

File No. 180457

Committee Item No. 4  
Board Item No. \_\_\_\_\_

**COMMITTEE/BOARD OF SUPERVISORS**  
AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date May 24, 2018

Board of Supervisors Meeting

Date \_\_\_\_\_

**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** (Use back side if additional space is needed)

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Completed by: Linda Wong Date May 18, 2018  
Completed by: Linda Wong Date \_\_\_\_\_

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award,  
2 FY2018-2019 - Up to \$813,350 of In-Kind Gifts, Services, and Cash Monies]

3 **Resolution authorizing the San Francisco Public Library to accept and expend a grant**  
4 **in the amount of up to \$813,350 of in-kind gifts, services, and cash monies from the**  
5 **Friends of the San Francisco Public Library for direct support for a variety of public**  
6 **programs and services in FY2018-2019.**

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, Public Relations, Staff Development, and  
14 Innovation Programs; and

15 WHEREAS, Highlights of the upcoming FY2018-2019 program year support include  
16 Grants to Branches, program support for Summer Stride, the Public Library's summer learning  
17 initiative, and Connected Community programming; and

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

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

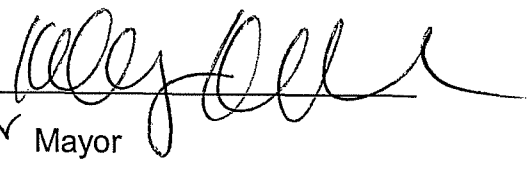
22 **FURTHER RESOLVED**, That the Public Library is authorized to accept and expend up  
23 to \$813,350 of in-kind gifts, services, and cash monies awarded by the Friends of San  
24 Francisco Public Library to support Library programs and services and related literary and  
25 educational programs in FY2018-2019.

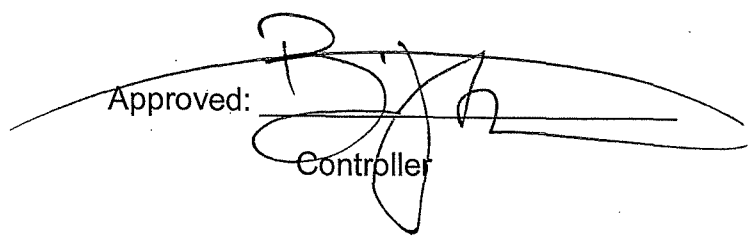
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Recommended:

Michael Lambert

Department Head

Approved:   
for Mayor

Approved:   
Controller

File Number: 180457  
(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 19

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 \$813,350 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, Public Relations, and Innovation Programs.

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

Start-Date: July 1, 2018 End-Date: June 30, 2019

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

To maximize use of grant funds on direct services

Other (please explain):

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:

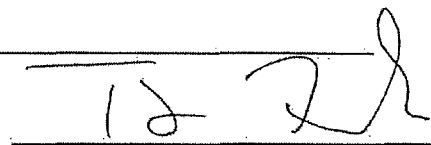
Tom Fortin

(Name)

Chief of Main

(Title)

Date Reviewed: 4-26-18



(Signature Required)

**Department Head or Designee Approval of Grant Information Form:**

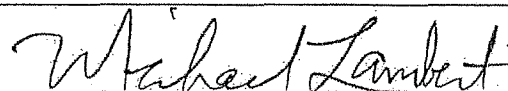
Michael Lambert

(Name)

Acting City Librarian

(Title)

Date Reviewed: 4/26/18



(Signature Required)



April 26, 2018

Michael Lambert  
Acting City Librarian  
San Francisco Public Library  
100 Larkin Street  
San Francisco, CA 94102

Dear Michael Lambert,

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 2018–2019.

Included in this total is **\$813,350** 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 **\$426,500** in traditionally funded programs: Grants to Branches (\$15,000) Children and Youth Services (\$169,300); Public Affairs (\$35,000); Community Programs & Exhibitions (\$97,500); Strategic Initiatives (\$30,000); Professional Development (\$49,000); *At the Library* publication support (\$9,000); and *One City One Book* program (\$21,700).

In addition, **\$386,850** 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.

Funds granted for this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2018. 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,

A handwritten signature in black ink, appearing to read 'Marie Ciepiela', with a long horizontal flourish extending to the right.

