

File No. 190631

Committee Item No. 14

Board Item No. 17

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date June 19, 2019

Board of Supervisors Meeting

Date July 16, 2019

#### Cmte Board

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

OTHER (Use back side if additional space is needed)

- |                                     |                                     |  |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>Public Library Commission Resolutions</u> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <u>PowerPoint Presentation</u>               |
| <input type="checkbox"/>            | <input type="checkbox"/>            | _____  |
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Completed by: Linda Wong

Date June 14, 2019

Completed by: Linda Wong

Date July 8, 2019

[Administrative Code - Eliminating Fines for Overdue Library Materials]

Ordinance amending the Administrative Code to eliminate fines for overdue library books and other materials and equipment, and forgiving outstanding patron debt for overdue fines.

NOTE: Unchanged Code text and uncodified text are in plain Arial font. Additions to Codes are in single-underline italics Times New Roman font. Deletions to Codes are in ~~striketrough italics Times New Roman font~~. Board amendment additions are in double-underlined Arial font. Board amendment deletions are in ~~striketrough Arial font~~. Asterisks (\* \* \* \*) indicate the omission of unchanged Code subsections or parts of tables.

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

Section 1. Chapter 8 of the Administrative Code is hereby amended by revising Section 8.21-2, to read as follows:

**SEC. 8.21-2. LIBRARY FINES AND FEES.**

(a) **Fee Schedule.** The Library Commission is hereby authorized to charge ~~fines and~~ fees for the use of library materials and services in accordance with the following schedule:

**SAN FRANCISCO PUBLIC LIBRARY ~~FINES AND~~ FEES SCHEDULE**

<i>OVERDUE FINES By Material</i>		
<i>ADULT MATERIALS</i>	<i>DAILY</i>	<i>MAXIMUM</i>
<i>Books</i>	<i>\$0.10</i>	<i>\$5</i>
<i>Phonorecords</i>	<i>\$0.10</i>	<i>\$5</i>
<i>Audiocassettes</i>	<i>\$0.10</i>	<i>\$5</i>
<i>Books on Tape</i>	<i>\$0.10</i>	<i>\$5</i>

1	<i>Compact Discs</i>	<i>\$0.10</i>	<i>\$5</i>
2			
3	<i>Magazines</i>	<i>\$0.10</i>	<i>\$5</i>
4	<i>Paperbacks (Cataloged)</i>	<i>\$0.10</i>	<i>\$5</i>
5	<i>Paperbacks (Uncataloged)</i>	<i>\$0.10</i>	<i>\$2</i>
6			
7	<i>VHS, DVD, &amp; Blu ray</i>	<i>\$0.10</i>	<i>\$5</i>
8	<i>JUVENILE MATERIALS</i>	<i>DAILY</i>	<i>MAXIMUM</i>
9	<i>All Juvenile Materials</i>	<i>\$0.10</i>	<i>\$5</i>
10			
11	<i>SPECIAL MATERIALS</i>	<i>DAILY</i>	<i>MAXIMUM</i>
12	<i>Sheet Music</i>	<i>\$0.10</i>	<i>\$5</i>
13	<i>Orchestral/Music Sets</i>	<i>\$0.10</i>	<i>\$5</i>
14	<i>Vertical File Materials</i>	<i>\$0.10</i>	<i>\$5</i>

15	<i>OVERDUE FINES By Equipment</i>		
16			
17	<i>PUBLIC ACCESS TECHNOLOGY</i>	<i>DAILY</i>	<i>MAXIMUM</i>
18			
19	<i>Laptop Computer</i>	<i>\$0.10</i>	<i>\$5</i>
20			
21	<i>iPad/Tablet Device</i>	<i>\$0.10</i>	<i>\$5</i>
22			
23	<i>Peripherals/Accessories</i>	<i>\$0.10</i>	<i>\$5</i>

24	<i>OVERDUE FINES for Seniors,</i>	<i>DAILY</i>	<i>MAXIMUM</i>
25	<i>Children, and Teens</i>		

