May 2014 to complete the Literacy and Learning Center by August 15, 2014 and relocate Project Read from the 2nd floor to the 5th floor Literacy and Learning Center by September 5, 2014.

FISCAL IMPACT**Project Budget**

The City's 10-year 2014-2023 Capital Plan does not include a final budget for the proposed Teen Digital Media Center because SFPL was in the process of revising the budget based on an updated design. The revised budget of \$5,500,000 is an increase of \$1,349,010 from the original \$4,150,990 budget for the Teen Digital Media Lab and related renovations, as shown in Table 1 below.

Table 1: Original and Revised Budgets for the Teen Digital Media Lab and Related Renovations

By Project Phase	Original Budget	Revised Budget	Increase
Relocation	\$1,009,590	\$1,023,605	\$14,015
Literacy and Learning Center	783,880	1,151,005	367,125
Teen Digital Media Lab	2,357,520	3,075,390	717,870
Program Reserves (4.5% of Total Program Costs)	0	250,000	250,000
Total	\$4,150,990	\$5,500,000	\$1,349,010
By Project Activity			
Construction	\$2,135,000	\$2,811,250	\$676,250
Fixtures, Furniture, Equipment	811,500	875,500	64,000
Architectural & Engineering Fees	654,400	1,017,020	362,620
Permits	70,000	70,000	0
Contingency (13% of Construction Costs)	360,090	378,230	18,140
DPW Construction Management	120,000	98,000	(22,000)
Program Reserves	0	250,000	250,000
Total Project	\$4,150,990	\$5,500,000	\$1,349,010

According to Ms. Maureen Singleton, SFPL Chief Financial Officer, the initial grant from the Institute of Museum and Library Services and the John D. and Catherine T. MacArthur Foundation provided for a 19-member youth advisory board¹ to collect input on the project design from stakeholders at schools and community events. In addition to the youth advisory board, the Bay Area Video Coalition, the California Academy of Sciences, KQED and key SFPL staff also provided input on the project design, which was incorporated by the architects and planners.

According to Ms. Singleton, stakeholder input for the Literacy and Learning Center came from SFPL staff and from a literacy landscape study that was conducted by Harbour Strategic Consulting, a private consulting firm, and included external literacy services providers such as the Early Literacy Network.

¹ The youth advisory board represented 12 different geographical areas of the City and different educational institutions, and met twice monthly from June 2012 through June 2013.

As a result of the input from the stakeholders noted above, SFPL added funds to the Teen Digital Media Lab for audio-visual equipment and increased access to technology, and to the Literacy and Learning Center to include more e-learning classes, more assistance to learn new technologies, more structured classroom work with equipment, and more early learning tools and space for families.

The increase of \$1,349,010 in the revised Teen Digital Media Lab and related renovations budget results from increased construction costs, Americans with Disabilities Act requirements, and expanded project scale as shown in Table 2 below.

Table 2: Project Increases for the Proposed Teen Digital Media Lab

	Original	Revised	Difference	Reason
Construction Costs				
Relocation	\$510,000	531,250	\$21,250	Increased construction costs
Literacy and Learning Center	400,000	700,000	300,000	Americans with Disabilities Act compliance
Teen Digital Media Lab	1,225,000	1,580,000	355,000	Increased construction costs
Subtotal Construction	\$2,135,000	\$2,811,250	\$676,250	
Architectural and Engineering Fees				
Relocation	\$121,900	\$130,665	\$8,765	Additional design services to reflect stakeholder input / expanded scale
Literacy and Learning Center	130,800	203,925	73,125	Additional design services to reflect stakeholder input / expanded scale
Teen Digital Media Lab	401,700	682,430	280,730	Additional design services to reflect stakeholder input / expanded scale
Subtotal	\$654,400	\$1,017,020	\$362,620	
Contingency	360,090	378,230	18,140	Percentage of costs
Equipment	811,500	875,500	64,000	Audio-visual equipment for the Teen Digital Media Lab
DPW Management Fees	120,000	98,000	(22,000)	Less time required to manage the construction
Permits	70,000	70,000	-	
Program Reserve	-	250,000	250,000	Additional fund for contingencies
Total	\$4,150,990	\$5,500,000	\$1,349,010	

Under the revised budget shown in Table 2 above, construction costs per square foot for the proposed Teen Digital Media Lab and related renovations have increased by \$676,250, or approximately 32 percent, and architectural and engineering fees have increased by \$362,620, or approximately 55 percent. According to Ms. Singleton, the increased costs for construction and architectural and engineering fees reflect the completed designs, which were more detailed than the conceptual designs included in the original budget. According to Ms. Singleton, cost increases were due to:

- The requirements of the Americans with Disabilities Act including signage and restroom upgrades;
- Site verification including measuring, surveying and x-raying the space;
- Design requests to minimize the loss of library seating on the 5th floor;
- Design work to reconfigure the fire sprinkler, plumbing, ceiling, and HVAC systems;
- Structural work and consultation; and
- Unforeseen electrical work.