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

Cc: David Stringer Calvert, Chair of the Board of Directors





SFPL Grant Funded Program Proposals FY 17/18  
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: <ul style="list-style-type: none"> <li>Renewing and/or creating partnerships with community groups by inviting them to join in</li> <li>Showcasing literacy and learning and youth engagement, by encouraging and engaging community to participate in library events</li> <li>Showcasing premier library/organizational excellence in a relaxing and welcoming environment</li> </ul>	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
Connected Communities Programs	Targeted branches to be identified. (TBD)	Programs in support of Connected Communities promoting dialog among community members through specific topics: health and wellness, current events, and race relations.	This program supports all Strategic Priorities by: <ul style="list-style-type: none"> <li>Renewing and/or creating partnerships with community groups by inviting them to join in</li> <li>Showcasing literacy and learning and youth engagement, by encouraging and engaging community to participate in library events</li> <li>Showcasing premier library/organizational excellence in a relaxing and welcoming environment</li> </ul>	Through these programs, we will build on the relationships established between the library and the community through a series of programs on a specific topic. Furthermore, we offer an opportunity for the community to connect over a common issue to find ways in making a positive impact. In some cases, the issue could be on aging well and in others the dialog could be centered around supporting those living in homelessness. Those participating in these programs should offer at least three programs as part of the series and invite at least three members of community based organizations to serve on the panel. We will measure the outcome by the number of participants in each series and if the participants were able to find a way to contribute in a meaningful way.	This will take place through out the year.	\$5,900	\$5,900
Employee Engagement	COB Office	Provide supplies needed for professional development opportunities to the Branch Division Staff.	This proposal supports Organizational Excellence through professional development of Branch Division Staff in workshops and trainings offered in the division.	The COB team has created trainings for new Branch Managers and Library Technical Assistants II. These trainings support the leaders at the branches and the team providing public service. We require all newly promoted and hired supervisors to the trainings specific to the classification. We invite all supervisors in the Branch Division to attend as refreshers should they opt in. At end of June, we will have a celebration of accomplishments per branch location and include all employees to participate and contribute.	This will take place through out the year.	\$1,000	\$1,000
							\$15,000



SFPL Grant Funded Program Proposals FY 18/19  
Friends of the San Francisco Public Library  
Youth Services

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
Summer Reading Program	<p>Summer Stride is the library's award winning summer learning program. Informed by the National Summer Learning Association, Urban Library Council and peer libraries, SFPL has transformed the traditional "summer reading" program into a vibrant city-wide youth engagement campaign. SFPL is an active player in providing free enrichment opportunities to support student learning and combat summer loss. The all ages, all abilities program presents 971 free STEM programs for 28,669 youth. Funding provides graphics, programming, supplies for STEM programs led by youth librarians, incentive prize and publicity materials. Building on the success of the previous year, this summer's program will feature one game board, one library tote bag as the prize, one master program guide, more than 1000 free programs, free shuttles to local national parks, co-developed reading list with SFUSD, weekly raffle and city-wide marketing campaign.</p>	<p>When school closes, the library stays open to provide active learning experiences during the summer months. The Summer Learning Program supports the following SFPL Strategic Priorities: Literacy &amp; Learning - the most basic purpose of the program is to encourage San Franciscans to read, listen, and learn during the summer. It encourages younger readers to practice and enhance their reading skills by offering an opportunity to read for pleasure and prize. All 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 the primary goal of Summer Learning and STEM programs are the pathway. This is delivered in 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 weekly STEM programs. Third, teens have the opportunity to build workforce development skills by volunteering at their local library. 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. High School students have the opportunity to join YELL (Youth Engaged in Library Leadership) to deepen their understanding of library service and project management. Since 2015, the library has partnered with Chronicle Books to commission original art/visuals for the program. Beginning in 2016, the library has partnered with the National Park Service to provide Ranger Talks, weekend shuttles to local national parks, raffle prizes, trailheads and shared graphics to cross-promote services. 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, Alphabet Rockers, Tree Frog Treks and more. SLP redefines literacy and learning by providing over 1000 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. Librarian Led programs have a STEM focus to keep young brains active during the summer. In addition, programming reflects the rich cultural diversity of our City. The SLP is presented in partnership with Chronicle Books, National Park Service, Golden Gate Parks Conservancy and most importantly Friends of SFPL.</p>	<p>The goal is to increase awareness of the library as a summer learning partner and increase participation by 20%. Anticipated outcomes include: 1) San Franciscans will read more 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, STEM 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) Other community organizations are made aware of the importance of continued reading/learning 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. We also track data from outcomes survey post program including self-reporting the impact Summer Learning is having on their reading skills, use of the library and summer experiences.</p>	FY19	\$100,000	\$73,000
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-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) A new pilot program at UCSF Benioff will be implemented this year, placing library volunteers in the waiting rooms for outpatient children's clinics to read to children who can face delays of 1-2 hours. 4) The Library is also developing a program to facilitate digital access to Library eResources for adult patients at area hospitals; BB will be able to offer library card sign-ups and same-day activation of library cards to parents and siblings who often spend long hours bedside and could benefit greatly from the respite offered by the Library's eMaterials for children, teens, and adults. 5) 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. 6) Volunteers who are pursuing education in the field of Information Sciences may be offered a new opportunity to assist with cataloguing, organizing, and tracking the BB collection to insure materials are clean, organized, and accessible. This new opportunity will involve purchasing licenses for an app that allows reading volunteers to easily locate materials out of the collection of 1000+ books by age, topic, and format (board books, pop-ups) as well as report damage or loss. The program this year will be administered by CPP's special projects staff and the Library's Volunteer Program Coordinator, who will assess aspects of the long-running program; plan annual in-service programs; initiate new projects and make changes as needed.</p>	FY19	\$1,300	\$1,300

