

File No. 220495

Committee Item No. 6

Board Item No. 31

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Appropriations Committee Date May 25, 2022

Board of Supervisors Meeting Date June 7, 2022

Cmte Board

- Motion
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- Legislative Digest
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- Youth Commission Report
- Introduction Form
- Department/Agency Cover Letter and/or Report
- MOU
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OTHER (Use back side if additional space is needed)

- Grant Detail
- Donor Restricted Fund Detail
- LIB Presentation – 5/25/2022
- _____
- _____
- _____
- _____

Completed by: Brent Jalipa Date May 20, 2022

Completed by: Brent Jalipa Date May 31, 2022

1 [Accept and Expend Grant - Friends of San Francisco Public Library - Annual Grant Award -
2 Up to \$1,002,647 of In-Kind Gifts, Services, and Cash Monies - FY2022-2023]

3 **Resolution authorizing the San Francisco Public Library to accept and expend a grant**
4 **in the amount of up to \$1,002,647 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 Fiscal Year (FY) 2022-2023.**

7
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,
15 Innovation Programs; supplies, materials, furniture, fixtures, and equipment to support those
16 services; and

17 WHEREAS, Highlights of the upcoming Fiscal Year (FY) 2022-2023 program year
18 support include Grants to Branches, program support for children and youth services,
19 enhanced community outreach, and the Public Library's racial equity initiative to enhance
20 diversity and inclusion; and

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

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

25

1 FURTHER RESOLVED, That the Public Library is authorized to accept and expend up
2 to \$1,002,647 of in-kind gifts, services, and cash monies awarded by the Friends of San
3 Francisco Public Library to support Library programs and services and related literary and
4 educational programs in FY2022-2023.

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Recommended:

_____ /s/

Department Head

Approved: _____ /s/

Mayor

Approved: _____ /s/

Controller

File Number: 220495
(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, FY23
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 \$1,002,647 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, 2022 End-Date: June 30, 2023
- 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:

Katrin Reimuller
(Name)

Acting Chief of Main
(Title)

Date Reviewed: 4.12.22 05/02/2022 K.A. B. Mui /S/ K.A. B. Mui
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Michael Lambert
(Name)

City Librarian
(Title)

Date Reviewed: 4.12.22 05/02/2022 /S/ Michael Lambert /S/ Michael Lambert
(Signature Required)

March 30, 2022

Michael Lambert
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102
Dear Librarian 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 2021-2022.

Included in this total is **\$1,002,647** in direct funding for programs and services throughout the system.

We are pleased to approve **\$472,606** in unrestricted support to programs and resources for the Main Library, the neighborhood branches, system-wide programming from the Community Programs and Partnerships, Children and Youth programs, and Special Initiatives.

In addition to the unrestricted funds articulated above, an additional **\$530,041** will be available through restriction-designated funds which Friends holds in trust for your use to augment all areas above. Thank you for the analysis of the amount you plan to use in each restricted fund and the timeline for expenditures. 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 in this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2022. 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 shared asset. We look forward to an exciting year!

Best regards,

✓

Marie Ciepela
Executive Director

(415) 477-5220

marie.ciepela@friendssfpl.org

Cc: Sarah Smith-Jones, Chair of the Board of Directors
Bob Daffeh, Director of Finance and Administration