The proposed budget for the Teen Digital Media Lab and related renovations also includes a \$250,000 program reserve, which is approximately 4.5 percent of the total budget, for additional unforeseen costs. Ms. Singleton states that including a program reserve is consistent with the policy used in construction projects completed under the Branch Library Improvement Program (BLIP).

Source of Funds

The Board of Supervisors previously appropriated \$2,100,000 for the proposed Teen Digital Media Lab and related renovations, as shown in Table 3 below. In addition, SFPL will re-allocate \$156,248 in unexpended funds that are not required for other projects, for total available funds of \$2,256,248. The proposed ordinance would appropriate the needed additional \$3,243,752 in Library Preservation Funds to fully fund the proposed Teen Digital Media Lab and related renovations budget of \$5,500,000, as shown in Table 3 below.

Table 3: Source of Funds

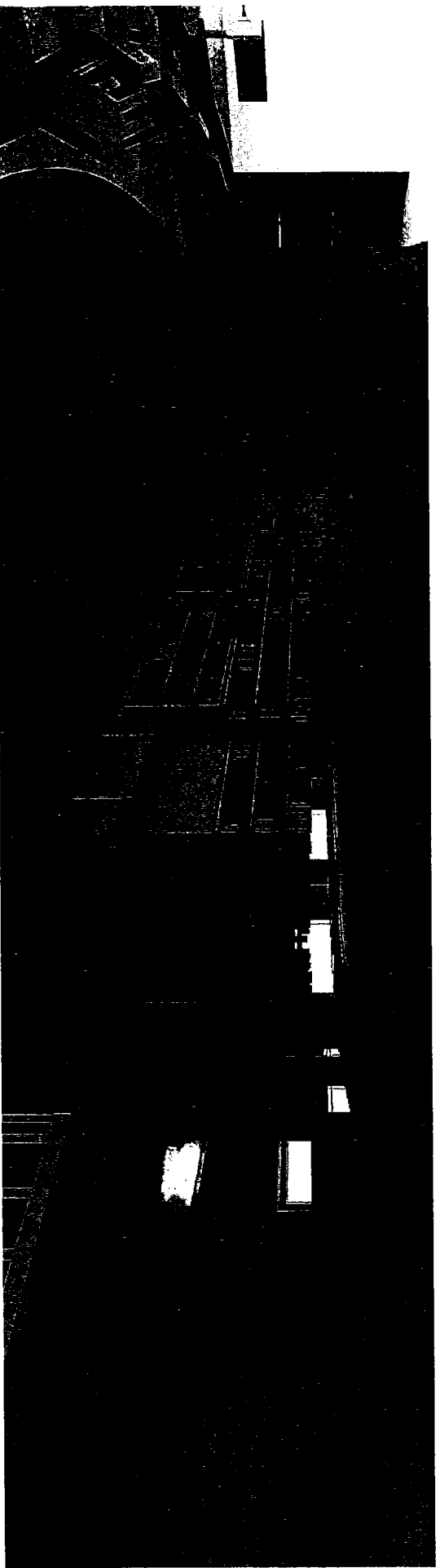
Project Budget	\$5,500,000
Prior Appropriations Approved by the Board of Supervisors	
FY 2012-13 Appropriation	\$450,000
FY 2013-14 Appropriation	1,650,000
Subtotal, Prior Appropriations	\$2,100,000
Re-allocation of Unexpended Project Funds	156,248
Total Prior Appropriation	\$2,256,248
Additional Required Funds	\$3,243,752

According to Ms. Singleton, the unappropriated Library Preservation Fund balance is \$18,676,156. Approval of the requested \$3,243,752 supplemental appropriation will result in a remaining unappropriated Library Preservation Fund balance of \$15,432,404.