SFPL Grant Funded Program Proposals FY 18/19  
 Friends of the San Francisco Public Library  
 Youth Services

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
Effie Lee Morris Lecture	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 is lead and 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, an original presentation, an exhibition, and a reception.	The prestigious annual Effie Lee Morris Lecture at the Main Library positions SFPL as a Premier Urban Library, while highlighting a children's author or illustrator which 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 2017 speaker was Gary Soto, award winning Latino author, poet and playwright. The lecture promotes diversity by selecting authors/illustrators representing the Bay Area's melting pot.	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 plus a feature in the ATL to reach a broader audience. Another goal is to honor Miss Effie Lee Morris who was a pioneer in the field of children's services and celebrate her many contributions to SFPL services for children.	FY19	\$5,000	\$5,000
Youth Services Programming	RECOMMENDATION to consolidate Children and Teen Programming fund to create Youth Services Programming Fund. Funding provides high quality literary, arts and STEM programming free of charge for the youth of San Francisco during the traditional school year. Programs to be delivered at all SFPL locations and youth serving bookmobile programs. Funding supports the annual system-wide programs and special series such as Big SF Playdate, 10th annual Tricycle Music Fest, youth volunteerism, youth workforce development, Tween Winter Read and Scholar Card Initiative. Funding provides each location with resources for paid performers and program supplies to meet and reflect local community interests. Funding replenishes the STEM programming kits such as LEGO, Rock the Bike smoothie, portable Marble Machines, digital media tools as well as professional development trainings for SFPL youth services librarians and special events. The dynamic and diverse program offerings establish the Library as a safe, welcoming and vital place for youth in every SF neighborhood. Requesting to increase budget to offer \$200 honorarium.	The Youth Services Programming Fund provides essential resources to forward the library's strategic priorities. In FY17, funding supported 13,960 free programs for 412,926 youth age birth to 18 and their families to build literacy skills, provide active learning experiences, connect with different cultures, 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. Programs range from Tween Winter Read, Tricycle Music Fest with Grammy winning bands, author talks, live performance, music and movement, maker, digital literacy, special events, and play all address core literacy development and community building. In FY18, coordinated themes were VIVA, Black History Month, APA Heritage Month plus Big SF Playdate and Lunar New Year celebrations. Funds will continue the refreshment, professional development and expansion of STEM resources and hands-on engagement programming and more digital experiences. SFPL continues to collaborate with many community organizations to present programs both in the library system and out in the community supporting strategic partnerships. Funds also support the annual Early Literacy Buffet presented in partnership with the SF Early Literacy Network. Key programmatic partners include First 5, SFUSD, DCYF, Jumpstart, RADAR, Contemporary Jewish Museum, Bay Area Discovery Museum, Exploratorium, local artists and community based organizations.	1) Youth, caregivers, parents, and service providers know that the Library is a place they can come to experience arts, literary and STEM based programming at no charge and at their local library. 2) San Francisco learning organizations know that the library is an agency with whom they can collaborate on engagement programming projects. 3) SFUSD students participate in the Scholar Card program and become library users. Evaluation: Attendance figures are collected and reported for all programs. Results from the annual Storytime survey is shared with City Librarian, Friends, and other stakeholders. Librarians receive daily feedback from parents, children, and caregivers about the programming offered. Scholar Card data report. Family Engagement Coordinator, Early Learning Coordinator and Youth Development Coordinator will collect feedback from on-site visits to assess growth opportunities.	FY19	\$90,000	\$90,000
<b>Total</b>						<b>\$169,300</b>