1  
2 *Notwithstanding the overdue fines identified above, the following overdue fines shall apply to the*  
3 *patron groups identified below for all types of materials and equipment:*

4 <i>Seniors (over 65)</i>	<i>\$0.05</i>	<i>\$5.00</i>
5 <i>Children and Teens (0-17 years)</i>	<i>No fines</i>	<i>No fines</i>

6 \* \* \* \*

7 Section 2. Outstanding Patron Overdue Fines. The City shall forgive all outstanding  
8 debt accrued by patrons for the overdue fines repealed by this ordinance and any other  
9 overdue fines that have been previously repealed.

10 Section 3. Effective Date. This ordinance shall become effective 30 days after  
11 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
12 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
13 of Supervisors overrides the Mayor's veto of the ordinance.

14 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
15 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
16 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
17 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
18 additions, and Board amendment deletions in accordance with the "Note" that appears under  
19 the official title of the ordinance.

20  
21 APPROVED AS TO FORM:  
22 DENNIS J. HERRERA, City Attorney

23 By:



24 BRADLEY A. RUSSI  
25 Deputy City Attorney

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LEGISLATIVE DIGEST

[Administrative Code - Eliminating Fines for Overdue Library Materials]

**Ordinance amending the Administrative Code to eliminate fines for overdue library books and other materials and equipment, and forgiving outstanding patron debt for overdue fines.**

Existing Law

Existing law authorizes the Public Library to collect fines for overdue books, materials, and equipment.

Amendments to Current Law

The proposed ordinance would amend the Administrative Code to eliminate all overdue fines the Public Library is currently authorized to collect. The proposed ordinance would also forgive all outstanding debt that patrons owe the Public Library for overdue fines.

Background Information

On January 17, 2019, the Library Commission adopted a resolution urging the Board of Supervisors to adopt an ordinance eliminating overdue fines. The Library Commission resolution notes that such fines disproportionately impact low income San Franciscans and impose an unfair barrier of access to the Library for such individuals. On March 21, 2019, the Library Commission adopted a resolution urging the Board of Supervisors to pass an ordinance forgiving outstanding patron debt arising from overdue fines.

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**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

**RESOLUTION NO. 2019-01**

RESOLUTION URGING BOARD OF SUPERVISORS TO ADOPT ORDINANCE AMENDING ADMINISTRATIVE CODE TO AMEND LIBRARY FINES AND FEES SCHEDULE TO ELIMINATE ALL OVERDUE FINES.

WHEREAS, Section 8.21-2 of the San Francisco Administrative Code sets the fines and fees schedule for the San Francisco Public Library ("Library") system; and,

WHEREAS, The Board of Supervisors last amended the Library's fines and fees schedule set forth in Section 8.21-2 in 2017; and,

WHEREAS, In the time since the fines and fees schedule was last amended, the Library has recognized that the application of fines for overdue materials imposes an unfair barrier to access, which disproportionately impacts residents of lower socioeconomic status; and,

WHEREAS, To correct this disproportionate impact and ensure access to library services is equitable for all patrons, the proposed changes to the fines and fees schedule contained in Section 8.21-2 would eliminate overdue fines for all Library materials and equipment; and,

WHEREAS, Pursuant to Section 2.109 of the City Charter, the fines and fees schedule cannot be amended without approval by the Board of Supervisors; now, therefore, be it

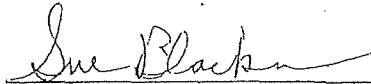
RESOLVED, that the Library Commission urges the Board of Supervisors to adopt the ordinance attached hereto modifying Section 8.21-2 of the San Francisco Administrative Code as stated in this resolution.

Approved on January 17, 2019

By a vote of: 6 - 1

AYES: Dunning, Huang, Mall, Ono, Wardell-Ghirarduzzi and Wolf

NAYS: Lee

A handwritten signature in cursive script, reading "Sue Blackman", written over a horizontal line.