RECOMMENDATION

Approve the proposed ordinance.

Fu# 14019-0



TEEN DIGITAL MEDIA LAB CAPITAL PROGRAM

Supplemental Appropriation Request
BOS Budget & Finance Committee
March 19, 2014

SAN FRANCISCO PUBLIC LIBRARY



LAB DESIGN AND DEVELOPMENT PROCESS

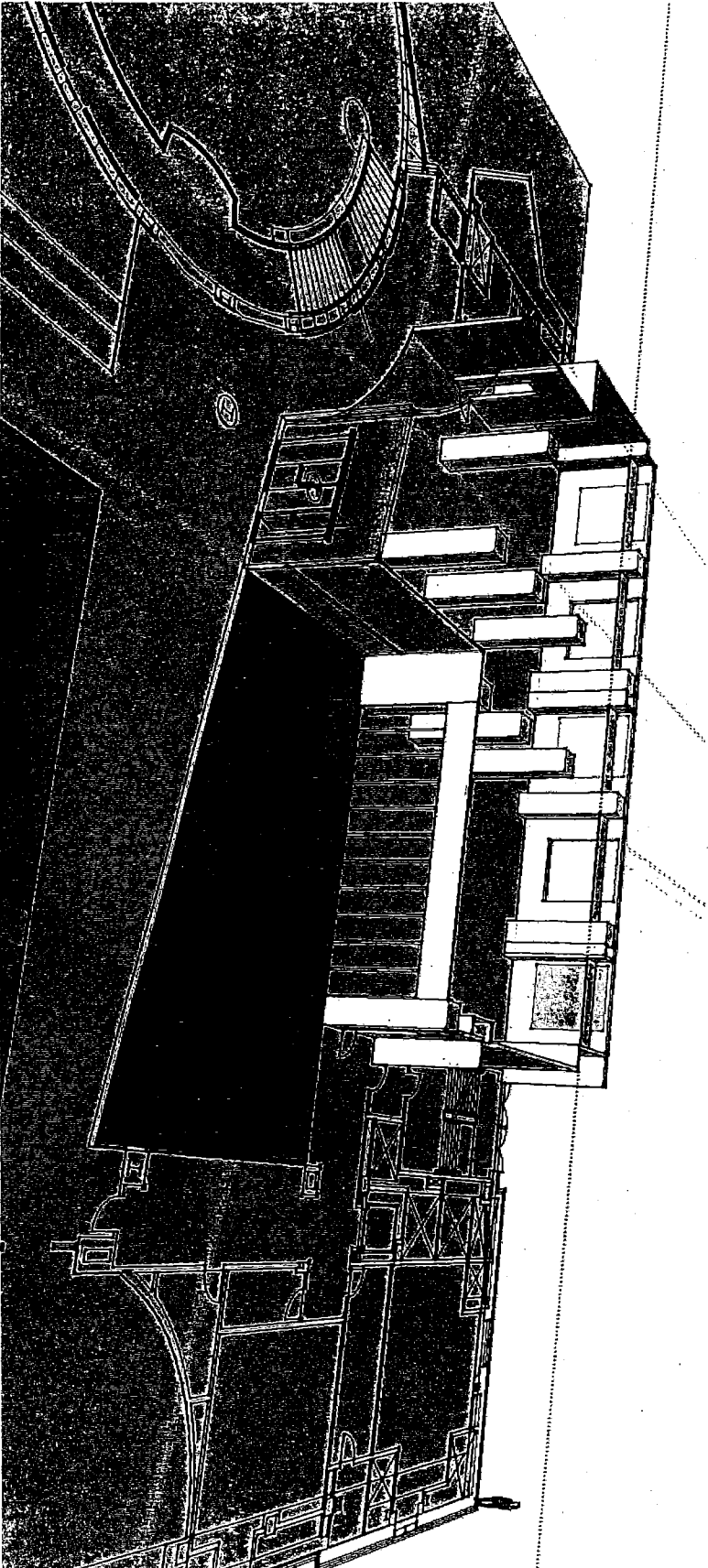
- ❖ Collaboration on conceptual design - Teen Advisory Board, Library staff, community partners
- ❖ Design process — skill-building opportunity for teens
- ❖ Serve as out-of-school and connected learning hub for youth
- ❖ Continued collaboration between Library and DPW on construction details