Friends of the San Francisco Public Library 18/19  
Public Affairs/Community 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) 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
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 Autumn Moon Festival in Chinatown and the Glen Park street fair. Other funds are spent on exhibition openings and other special events. Monies are also used for advertising, signage, marketing collateral, photography, and promotional efforts. The fund also supports SFPL's participation in the very popular Discover & Go free museum and attraction pass program. In 2018-19 we expect to build on the work of our Mayor's Office of Civic Innovation/ Civic Bridge pilot and leverage funds for strategic targeting of library services to millennials, via focus groups and email marketing, that will	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 outdoor advertising along with additional efforts online such as advertising on social media sites. These funds also enable staff to participate in diversity festivals, attend museums and support direct, in-person 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.	FY19	\$35,000	\$35,000
Connected Community (formerly Exhibitions & Programming)	SFPL aspires to foster shared experiences for a more connected community. For 2018/19 the Office of Exhibitions & Programming will continue to offer a varied mix of exhibitions that will appeal to our diverse San Francisco community. Beginning with The Gravity of Today: Visions of Tomorrow, this exhibit showcases works from several artists whose work will encourage a dialogue about climate change and the possible climate-related issues our cities might face. It is presented intentionally to coincide with Governor Jerry Brown's Global Climate Action Summit here in San Francisco, and Also in the Jewett Gallery, spanning fall and winter, we will feature a Thomas Ingmire exhibit, Calligraphy and Poetry in Collaboration, which will feature the artist Ingmire along with 12 contemporary poets, who will explore affinities between poetry, music, and calligraphy. And will appeal to a cross section of writers, calligraphers, and visual artists. Our final exhibit in the Jewett space this coming year is on play, as yet untitled. This fun offering will appeal to children and adults. Our Skylight Gallery has exciting showings in 18/19. Tender Souls/Neighbors is a photo documentary project uncovering the humanity and complexities of neighborhoods far from San Francisco's tourist areas, including the Tenderloin, 6th St, Hunters Point, and the Mission. It includes portraits and stories of small business owners, long term residents, homeless people, and others. The Immigrant Girl exhibit is a graphic memoir of a Ukrainian immigrant who worked in sweatshops and became a women's and labor rights activist. Issues that are relevant to this exhibit are immigration, assimilation, education, equal pay for equal work, working parents, and childcare. In the Affinity Centers and other parts of the Main Library, the Office of Exhibitions and Programming maintains an active exhibit schedule. All of these exhibits are accompanied by a robust slate of programming. This includes the annual AfroSolo exhibit in the African American Center.	The library's strategic priorities are considered by the Cultural Awareness Committee as a guideline for decisions on exhibits and programs. Of note: Premier Urban Library: SFPL is one of a select group of libraries nationwide that has dedicated exhibition spaces, making SFPL a premier library in terms of its exhibitions. Additionally, SFPL-created exhibits have travelled to other museums and libraries, showcasing the excellent work of our library staff. Most recently, for example, the Alcatraz Florilegium, originally shown at the Main Library, was exhibited on Alcatraz Island from September through January of this current fiscal year. Programs and exhibitions are one of the primary touchpoints between the library and community, and the public perception of the library is shaped in large part through public interactions with programming and exhibitions staff. We are also expanding our programming to all San Francisco jails. Literacy and Learning and Engaging Youth: To name a couple, our upcoming exhibit with Thomas Ingmire uses poetry and writing to engage the audience; and our growing relationship with Word for Word – a literary theater group – uses short stories to engage youth in performances, readings, and theater workshops. Partnerships for Excellence: Almost all of our exhibits have partners. With most of the exhibitions we work with outside organizations to help sponsor the exhibits and public programs. These organizations also really help with community outreach, expertise, and exhibition materials. In an effort to maintain good relations, to grow current partnerships, and encourage new ones, we are also asking that the honorariums we offer be increased from \$150 to \$200. Digital Strategy: Through our Bridge at Main learning center, we continue