Sue Blackman

Library Commission Secretary

Attachment: Draft Ordinance

**SAN FRANCISCO PUBLIC LIBRARY COMMISSION**

**RESOLUTION NO. 2019 - 02**

RESOLUTION URGING BOARD OF SUPERVISORS TO ADOPT ORDINANCE FORGIVING ALL LIBRARY FINES OWED TO COMMENCE WITH AMENDED FINES AND FEES SCHEDULE.

WHEREAS, Section 8.21-2 of the San Francisco Administrative Code sets the fines and fees schedule for the San Francisco Public Library ("Library") system; and,

WHEREAS, The Board of Supervisors last amended the Library's fines and fees schedule set forth in Section 8.21-2 in 2017; and,

WHEREAS, In the time since the fines and fees schedule was last amended, the Library has recognized that the application of fines for overdue materials imposes an unfair barrier to access, which disproportionately impacts residents of lower socioeconomic status; and,

WHEREAS, To correct this disproportionate impact and ensure access to library services is equitable for all patrons, during the Library Commission meeting of January 17, 2019, the Library Commission approved changes to the fines and fees schedule contained in Section 8.21-2, eliminating overdue fines for all Library materials and equipment; and,

WHEREAS, Pursuant to Section 2.109 of the City Charter, the fines and fees schedule cannot be amended without approval by the Board of Supervisors; and,

WHEREAS, Contingent upon the Library's fines and fees schedule being amended by the Board of Supervisors to eliminate overdue fines for all Library materials and equipment, the levy of future fines for overdue Library materials and equipment on patrons' accounts will no longer occur; and,



WHEREAS, To date, Library patrons previously have incurred overdue fines for Library materials and equipment borrowed and not returned prior to the due date, and may have outstanding debt resulting from unpaid overdue fines remaining on their accounts, restricting their access to library collections and services; and,

WHEREAS, the Library Commission recognizes that the forgiveness of remaining existing overdue fines will eliminate barriers to the use and enjoyment of the Library, and benefit residents by increasing access to library services; now, therefore, be it


RESOLVED, that the Library Commission urges the Board of Supervisors to pass an ordinance forgiving all outstanding overdue fines owed to the Library and authorizing the San Francisco Public Library to write-off all overdue fines from patron accounts as stated in this resolution.

Approved on: March 21, 2019

By a vote of: 4 - 0

AYES: Huang, Ono, Wardell-Ghirarduzzi, and Wolf

NAYS: none



Sue Blackman

Library Commission Secretary

Attachment: Draft Ordinance

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR

To: Angela Calvillo, Clerk of the Board of Supervisors  
From: Kelly Kirkpatrick, Mayor's Budget Director  
Date: May 31, 2019  
Re: Mayor's FY 2019-20 and FY 2020-21 Budget Submission

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Madam Clerk,

In accordance with City and County of San Francisco Charter, Article IX, Section 9.100, the Mayor's Office hereby submits the Mayor's proposed budget by June 1<sup>st</sup>, corresponding legislation, and related materials for Fiscal Year 2019-20 and Fiscal Year 2020-21.

In addition to the Annual Appropriation Ordinance, Annual Salary Ordinance, and Mayor's Proposed FY 2019-20 and FY 2020-21 Budget Book, the following items are included in the Mayor's submission:

- The budget for the Office of Community Investment and Infrastructure for FY 2019-20
- 18 separate pieces of legislation (see list attached)
- A Transfer of Function letter detailing the transfer of positions from one City department to another. See letter for more details.
- An Interim Exception letter
- A letter addressing funding levels for nonprofit corporations or public entities for the coming two fiscal years

If you have any questions, please contact me at (415) 554-6125.