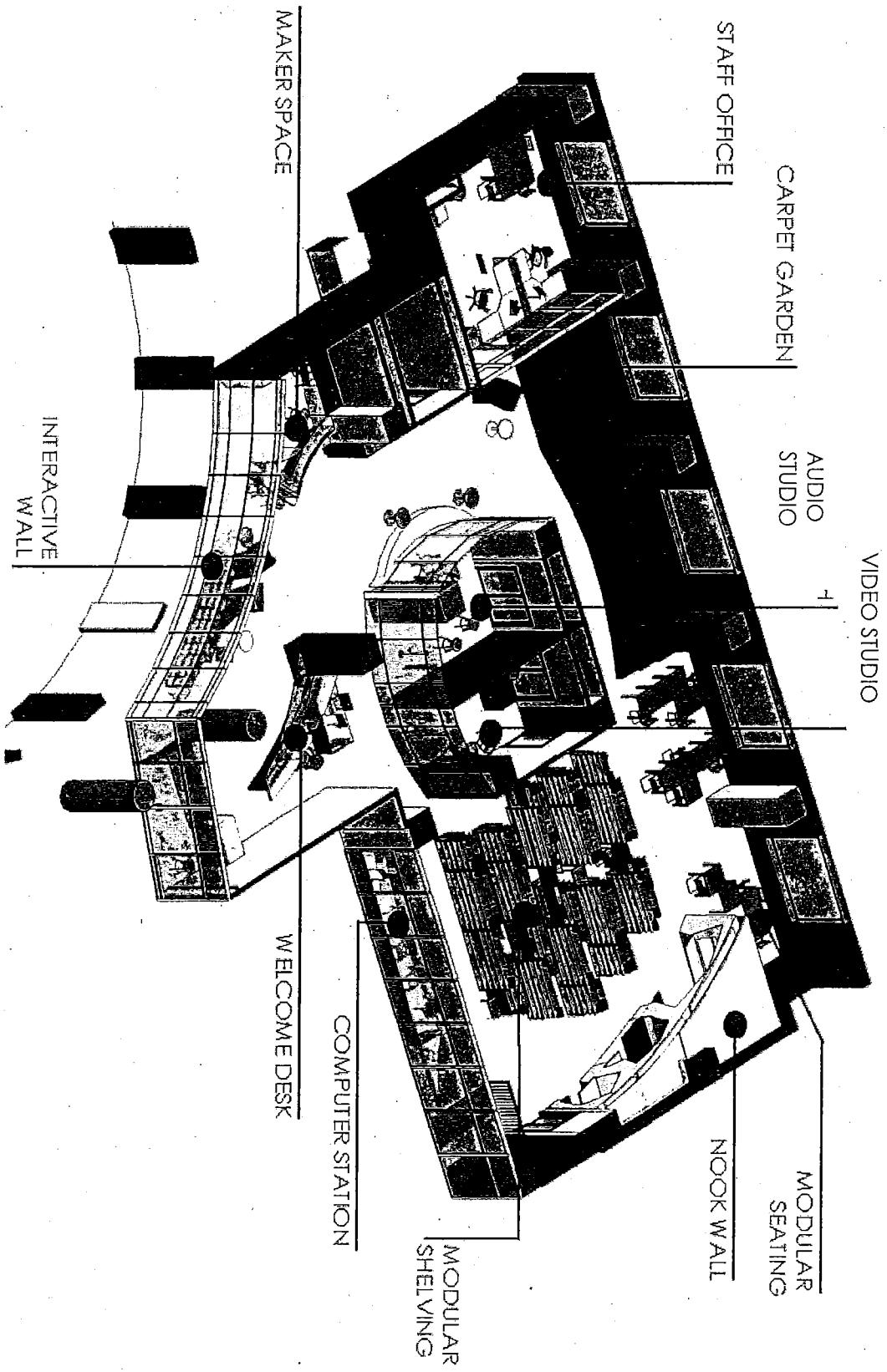
TEEN DIGITAL MEDIA LAB

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- Main Library - 2nd Floor
- Larkin Street entrance
- 4,770 square feet
- Project Construction Schedule: Summer 2014 – Spring 2015



3D PERSPECTIVE



LITERACY & LEARNING CENTER

Build 21st Century Literacy Skills:

- ❖ Adult literacy
- ❖ Youth/Family literacy
- ❖ Digital literacy
 - Create a learning and instruction unit
 - Expand outreach & partnerships unit
 - Initiate and support city-wide coalition
 - Create a dedicated public learning center
- ❖ Location: Main Library - 5th Floor
- ❖ Project Construction Schedule: Winter - Summer 2014