to promote digital inclusiveness with classes and workshops aimed at bridging the digital divide. We also provide assisted listening devices at all of our programs, and many of our programs are filmed and added to our online presence. Organizational Excellence: Exhibitions and programs offer great opportunities for staff engagement through innovation and fiscal stewardship in managing their programming and exhibitions activities and budget allocations. Combining our fiscal and human resources on a system-wide level allows for better coordinating of efforts by individual staff members to present programs and exhibits for the benefit of all library patrons at all locations. It also gives everyone a better overarching view of how the library operates as a whole, since we partner with all units in the library to make programming and exhibitions a joint effort. Also, we make excellent use of the exhibit spaces at the Main, and we carefully maintain our valuable exhibit display cases and other equipment.	Our expected outcomes are to continue to reach the diverse populations of San Francisco through exhibitions and programs. We expect exhibitions and public program attendance to meet or beat last year's attendance levels. We also leverage social media to directly market events to our public in order to continue to get the word out about the different system-wide programs happening at the library.	FY19	\$90,000	\$90,000
Volunteer Programming and Appreciation	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, including Project Read adult literacy tutoring. By identifying tasks that support library staff, volunteer programming enables library personnel to continue to address 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 also addresses community needs by providing valuable education and job training skills for adults and teens. It also links community members back to the services of SFPL. The Volunteer Program has created several sustainable programs (Conversational Language Learning, Homework Help, Computer Lab Assistants), helped with numerous events and activities, and created several partnerships. Through this grant, SFPL is also to celebrate the hard work of all volunteers with a year-end celebratory appreciation event. It also funds the licensing of a simple volunteer database which allows the Library to track the presence of volunteers at each location, and allows volunteers to independently report their hours.	Literacy and Learning: Volunteers are an active and important part of The Bridge at Main Learning Center, and create programmatic opportunities for language learning, financial literacy, business literacy, legal literacy and resume workshops. The program provides opportunities for volunteers to share various expertise with the library's general public. Working in conjunction with the SO+ Committee, Volunteer Services also hopes to develop a docent program to highlight the exhibits and deepen viewers experiences in the galleries. Digital Strategy: The Volunteer Program added capacity to Digital Strategy initiatives by supplying numerous volunteers to computer classes throughout the library system. This coming year we will continue to solicit volunteers from among the tech community to strengthen our programming efforts in that area and are already working in that direction with the Digital Inclusion Week efforts. Engaging Youth: The Volunteer Program is integrating the Teen Computer Corps program (formerly Teens Teaching Seniors), which offers teens the opportunity to share their technological expertise with seniors at neighborhood branches; Volunteer Services also places numerous volunteers in the Homework Help program throughout several branch locations; and serves to place numerous youth volunteers and provide ideas to children and teen services for youth activities through the YELL (Youth Engaged in Library Leadership) and Summer Squad program and community service requirements for youth. Partnerships for Excellence: The Volunteer Program Coordinator forges new partnerships every year. Some of the standout partnerships have been with Girls Who Code and the SF Office of Small Business Administration.	An increase in funding for Volunteer Services would allow for the purchase of and migration to a more flexible database; with the creation of a new ESOL tutoring program and the great success of the FOG Readers tutoring program, in addition to the ongoing Project Read on-boarding, and the possibility of developing a 1:1 tech tutoring program, a system that assists with matching incoming tutors and learners by preferred location and available hours is becoming increasingly necessary, as the process is currently time-intensive for the staff managing those programs. It would also allow for greater and more dynamic & efficient communication between (potential and existing) volunteers and the Volunteer Coordinator, strengthening the sense of appreciation, belonging, and community that many volunteers seek to develop with the Library.	FY 19	\$5,000	\$5,000