FY 2022-2023 Accept & Expend for the San Francisco Public Library

Fund/Programs	Unrestricted	Restricted	Total	Description
MAIN LIBRARY				
Public Programs at the Main Library	\$45,000	\$9,000	\$54,000	For cultural and learning opportunities, including content creation, maker spaces, literary, personal skill-building, small business, and vocational development. This grant includes dedicated funding for The Mix at the Main, WORK IT programming for the 4th floor, as well as funding to celebrate special events at the Main Library.
Phyllis Wattis Endowment for the Main		\$57,500	\$57,500	The Wattis Endowment is used to expand the Main Library's capacity as a center for programming and support by addressing upkeep and improvements in the space and for equipment. Funds will also support the Filipino Book Festival partnership.
Social Services Outreach	\$0	\$2,500	\$2,500	For outreach activities conducted by the Main Library's Social Services team.
African American Center	\$0	\$6,000	\$6,000	For the Center's engagement with African American youth in SFSUD, specifically Black Student Union members at School of the Arts (SOTA), the NorCal MLK Foundation's youth day at the Black and Brown Comix Arts Festival, annual Kwanzaa celebration, and ongoing public exhibits and literary public programs for the community.
James C. Hormel LGBTQIA Center	\$0	\$189,000	\$189,000	To diversify the collection, programs, exhibits, and clientele of the Center and digitization of the archives, including the LGBTQ Historical Highlights project.
Latino/Hispanic Interest Collections & Programs	\$0	\$2,500	\$2,500	For community programming in the Latino/Hispanic Center, International Center and at Branches.
San Francisco History Center	\$0	\$21,266	\$21,266	For special projects of the SF History Center including digitizing the Junior League files; enhancing the Harrison Calligraphy collection, supporting the Schmulowitz Wit and Humor Collection, and curating exhibitions on local history on the 6th floor of the Main when possible.
Wallace Stegner Center for the Environment	\$0	\$1,500	\$1,500	For environmental education programs and exhibits.
Talking Books & Braille Center (TB&BC)	\$0	\$10,235	\$10,235	For conferences, training and public programs to better serve clients with visual and print disabilities.
SUBTOTAL	\$45,000	\$299,501	\$344,501	
NEIGHBORHOOD BRANCHES				
Grants to Branches - All ages	\$66,400	\$42,600	\$109,000	For branch-based staff to create programming specific to the needs of the neighborhoods, promoting intergenerational learning and shared experiences. Programming includes STEM, arts, cultural, health and wellness activities, and an annual open house celebration at each branch. Draw-down of \$10,000 in dedicated funds for the Bayview Branch to supplement additional targeted programming and learning resources.
SUBTOTAL	\$66,400	\$42,600	\$109,000	

FY 2022-2023 Accept & Expend for the San Francisco Public Library

Fund/Programs	Unrestricted	Restricted	Total	Description
SYSTEM-WIDE PROGRAMS (Community Programs and Partnerships)				
Youth Programs: Literacy and STEM	\$45,000	\$12,500	\$57,500	For coordinated system-wide children and youth cultural programs, as well as STEM learning; Drag Queen Story Hour; Big SF Playdates; Scholar Card promotion; mobile outreach; Early Literacy Buffet; and for programming partnerships with SFMOMA, CJM, Exploratorium, Asian Art Museum, National Park Service, Bay Area Discovery Museum and more.
Youth Programs: Summer Stride Reading Programming	\$97,006	\$2,994	\$100,000	For all non-personnel costs of the SFPL's signature summer program including free events, the Youth Engaged in Library Leadership (YELL) program, Summer youth volunteer program, honorariums for all performers, featured authors and the featured illustrator, campaign supplies (stickers, tattoos, badges, buttons, printing, promotion), incentive awards, and materials towards the Everybody Reads campaign in collaboration with the Human Rights Commission.
Youth Programs: Dia de los ninos, dia de los libros	\$0	\$3,089	\$3,089	For the annual literacy street party at Parque Ninos Unidos, in the heart of the Mission neighborhood.
Youth Programs: Tricycle Music Festival	\$0	\$13,000	\$13,000	For the annual month-long celebration, bringing musical performances and welcoming families to sing and dance at the Library.
Connected Community, system-wide themed programs	\$70,000	\$1,500	\$71,500	For system-wide coordinated adult programs, including monthly themed literary programs, cultural and racial equity programming, New Americans/immigration programming, jail/reentry programming, mobile outreach, and senior programs. Adding Donor Restricted What's Your Watt funds earmarked for environmental programs for Climate Awareness Month.
Literacy & Learning	\$0	\$15,500	\$15,500	For one-on-one reading tutoring for adults and children, and additional literacy and ESL programs at the Bridge at the Main, the Veterans Resource Center, and the branches.
Friends' Initiative: One City, One Book	\$30,000	\$0	\$30,000	For all non-personnel costs of the annual citywide program featuring a single book and inviting residents to engage in author events, book clubs, and public programs around the book.
Effie Lee Morris Lecturer	\$5,000	\$0	\$5,000	For the annual lecture honoring an author for their lifetime achievement in children/youth literature at the Koret Auditorium.
Volunteer Services Recognition Event	\$5,000	\$0	\$5,000	For expenses of events and programs that appreciate and honor volunteers throughout the library system.
SUBTOTAL	\$252,006	\$48,583	\$300,589	
PUBLIC AFFAIRS				
Community Relations/Promotions & Marketing	\$25,000	\$15,000	\$40,000	For advertising and marketing of Library programs and other special projects such as Night of Ideas and other citywide special events; Discover & Go free museum passes and production of program guides. Adding from two donor restricted accounts - Community Relations Film and Community Relations Special Projects for support for Night of Ideas expenses.