Sincerely,

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

Kelly Kirkpatrick  
Mayor's Budget Director

cc: Members of the Board of Supervisors  
Harvey Rose  
Controller

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2019 MAY 31 AM 11:07  
BY [Signature]

DEPT	Budget & Finance Committee Calendar Date	Description or Title of Legislation	Type of Legislation
CON	12-Jun	Neighborhood Beautification and Graffiti Clean-up Fund Tax Designation Ceiling	Ordinance
CON	12-Jun	Resolution Adjusting the Access Line Tax with the Consumer Price Index of 2019	Resolution
CON	12-Jun	Proposition J Contract Certification Specified Contracted-Out Services Previously Approved	Resolution
CON	12-Jun	Ordinance Authorizing Refunding Certificates of Participation, Series 2019-RI (Multiple Capital Improvement Projects) - Not to Exceed \$160,000,000	Ordinance
OCC	12-Jun	Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2019-20 Interim budget	Resolution
OCC	12-Jun	Office of Community Investment and Infrastructure, operating as Successor Agency to the San Francisco Redevelopment Agency, Fiscal Year 2019-20 Budget - Bond Issuance Not to Exceed \$40,714,400	Resolution
PUC, PRT, AIR	12-Jun	Appropriating \$12,218,229 in the San Francisco Public Utilities Commission, and De-Appropriation and Re-Appropriation - Expenditures of \$2,431,505 in the Port Commission and Airport Commission - FY 2019-2020	Ordinance
CON	13-Jun	Appropriation - City and County of San Francisco Refunding Certificates of Participation of \$160,000,000 and Deappropriating \$16,500,000 - FY 2019-20	Ordinance
DPW	13-Jun	Accept and Expend Grants - State Transportation Development Act, Article 2 - Pedestrian and Bicycle Projects - \$372,398	Resolution
FIR	13-Jun	Fire Code - SFFD Fee Amendment	Ordinance
REC	13-Jun	Park Code - Marina Guest Docking Fees	Ordinance
REC	13-Jun	Park Code - Non-Resident Fees at Certain Specialty Attractions	Ordinance
REC	13-Jun	Park Code - Temporary Surcharge at Japanese Tea Garden	Ordinance
CPC	14-Jun	Resolution to Apply for, Accept, and Expend \$625,000 in California SB 2, Planning Grant Program funds	Resolution
DPH	14-Jun	Accept and Expend Grants - Recurring State Grant Funds - Department of Public Health - FY 2019-2020	Resolution
HOM	14-Jun	Homelessness and Supportive Housing Fund - FYs 2019-20 and 2020-21 Expenditure Plans	Resolution
LIB	14-Jun	Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award, 2019-20 - Up to \$807,820 of In-kind Gifts, Services and Cash Monies	Resolution
LIB	14-Jun	Administrative Code - Eliminating Fines for Overdue Library Materials	Ordinance

OFFICE OF THE MAYOR  
SAN FRANCISCO



LONDON N. BREED  
MAYOR


TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: Sophia Kittler  
RE: Administrative Code - Eliminating Fines for Overdue Library Materials  
DATE: May 31, 2019