Friends of the San Francisco Public Library 18/19  
Public Affairs/Community 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) 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
Collection Development Discretionary Fund	This project continues to allow SFPL the flexibility to purchase titles that are urgently needed or difficult to source with CCSF purchase orders. Particularly because of the explosive growth in self-publishing and micro-publishing, it can be hard or impossible to obtain certain materials sold from small organizations, websites (including Amazon) that do not accept purchase orders or fulfill other City purchasing requirements.	In previous years this grant has supported all five strategic priorities. While we encourage staff to submit book needs related to their programming well in advance, there can be extenuating circumstances requiring us to obtain materials that we need in short order or that we can't get via City purchasing processes. A good example is a recent purchase is copies for our youth collections of a lovely memoir by a Japanese American man that was only available via a local historical society. Another example is copies we were able to purchase of <i>The Good Run</i> by Ben Tucker, an independently published memoir by a local African American author and runner whose life experience in the Bay Area extends from the post-WWII era to the Civil Rights movement, including 25 years of working as an administrator at UC Berkeley and for the UC President's office.	Each year that we have had this fund, the diversity of the individual purchases has demonstrated a pattern of working with community individuals and organizations to obtain needed materials difficult to source with City purchasing rules and purchasing for use in important library programs and initiatives.		\$2,500	\$2,500
<b>Subtotal</b>						<b>\$132,500</b>
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 monthly calendar of adult, teen and children's events at all branches and the Main Library. This past year, monthly newsletters have highlighted our many initiatives, exhibitions and partnerships along with collections and services particularly digital collections, bookmobile services and other innovations. A full page each month is dedicated to Friends events and initiatives and is designed to enhance Friends' marketing efforts. The newsletter is produced in an eight-page tabloid format with four additional pages produced, usually for the June and October issues to support the enhanced calendars and articles for summer reading programs and the additional events around fall literacy programs like Tricycle Music Fest and One City One Book. The publication is widely read and has a print circulation of approximately 10,600. 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. At the Library is also offered as an online publication on the Library's Web site and linked from the Friends' Web site.	The ability to maintain a widely read print newsletter, accessible to all, places San Francisco Public Library as a premier urban library. As an internal outreach and marketing vehicle, it has been instrumental in leveraging our value for partnerships, highlighting Partnerships for Excellence. In terms of Digital Strategy, the newsletter allows us to highlight technological innovations and resources collections at the Library. Highlighting our varied and robust level of public programming generally hits all of our strategic priorities.	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. This year, we saw an overall increase in the number of public programs and attendance. Currently the ATL has a print circulation of 10,600. However, there could be more additional readers who view it online from our home page. We have also expanded content to include a digital newsletter as well as the ability to continue to offer a full PDF of the print edition. We have also brought some of the printing costs internally using the Library's city budget and this fund now only covers the cost of printing the editions for Friends membership (with Friends indicia).	FY19	\$9,000	\$9,000
One City One Book	In 2018, we will mark the 14th annual One City One Book, a citywide book club that promotes San Francisco's mission to celebrate the joy of reading and engage our diverse community. While we have yet to select the annual book for this fall, we plan to select a title that connects to San Francisco in some way. We anticipate some wonderful opportunities to engage with issues in the book that also resonate with residents of our city. We will again provide the innovative, interactive programming that our readers expect for One City One Book. 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 uncover and discover its themes throughout the City. By building bridges between communities and generations (from high school students to senior citizens), and creating shared experiences through reading - and more importantly, the discussion of - one book, we hope to make reading a lifelong pursuit and to build a more literate and connected society.	The One City One Book program engages with all of SFPL's current strategic priorities: Redefining Literacy and 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. Because each year's selection is intended to be so strongly tied to the fabric of San Francisco, we hope to encourage as many neighborhood branch library book clubs to read this year's title as well as encourage it as a source for the adult literacy program's Wednesday night readers club. 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; we run unique online contests to encourage more social media participation; and we partner with blogs and other popular websites to promote the program and encourage online dialogue. Engaging Youth: Public high school engagement is central to OCOB and we will again aim to have the author make multiple 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. Partnerships for Excellence: Ongoing partnerships for OCOB include Bay Area bookstores, high schools, local companies, media and more. Organizational Excellence: Every year we develop unique and diverse programming (from book clubs to scavenger hunts, film screenings to craft programs) for multiple library locations, ensuring that our programming efforts for OCOB are carried forth system wide. Also, in attracting our chosen authors and programming partners, we are asking that this fund increase the honorariums offered from \$150 to \$200.	One City One Book 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 2018/19. We evaluate success by looking at book circulations, book sales, program attendance, online participation and word-of-mouth feedback. We also tap into our network of local booksellers to assess community feedback they have received in addition to their book sales.	Spring 2018 - Book selected. Initiation of media, school & bookstore sponsorship and partner relationships. Summer 2017 - Public announcement. Sept/Oct 2017 - Marketing materials & ads, website goes live. Programming commences & continues throughout fall.	\$21,700	\$21,700
<b>Subtotal</b>						<b>\$30,700</b>
<b>Grand Total</b>						<b>\$163,200</b>

