

File No. 161115

Committee Item No. 3

Board Item No. 16

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date October 26, 2016

Board of Supervisors Meeting

Date November 2, 2016

Cmte Board

- Motion
- Resolution
- Ordinance
- Legislative Digest
- Budget and Legislative Analyst Report
- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
- Grant Information Form
- Grant Budget
- Subcontract Budget
- Contract/Agreement
- Form 126 – Ethics Commission
- Award Letter
- Application
- Public Correspondence

OTHER

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Completed by: Victor Young

Date October 21, 2016

Completed by: V.W.

Date October 27, 2016

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.**

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

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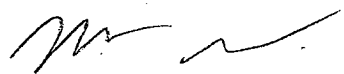
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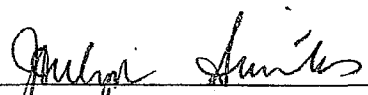
Recommended:



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):

- | | | |
|--|---|---|
| <input type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input checked="" type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input 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: 8/12/2016

Martha 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

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 Larkin 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	\$33,200	\$33,200
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 trainings.</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 renown 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

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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 VIVA 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; maker 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 Playdate 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, DCYF, 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
2125 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, literacy 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 DCYF 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

Program/Project Title	Project Description and Progress	Funds Indicate how your proposed project impacts on or furthers the following library strategic priorities: Youth Engagement, Digital Literacy, Literacy, and Learning, and Organizational Excellence	What are your anticipated outcomes? How will you evaluate whether the program has been successful?	Public Exhibitions	Public Exhibitions	Public Exhibitions	Total Cost of Program	Amount Requested
Public Exhibitions	<p>The public exhibition year supports the library's fundraising and promotional efforts to work out to the community. Funding is used to support library participation in various events and exhibits such as Autumn Moon Festival in October and the Great Park Fall Fair. Other funds are spent on special opening and events, such as a public reading and children's book fair at the library. Other funds are spent on special opening and events, such as a public reading and children's book fair at the library. Other funds are spent on special opening and events, such as a public reading and children's book fair at the library.</p>	<p>The public exhibition year supports the library's fundraising and promotional efforts to work out to the community. Funding is used to support library participation in various events and exhibits such as Autumn Moon Festival in October and the Great Park Fall Fair. Other funds are spent on special opening and events, such as a public reading and children's book fair at the library. Other funds are spent on special opening and events, such as a public reading and children's book fair at the library.</p>	<p>We anticipate having more thematic public program and exhibits that reduce the cultural diversity of San Francisco and expanding neighborhood programming to include all ethnic backgrounds. We expect attendance at public programs to increase by 20% and the number of public programs to increase by 10%.</p>	<p>Public Exhibitions</p>	<p>Public Exhibitions</p>	<p>Public Exhibitions</p>	<p>\$25,000</p>	<p>\$25,000</p>
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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	<p>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.</p>	<p>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.</p>	<p>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.</p>	FY17	<p style="text-align: center;">2127</p> <p style="text-align: right;">\$35,000</p>
						\$35,000

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	2128 \$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	
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

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 events will happen throughout 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		2129
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		
Arts 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 the library offers. The success will mainly be based on the number of attendees and feedback.	• 1st QTR - Planning and Assessment • 2nd - 4th QTR - Implementation		

SFPL Grant Funded Program Proposals FY 16/17
 Friends of the San Francisco Public Library
 Innovation Grants

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, DobleT, with their mobile app to drive foot traffic to Friends and/or SFPL locations to access DobleT'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	
						Total Cost		\$32,500		
						Budget:		\$32,500		
						Variance: Bgt-Est. Cost		\$0		

2131

Innovation Grants

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
Service Design: Making User centered Design How SFPL Works	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.	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.	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.	One-time	Premier Urban Library	FY17	\$15,000	\$15,000	Yael Schwartz	
2132 Digital Inclusion Follow Project	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.	<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. 	<ul style="list-style-type: none"> # 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 	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: *EW* Mayor Edwin M. Lee *N2*
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.

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