FY 2022-2023 Accept & Expend for the San Francisco Public Library

Fund/Programs	Unrestricted	Restricted	Total	Description
Friends' Initiative: At the Library	\$9,000	\$0	\$9,000	For portion of the costs incurred in producing and publishing the monthly SFPL/Friends joint newsletter.
SUBTOTAL	\$34,000	\$15,000	\$49,000	
SPECIAL INITIATIVES				
City Librarian Strategic Initiatives	\$12,500	\$0	\$12,500	For professional association membership, industry conferences, and staff engagement.
Professional Development	\$61,500	\$0	\$61,500	For SFPL staff to attend trainings and conferences in specialty areas not covered by SFPL or city human resources. To provide staff appreciation at two events, a staff recognition day, and an end-of-year celebration at the Main Library.
Wiley Innovation Fund	\$0	\$90,500	\$90,500	For the Office of the City Librarian and the new Racial Equity Manager for Public Services to use in implementing the SFPL's racial equity plan, including contracting professional consultants to support senior leaderships with internal discussions and implementation. Continued support for Bibliobistro, our food literacy and learning program. Paid advertising campaigns for critical library programs to reach underserved patrons identified in Friends' survey, either a continuation of the Work It and Tech Time campaigns or applying these digital, multi-lingual marketing strategies to other programs, such as Summer Stride.
Library Service & Technology Act Grants	\$0	\$2,000	\$2,000	For web crawler project at the Main for preserving community websites.
Special Collections	\$1,200	\$10,000	\$11,200	For purchasing collections from small, specialized publishers that do not regularly conduct business with the city.
Dannenberg Fund	\$0	\$15,000	\$15,000	For acquisition of German and Italian circulating materials.
Deaf Services	\$0	\$450	\$450	For purchasing supplies and equipment.
Facilities and Information Technology	\$0	\$3,674	\$3,674	For AV upgrades to keep Koret Auditorium operational, and repair costs to annual Children's Center Holiday Train.
Learning Differences	\$0	\$2,733	\$2,733	For tutoring and support programs for children, including the award-winning Fog Readers project.
SUBTOTAL	\$75,200	\$124,357	\$199,557	
TOTAL	\$472,606	\$530,041	\$1,002,647	