SFPL Grant Funded Program Proposals FY 18/19  
 Friends of the San Francisco Public Library

Strategic Initiatives

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
Strategic Initiatives	City Librarian	The Strategic Initiatives support 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 19 will be to focus on organizational development related to the Future of the Library Forum (FLF), which may entail some level of external vendor support for consulting services. This source will also support professional association memberships and conference activities.	San Francisco Public Library seeks continued employee engagement in FY19 with an internal cohort of thought leaders and key influencers who make up the Future of the Library Forum. SFPL recognizes our human resources are the institution's most valued asset as we continue to develop leadership capacity to maintain our status as a top innovator amongst peer urban libraries. Phase II activities of the Future of the Library Forum, including service design and data analytics, support the Library's strategic priority for Organizational Excellence. The Strategic Initiatives Fund is a valuable source helping position the SFPL as a premier urban library.	The Strategic Initiatives support will greatly support library management's initiative to update the strategic plan to reflect the Library's vision for "Connected Community". Evaluation will be determined through employee engagement efforts with key stakeholder groups.	FY19	\$30,000

SFPL Grant Funded Program Proposals FY 18/19  
 Friends of the San Francisco Public Library  
 Professional Development

Program/Project Title	Branch or Agency	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	1. <b>Organizational Excellence.</b> 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, 2018 - June 30, 2019	\$30,000	\$30,000
Annual Staff Recognition Awards	Human Resources	1. <b>Organizational Excellence.</b> 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, 2018 - June 30, 2019	\$4,000	\$4,000
Staff Holiday Party	Human Resources	1. <b>Organizational Excellence.</b> 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.	December 2018	\$12,500	\$12,500
Training and Refreshment Funds	Human Resources	1. <b>Organizational Excellence.</b> Staff training experiences that are repetitive can be offset by providing breaks with refreshments. Light refreshments are a value added enhancement that can make training more engaging and welcoming.	Feedback from staff informs effectiveness of the event. The ability to provide light refreshments contributes to the level of satisfaction from employees attending training.	July 1, 2018 - June 30, 2019	\$2,500	\$2,500
<b>TOTAL</b>					<b>\$49,000</b>	<b>\$49,000</b>



<b>SFPL Grant Award Funding Request to Friends</b>	
<b>A. UNRESTRICTED (Traditionally Funded Programs)</b>	<b>FY 19</b>
<b>Grants to Branches</b>	<b>\$15,000</b>
<b>Children &amp; Youth Services</b>	
General Systemwide Programming	\$90,000
Summer Reading Programming	\$73,000
Effie Lee Morris Program	\$5,000
Book Buddies	\$1,300
	<b>\$169,300</b>
<b>Public Affairs</b>	
Community Relations/Promotions & Marketing	<b>\$35,000</b>
<b>Community Programs &amp; Exhibitions</b>	
Connected Community	\$90,000
Volunteer Services Recognition Event	\$5,000
Collection Development Discretionary Fund	\$2,500
	<b>\$97,500</b>
<b>Strategic Initiatives</b>	<b>\$30,000</b>
<b>Professional Development</b>	
Educational Opportunities	\$30,000
Staff Recognition Event	\$4,000
Staff Holiday Party	\$12,500
Training Refreshment Fund	\$2,500
	<b>\$49,000</b>
<b>Friends Initiatives</b>	
At the Library	\$9,000
One City, One Book	\$21,700
	<b>\$30,700</b>
<b>A. UNRESTRICTED TOTAL</b>	<b>\$426,500</b>
<b>B. DONOR RESTRICTED</b>	
<b>B. DONOR RESTRICTED TOTAL</b>	<b>\$386,850</b>
<b>TOTAL FUNDING REQUEST</b>	<b>\$813,350</b>

Friends of SFPL  
Donor Restricted FY 19 Request

Descriptions	PROPOSED BUDGET FY 19
<b>DONOR RESTRICTED FUNDS:</b>	
Youth Services	\$ 23,715
Dia De los Ninos	\$ 10,000
Summer Reading	\$ 16,936
Literacy & Learning	\$ 44,500
Friends Innovation Fellowship Fund	\$ 50,000
<b>Subtotal Donor Restricted Funds</b>	<b>\$ 145,151</b>
<b>Branch</b>	
Dolorous Knight's Fund for Excelsior	\$ 7,400
Anza	\$ 622
Bayview Branch	\$ 7,000
Bernal Heights	\$ 500
Chinatown Branch	\$ 1,300
Eureka Valley Branch	\$ 500
Glen Park	\$ 500
Golden Gate Branch	\$ 300
Ingleside Endowment	\$ 5,000
Ingleside	\$ 100
Marina Branch	\$ 300
Merced Branch	\$ 500
Mission Branch	\$ 300
Noe Valley Branch	\$ 3,300
North Beach Branch	\$ 1,500
Ortega	\$ 402
Park	\$ 800
Parkside Branch	\$ 150
Portola Branch	\$ 40
Potrero	\$ 300
Presidio	\$ 500
Richmond	\$ 580
Sunset	\$ 800
West Portal	\$ 500
Western Addition	\$ 1,000
Mission Bay	\$ 500
<b>Subtotal Branch</b>	<b>\$ 34,694</b>
<b>Main</b>	
Phyllis Wattis Endowment	\$ 50,000
Main Social Services Outreach Team	\$ 6,000
<b>History Center:</b>	
Harrison Calligraphy	\$ 1,000
SF History Room	\$ 7,000
Special Collections - LSTA grant	\$ 1,685
Special Collections	\$ 15,000
<b>Subtotal Main</b>	<b>\$ 80,685</b>
<b>Public Affairs Special Programing</b>	
One City One Book	\$ 3,320
<b>Subtotal Public Affairs Special Programming</b>	<b>\$ 3,320</b>
<b>Library Centers &amp; Special Programs</b>	
African American Center	\$ 6,000
Deaf Services	\$ 500
James C. Hornel Center	\$ 105,000
Latino Hispanic Center	\$ 2,500
Library for the blind & print disabled (LBPD)	\$ 3,000
LBPD Friends for Life	\$ 500
Wallace Stegner Center	\$ 1,500
Learning Differences	\$ 3,000
Automation/AV	\$ 1,000
<b>Subtotal Library Centers &amp; Special Programs</b>	<b>\$ 123,000</b>
<b>TOTAL DONOR RESTRICTED FUNDS</b>	<b>\$ 386,850</b>