TEEN DIGITAL MEDIA LAB CAPITAL PROGRAM BUDGET

11

PHASE	DESCRIPTION	ESTIMATED COST	
Phase 1: Tenant Improvements for Administrative Space (Lower Level, 4th & 6th Floors)	Construction	\$531,250	
	Furniture, Fixtures & Equipment (FF&E)	\$255,000	
	Architectural & Engineering Fees	\$130,665	
	Permits	\$10,000	
	Contingency	\$88,690	
	DPW Construction Management	\$8,000	
	Phase 1: Tenant Improvement Total	\$1,023,605	
	Phase 2: Literacy & Learning Center	Construction	\$700,000
		FF&E	\$140,000
		Architectural & Engineering Fees	\$203,925
Permits		\$10,000	
Contingency		\$67,080	
Phase 2: Literacy & Learning Center Total	\$1,151,005		
Phase 3: Teen Digital Media Lab	Construction	\$1,580,000	
	FF&E	\$480,500	
	Architectural & Engineering Fees	\$682,430	
	Permits	\$50,000	
	Contingency	\$222,460	
Phase 3: Teen Digital Media Lab Total	\$3,075,390		
Capital Project Phases 1-3 Grand Total	\$5,250,000		
Capital Program Reserve	5% of project total	\$250,000	
CAPITAL PROGRAM GRAND TOTAL		\$5,500,000	

SUPPLEMENTAL APPROPRIATION

- ❖ Library Commission: Approved appropriation on February 20, 2014
- ❖ Capital Planning Committee: Approved appropriation on March 17, 2014
- ❖ Board of Supervisors Request:
 - Approve Supplemental Appropriation of \$3,243,752 from LPF Fund
Balance to fully fund the Teen Digital Media Lab capital program.



Item #2; 140190

Marc Robert Wong
Board of Advising Youth

CITY HALL BOARD OF SUPERVISORS – FINANCE & BUDGET COMMITTEE (3/19/14)

Main
Library
Teen
Center

My name is Marc Robert Wong, and I am a member of the San Francisco Public Library Teen Board of Advising Youth and also the founder of TeenTechSF, an interactive tech community organized by and for teens to innovate, collaborate, and create.

I'd like to take a wider perspective and talk to you about "Democracy in the Digital Age." What's at stake here is not just our libraries, but our freedom. If we don't keep the library up to date, it will go the way of the post office and then where will youth go for free access to information and to learn the tech skills that will allow them to become informed and capable citizens?

For the past two years, I have been working to help design a physical site and develop innovative programs for the new Teen Media Center. The purpose of the Teen Media Center is to bridge the Digital Divide and make sure that all teens are computer literate and have a place where they can "innovate, collaborate, and create."

It is important to ensure access for all to the information and opportunities that technology provides because diversity fuels innovation. Last Friday, I listened to Thomas Friedman, author of "The World is Flat" and "That Used to Be Us," speak at the World Affairs Council annual conference. Previous generations wanted their children to be "college ready." Friedman challenged the next generation of students to be "innovation ready."

Tech is the new American Dream. Anyone who has a great idea and works hard can become a tech success. Jan Koum came to the US from the Ukraine. His father never made it out. His mother died of cancer. He survived on disability insurance. Last month, he sold his two-year old instant messaging startup, What's App, to Facebook for \$19 billion dollars.

And tech success is not just achieved in terms of financial gain. Open source means anyone could design the next game-changing technological innovation. Leaders of the Arab Spring used social media to organize a revolution. The Internet has become a platform for anyone young or old, rich or poor, from any religion, culture, or nationality to share their ideas and beliefs.

But democracy doesn't work without representation of everyone's views. The "wisdom of the crowd" is only "wise" if there is an energetic discussion of a wide range of opposing views. Democracy is not a popularity contest. We need educated citizens who can express themselves clearly and understand the views of others to find the best solutions to the complicated global problems we face.

It isn't enough for students to be hooked into technology practically every waking hour. Teens need to know how to evaluate information, develop our ideas, and use technology to understand and defend our rights and the rights of others.