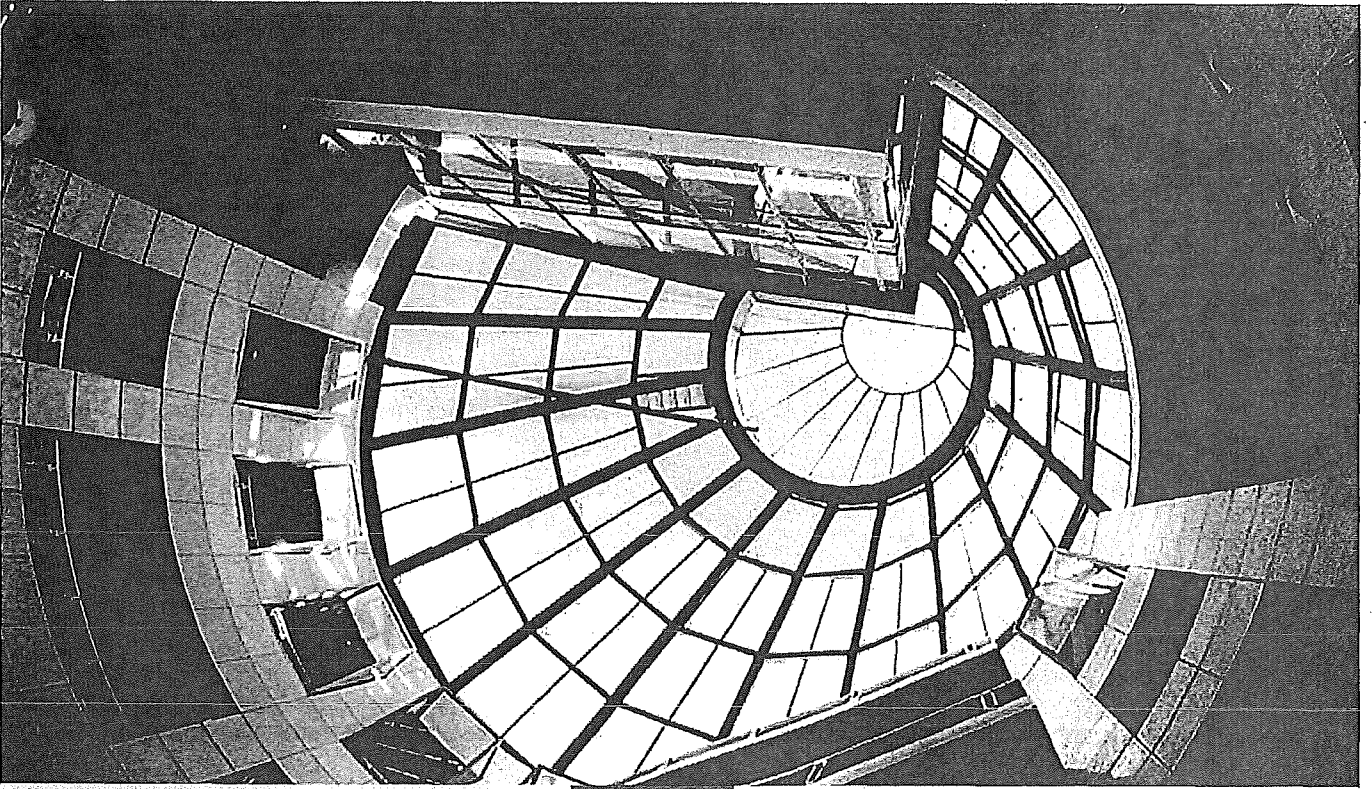
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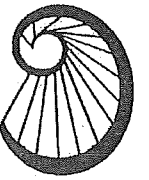
**Ordinance amending the Administrative Code to eliminate fines for overdue library books and other materials and equipment, and forgiving outstanding patron debt for overdue fines.**

Should you have any questions, please contact Sophia Kittler at 415-554-6153.

RECEIVED  
BOARD OF SUPERVISORS  
SAN FRANCISCO  
2019 MAY 31 AM 11:07  
BY: 



File # 1901631  
Received in Committee - 6/19/19  
for



*San Francisco Public Library*

# SAN FRANCISCO PUBLIC LIBRARY

Fine-Free Initiative

June 19, 2019



# SFPL Fine-Free Initiative

SFPL & SF Financial Justice Project  
partnered to study the impact of library  
overdues fines on patrons

**Project determined that overdue fines:**

- Restrict access & exacerbate inequality
- Disproportionately affect low-income population, racial minorities, and those without college degrees

The Library Commission approved  
resolutions to eliminate overdue fines & all  
outstanding overdue fine liability

## LONG OVERDUE:

Eliminating Fines on  
Overdue Materials  
to Improve Access to San  
Francisco Public Library