**TO:** Angela Calvillo, Clerk of the Board of Supervisors

**FROM:** Maureen Singleton, Finance Office

**DATE:** April 2, 2018

**SUBJECT:** Accept and Expend Resolution for SFPL Grant

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

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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



MARK E. FARRELL  
MAYOR

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2018 MAY - 1 PM 12:05  
BY *[Signature]*

May 1, 2018

Angela Calvillo, Clerk of the Board of Supervisors  
City Hall, 1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Ms. Calvillo:

Attached is the Mayor's proposed May 1 Budget comprised of the following 13 departments: Airport Commission, Board of Appeals, Child Support Services, Environment, Law Library, the Public Library, Municipal Transportation Agency, Port, Public Utilities Commission, Rent Board, Retirement System, and Office of County Education. Also attached are an Interim Exception letter, a budget memo for the Municipal Transportation Agency (MTA) from the Controller, and the following ten pieces of legislation:

- Three supplemental appropriation ordinances for the Two-Year Capital Budgets of each of the Public Utilities Commission (PUC) Enterprises – Water, Wastewater, and Hetch Hetchy
- Three resolutions approving the issuance and sale of Power, Water, and Wastewater revenue bonds by the PUC
- One Accept and Expend Grant from the Friends of San Francisco Public Library (LIB)
- One Resolution transferring unclaimed, overpaid parking tickets to the General Fund (MTA)
- One Resolution authorizing the MTA to issue Commercial Paper Notes with the concurrence of the Board of Supervisors (MTA)
- One Proposition J Contract/Certification resolution of Specified Contracted-Out Services Previously Approved for Enterprise Departments (MTA, PUC, Airport, and Port)

If you have any questions please feel free to contact me at 554-6125.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Kirkpatrick".


Kelly Kirkpatrick  
Acting Mayor's Budget Director

cc: Members of the Board of Supervisors  
Harvey Rose  
Controller

OFFICE OF THE MAYOR  
SAN FRANCISCO



MARK FARRELL  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM:  Mayor Farrell  
RE: Accept and Expend Grant - Friends of San Francisco Public Library -  
Annual Grant Award, FY 2018-2019 - Up to \$813,350 of In-Kind Gifts,  
Services, and Cash Monies  
DATE: May 1, 2018

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Attached for introduction to the Board of Supervisors is a resolution authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$813,350 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 2018-2019.

Should you have any questions, please contact Andres Power (415) 554-5168.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2018 MAY - 1 PM 12:06  
BY \_\_\_\_\_

April 26, 2018

Michael Lambert  
Acting City Librarian  
San Francisco Public Library  
100 Larkin Street  
San Francisco, CA 94102

Dear Michael Lambert,

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 2018–2019.

Included in this total is **\$813,350** 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 **\$426,500** in traditionally funded programs: Grants to Branches (\$15,000) Children and Youth Services (\$169,300); Public Affairs (\$35,000); Community Programs & Exhibitions (\$97,500); Strategic Initiatives (\$30,000); Professional Development (\$49,000); *At the Library* publication support (\$9,000); and *One City One Book* program (\$21,700).

In addition, **\$386,850** 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.

Funds granted for this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2018. 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.