Access to technology cannot be limited to the privileged few. We can't afford to leave anyone out of the Digital Debate because you never know who will have the next big idea. The library plays a key role in making sure that everyone has access to the internet resources and computer skills necessary to safeguard Democracy in the Digital Age. The internet is the new battlefield for civil rights, and we need to make sure everyone's voice is heard in order to win a global victory.

Thanks for supporting the Teen Media Center, Digital Democracy, and the next generation of Tech Innovation.



TO: Mayor Lee FROM: Jessica Kinard
 CC: Steve Kawa; Jason Elliott through Kate Howard
 RE: Library Teen Digital Lab Supplemental DATE: February 28, 2014

<input checked="" type="checkbox"/>	IMMEDIATE RESPONSE NEEDED	<input type="checkbox"/>	PLEASE REVIEW	<input type="checkbox"/>	FYI
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Issue: The Library is requesting a supplemental appropriation of \$3.2 million to proceed with construction of the Main Library's Teen Digital Media Library Lab. The requested funds will come from the department's fund balance, which is non-general fund dollars. The Library is seeking approval from the capital planning committee at its next meeting. Attached is the form 10 for your signature.

Background: The Teen Digital Media Lab is an innovative, youth-designed teen learning space where middle and high-school age kids will develop digital media and computer skills while engaging with the Library's traditional books and materials. The Lab will occupy 4,770 square feet on the second floor of the Main Library and will be outfitted with state-of-the-art digital media, video/sound recording, and computer and creative maker equipment.

To make room for the Lab, the library is reconfiguring administrative space and consolidating all literacy services into a new Literacy and Learning Center, which will feature materials for early literacy, Project Read, learning differences and the public computer training lab.

Initial funding for the program has been included in current and prior year budgets; the tenant improvements and the Literacy and Learning Center construction are in progress and scheduled to be completed by Summer 2014, while the supplemental will enable entire project completion by Spring 2015. The department will continue to seek philanthropic partners to support the Teen Lab.

Library Teen Digital Media Lab Budget and Supplemental Appropriation Request

Sources		Uses	
Prior Budgeted Appropriations	\$ 2,100,000	Phase 1: Tenant Improvements for Administrative Space	\$ 1,023,605
Identified Capital Savings	\$ 156,248	Phase 2: Literacy & Learning Center	\$ 1,151,005
Mid-Year Supplemental Request of Library Fund Balance	\$ 3,243,752	Phase 3: Teen Digital Media Lab	\$ 3,075,390
		Capital Program Reserve	\$ 250,000
TOTAL Sources	\$ 5,500,000	TOTAL Uses	\$ 5,500,000

Recommendation: The budget office recommends approval of this request. Approving this supplemental appropriation will allow the department to maintain construction schedule, and ensure completion of the Teen Digital Media Lab by Spring 2015.

YES (Please sign and return attached Form 10s) NO LET'S DISCUSS

President, District 3
BOARD of SUPERVISORS



*Electronically: BOS-11, Aides
COB, Leg Dep
BTF Clerk*

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1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7450
Fax No. 554-7454
TDD/TTY No. 544-5227

DAVID CHIU
邱信福
市參事會主席

PRESIDENTIAL ACTION

Date: 3/11/2014

To: Angela Calvillo, Clerk of the Board of Supervisors

Madam Clerk,

Pursuant to Board Rules, I am hereby:

Waiving 30-Day Rule (Board Rule No. 3.23)

File No. 140190 Chiu
(Primary Sponsor)

Title. Appropriation - Library Preservation Fund

Transferring (Board Rule No. 3.3)

File No. _____
(Primary Sponsor)

Title. _____

From: _____ Committee

To: _____ Committee

Assigning Temporary Committee Appointment (Board Rule No. 3.1)

Supervisor _____

Replacing Supervisor _____

For: _____ Meeting
(Date) (Committee)

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
MARCH 11 AM 9:17

David Chiu
David Chiu, President
Board of Supervisors

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 or as Special Order at Board.
- 3. Request for hearing on a subject matter at Committee or as Special Order at Board.
- 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. Request for Closed Session (attach written motion).
- 10. Reactivate File No. []
- 11. Board to Sit as A Committee of the Whole.
- 12. 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 David Chiu, *KIM*

Subject:

Ordinance appropriating \$3,243,752 of Library Preservation Fund balance to the Public Library for the Teen Center Project in FY2013-2014.

The text is listed below or attached:

See attached.

Signature of Sponsoring Supervisor: *David Chiu*

For Clerk's Use Only:

140190