JANUARY 2019

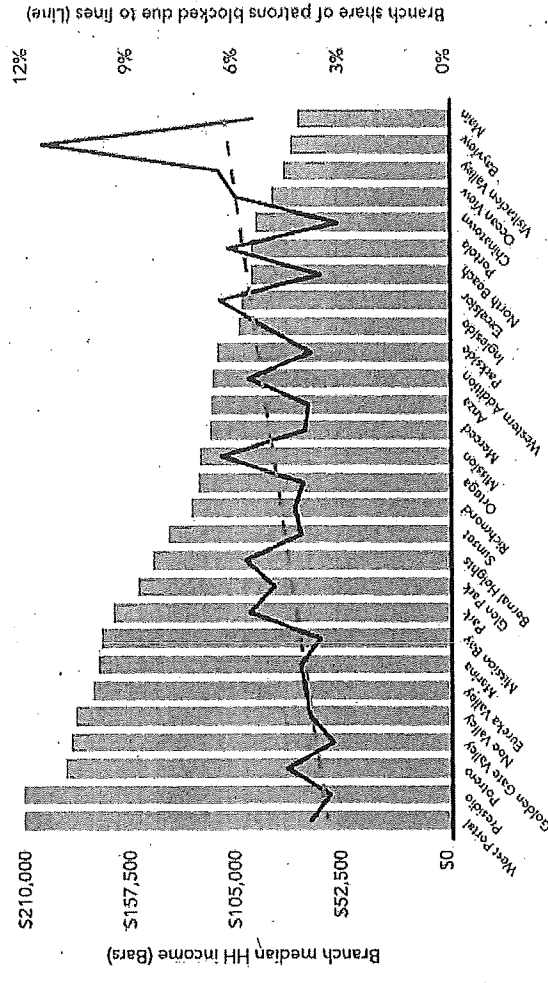
*\* Source: Long Overdue: Eliminating Fines on Overdue  
Materials to Improve Access to San Francisco Public Library  
(2019)*

# SFPL Fine-Free Initiative

## Access & Equity Considerations

- Approximately **17,500** patron accounts are currently suspended as a result of overdue fines, representing 5 percent of all adult patrons

In locations with lower average household income, larger shares of SFPL adult cardholders are blocked due to fines



# SFPL Fine-Free Initiative

## Fiscal Impact

- Estimated loss of annual overdue fine revenue: \$0.3M
- Estimated outstanding overdue fine liability: \$1.5M

1924

### Outstanding Overdue Fines Liability as of 05/31/2019

Patron Type	Patron Records	Amount Owed
<b>Active Patrons</b>		
Adult	96,590	\$ 547,597.07
Senior	12,588	\$ 32,134.29
<b>Total</b>	<b>109,178</b>	<b>\$ 579,731.36</b>
<b>Inactive Patrons</b>		
Adult	130,493	\$ 901,750.31
Senior	12,172	\$ 54,283.30
<b>Total</b>	<b>142,665</b>	<b>\$ 956,033.61</b>
<b>Grand Total</b>	<b>251,843</b>	<b>\$ 1,535,764.97</b>



# SFPL Fine-Free Initiative

## Implementation

- SFPL is currently **piloting the fine-free service model** to prepare staff & patrons for full implementation
- If approved, full implementation is **scheduled to go live in Fall 2019**
- SFPL would join a growing **list of prominent public libraries to go fine-free**

## Selected Fine-Free Libraries

Salt Lake City Public Library (UT)	San Mateo County Public Library (CA)
Berkeley Public Library (CA)	Contra Costa County Public Library (CA)
Nashville Public Library (TN)	Maricopa County Library (AZ)
Saint Paul Public Library (MN)	Evansville-Vanderburgh Public Library (IN)
Oak Park Public Library (IL)	Tampa-Hillsborough County Public Library (FL)
San Diego Public Library (CA)	Miami-Dade Public Library (FL)
Sno-Isle Public Library (WA)	Dayton Metro Library (OH)
Albany Public Library (NY)	Columbus Metropolitan Library (OH)
Denver Public Library (CO)	DC Public Library (Washington, DC)
Dallas Public Library (TX)	Enoch Pratt Free Library (MD)

# SFPL Fine-Free Initiative

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## Requests

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Board of Supervisors approval to **revise the Library's Fines & Fees Schedule to eliminate overdue fines** for all library materials & equipment

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Board of Supervisors approval to **forgive all outstanding overdue fines owed** to the Library