Friends of SFPL
Donor Restricted Fund Detail

Descriptions	PROPOSED BUDGET FY 23
Branch	
Bayview Branch	\$ 10,000
Bernal Heights Branch	\$ 500
Chinatown Branch	\$ 2,500
Dolorous Knight's Fund for Excelsior	\$ 7,400
Eureka Valley Branch	\$ 1,000
Glen Park Branch	\$ 700
Golden Gate Branch	\$ 500
Ingleside Branch	\$ 1,000
Marina Branch	\$ 500
Merced Branch	\$ 1,500
Mission Bay Branch	\$ 1,000
Mission Branch	\$ 600
Noe Valley Branch	\$ 1,000
North Beach Branch	\$ 2,500
Ocean View Branch	\$ 3,600
Ortega Branch	\$ 300
Park Branch	\$ 200
Potrero Branch	\$ 2,500
Presidio Branch	\$ 1,500
Richmond Branch	\$ 400
Sunset Branch	\$ 1,500
West Portal Branch	\$ 200
Western Addition Branch	\$ 1,700
Subtotal Branch	\$ 42,600
System-wide Programming:	
Community Programs and Partnerships	
Dia De los Ninos	\$ 3,089
Digital Inclusion Week	\$ 1,500
Literacy & Learning	\$ 14,000
Summer Reading	\$ 2,995
Tricycle Music Festival	\$ 13,000
What's your Watt/Environmental Programming	\$ 1,500
Youth Services	\$ 12,500
System-wide Programming:	
Community Programs and Partnerships	\$ 48,584
Special Initiatives	
Dannenberg Collection	\$ 15,000
Deaf Services	\$ 450
Learning Differences	\$ 2,733
LSTA Grants History Center	\$ 2,000
Special Collections	\$ 10,000
Special Activities	\$ 500
Automation/AV	\$ 2,674
Operation & Maintenance	\$ 500
Wiley Innovation Fund	\$ 90,500
Subtotal Special Initiatives	\$ 124,357
Main	
Main	\$ 9,000
Phyllis Wattis Endowment	\$ 57,500
Main-Social Service Team Outreach	\$ 2,500
Luis Herrera Latino/Hispanic Interest Collection & Programming Fund	\$ 2,500
Historical Photography Acquisition	\$ 55
History Center - Harrison Calligraphy	\$ 700
Digital Archive Kit	\$ 11
SF History Room	\$ 20,000
Schmulowitz Collection (SCOWAH)	\$ 500
African American Center	\$ 6,000
James C. Hormel Center	\$ 189,000
Talking Books & Braille Center	\$ 10,000
TB&BC Friends for Life	\$ 235
Wallace Stegner Center	\$ 1,500
Subtotal Main	\$ 299,500
Public Affairs Special Programming	
Special Projects-General	\$ 10,000
Community Relations Film	\$ 5,000
Subtotal Public Affairs Special Programming	\$ 15,000
TOTAL DONOR RESTRICTED FUNDS	\$ 530,041



SAN FRANCISCO PUBLIC LIBRARY

Friends of the SFPL
Annual Grant

May 25, 2022



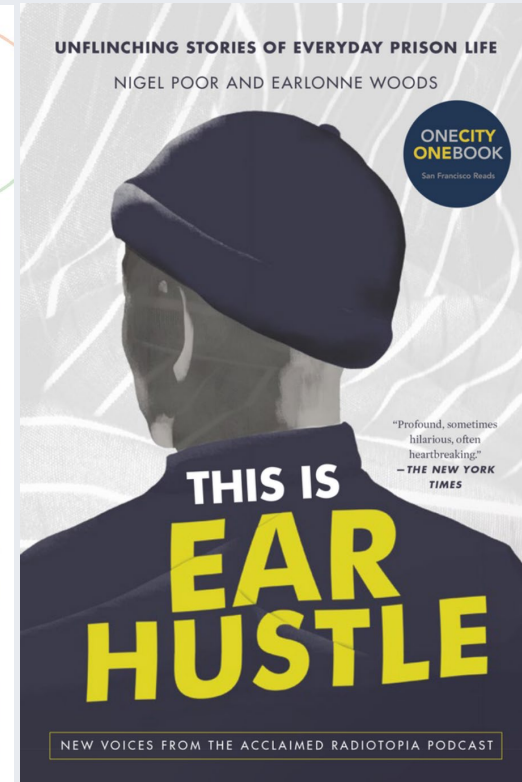
Friends of the SFPL Annual Grant

**FY23 Annual Grant Amount:
\$1,002,647**

- \$472,606 in Unrestricted Funds
- \$530,041 in Restricted Funds

The Friends Annual Grant Monies Support:

- Youth & Family Programs
- Adult Programs
- Racial Equity
- Special Collections
- Civic Engagement
- Innovation



FRIENDS *of the*
SAN FRANCISCO PUBLIC LIBRARY



THANK YOU



TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Maureen Singleton, SFPL Finance Office

DATE: April 11, 2022

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).



TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Tom Paulino
RE: Accept and Expend Grant - Friends of San Francisco Public Library -
Annual Grant Award, FY2021-2022 - Up to \$1,002,647 of In-Kind Gifts,
Services, and Cash Monies
DATE: May 1, 2022

Resolution authorizing the San Francisco Public Library to accept and expend a grant in the amount of up to \$1,002,647 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 FY2022-2023.

Should you have any questions, please contact Tom Paulino at 415-554-6153.



To: Angela Calvillo, Clerk of the Board of Supervisors
From: Ashley Groffenberger, Mayor's Budget Director
Date: May 1, 2022
Re: Mayor's May 1 FY 2022-23 and FY 2023-24 Budget Submission

Madam Clerk,

In accordance with Administrative Code section 3.3, the Mayor's Office hereby submits the Mayor's proposed May 1 budget by May 1st, corresponding legislation, and related materials for Fiscal Year (FY) 2022-23 and FY 2023-24.

In addition to the Mayor's Proposed FY 2022-23 and FY 2023-24 May 1 Budget Book, the following items are included in the Mayor's submission:

- The May 1 Annual Appropriation Ordinance and Annual Salary Ordinance, along with Administrative Provisions, physical copies of which will be delivered by the Controller's Office
- 11 separate pieces of trailing legislation (see list attached)
- A Transfer of Function letter detailing the transfer of positions from one City department to another
- An Interim Exception letter
- A letter from the City Controller regarding the San Francisco Municipal Transportation Agency budget

Sincerely,

A handwritten signature in black ink, appearing to read "A. Groffenberger", with a long horizontal flourish extending to the right.

Ashley Groffenberger
Mayor's Budget Director

cc: Members of the Board of Supervisors
Budget & Legislative Analyst's Office
Controller

DEPT	Item	Relevance to Budget	Type of Legislation
AIR	Prop J Certification - previously approved	Costs related to Prop J services assumed in budget.	Resolution
BOA	Board of Appeals Surcharges on Permit Fees	Legislation that allows the Board of Appeals to adjust existing surcharges on permit fees, license fees, permit review fees, and permit and license renewal fees for permits and licenses issued by the Planning Department, Department of Building Inspection, Department of Public Works, Department of Public Health, Police Department, and the Entertainment Commission	Ordinance
LIB	In-Kind Grant of Friends of San Francisco Public Library	Grant assumed in budget.	Resolution
MTA	Prop J Certification - previously approved	Costs related to Prop J services assumed in budget.	Resolution
PRT	California State Lands Commission Grant	Grant assumed in budget.	Resolution
PRT	Prop J Certification - previously approved	Costs related to Prop J services assumed in budget.	Resolution
PUC	CleanPowerSF Capital Budget	Appropriates funds to support PUC CleanPowerSF capital budget expenditures.	Ordinance
PUC	Hetch Hetchy Capital Budget	Appropriates funds to support PUC Hetch Hetchy capital budget expenditures.	Ordinance
PUC	Wastewater Capital Budget	Appropriates funds to support PUC Wastewater Enterprise capital budget expenditures.	Ordinance
PUC	Water Capital Budget	Appropriates funds to support PUC Water Enterprise capital budget expenditures.	Ordinance
PUC	Power Debt Authorization	Authorizes bond issuance to finance Power capital projects.	Ordinance
PUC	Wastewater Debt Authorization	Authorizes bond issuance to finance Wastewater capital projects.	Ordinance
PUC	Water Debt Authorization	Authorizes bond issuance to finance Water capital projects.	Ordinance
PUC	Prop J Certification - previously approved	Costs related to Prop J services assumed in budget.	Resolution