

File No. 151235

Committee Item No. 16

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date January 20, 2016

Board of Supervisors Meeting

Date _____

Cmte Board

- | | | |
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| <input type="checkbox"/> | <input type="checkbox"/> | Motion |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Resolution |
| <input type="checkbox"/> | <input type="checkbox"/> | Ordinance |
| <input type="checkbox"/> | <input 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 type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/> | <input type="checkbox"/> | MOU |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Grant Information Form |
| <input checked="" 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 checked="" 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)

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Completed by: Linda Wong Date January 15, 2016
 Completed by: Linda Wong Date _____

1 [Accept and Expend Grant - Friends Of San Francisco Public Library - Annual Grant Award
2 FY2015-2016 - Up To \$738,000 Of In-Kind Gifts]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant in the amount of up to \$738,000 of in-kind gifts, services, and cash**
5 **monies from the Friends of the San Francisco Public Library for direct support for a**
6 **variety of public programs and services in FY2015-2016.**

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, Staff Development, Marketing and Public
15 Relations, and Innovation Programs; and

16 WHEREAS, Highlights of the upcoming FY2015-2016 program year support include
17 celebrations of the Bernal Heights 75th anniversary and the Mission Library's centennial; and
18 two projects which will seed the launch of a mobile hotspot lending pilot program and a "Tech
19 On-the-Go" curriculum for technology programs delivered via the Library's new Techmobile;
20 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

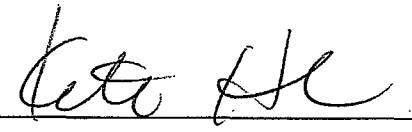
23 RESOLVED, That the Board of Supervisors hereby waives inclusion of indirect costs in
24 the grant budget; and, be it

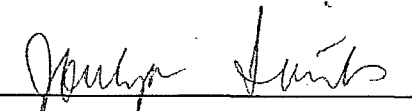
1 FURTHER RESOLVED, That the Public Library is authorized to accept and expend up
2 to \$738,000 of in-kind gifts, services, and cash monies awarded by the Friends of San
3 Francisco Public Library to support Library programs and services and related literary and
4 educational programs in FY2015-2016.

5
6 Recommended:

7 

8
9 Department Head

Approved: 
↓
Mayor

Approved: 
for
Controller

File Number: _____
(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend of in-kind gifts, services and cash grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Friends of the San Francisco Public Library Annual Grant Award, FY 15-16

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 \$738,000 of in-kind gifts, services and cash monies.

6a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7a. Grant Source Agency: Friends of the San Francisco Public Library

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Friends of the San Francisco Public Library (Friends) is a non-profit organization that advocates, fundraises, and provides critical support for the San Francisco Public Library and related literary and educational programs. This grant allows the Library to provide direct support for a variety of public programs and services. The types of programs and services supported by these grants include: Youth Programs, Adult Programs, Collections, Staff Development, Marketing and Public Relations, and Innovation Programs.

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

Start-Date: July 1, 2015 End-Date: June 30, 2016

10a. Amount budgeted for contractual services: \$0

b. Will contractual services be put out to bid?

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements?

d. Is this likely to be a one-time or ongoing request for contracting out?

11a. Does the budget include indirect costs? Yes No

b1. If yes, how much? \$

b2. How was the amount calculated?

c1. If no, why are indirect costs not included?

Not allowed by granting agency
 Other (please explain):

To maximize use of grant funds on direct services

c2. If no indirect costs are included, what would have been the indirect costs? There is not an indirect cost plan and we do not have an estimate of what these costs would be.

12. Any other significant grant requirements or comments:

****Disability Access Checklist***(Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

Existing Site(s) Existing Structure(s) Existing Program(s) or Service(s)
 Rehabilitated Site(s) Rehabilitated Structure(s) New Program(s) or Service(s)
 New Site(s) New Structure(s)

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Marti Goddard
(Name)

Access Services Manager
(Title)

Date Reviewed: 11/10/2015

Martina Goddard
(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Luis Herrera
(Name)

City Librarian
(Title)

Date Reviewed: _____

[Signature]
(Signature Required)

Friends Grant Funding Requests	
2015/16	
A. Traditionally Supported Programs	
Children & Youth Services	
General Systemwide Programming	\$48,000
Summer Reading Programming	\$72,500
Teen Services	\$28,000
Effie Lee Morris Program	\$2,500
Book Buddies	\$1,300
	\$152,300
Public Affairs	
Community Relations/Promotions & Marketing	\$25,000
Programs & Exhibitions	
Exhibitions & Programming	\$65,000
Volunteer Services Recognition Event	\$4,000
Collection Development Discretionary Fund	\$2,000
	\$71,000
Library Support Fund	\$35,000
Professional Development	
Educational Opportunities	\$30,000
Staff Recognition Event	\$3,000
Staff Holiday Party	\$7,000
Training Refreshment Fund	\$1,700
	\$41,700
Total A	\$325,000
B. Grants to Branches & Innovation Grants	
Grants to Branches	\$13,500
Innovation Grants	\$20,000
Total B	\$33,500
C. Donor Designated Funds	
Proposals not required.	\$327,800
D. Friends Initiatives	
At the Library	\$26,700
One City, One Book	\$25,000
Total D	\$51,700
TOTAL FUNDING REQUEST	\$738,000

September 22, 2015

Luis Herrera
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102

Dear Luis,

On behalf of our Board of Directors, I am pleased to inform you that Friends of the San Francisco Public Library has approved funding for all of the requests you submitted for Fiscal Year 2015-2016.

Included in this total is \$325,000 in direct funding for programs that Friends has traditionally supported in the past, along with new initiatives, discretionary funding for staff development and consulting, grants for branch libraries and grants for innovative programs throughout the system.

We are pleased to approve the Innovation Grants you requested; this \$20,000 will seed the launch of a mobile hotspot lending pilot program as well as the "Tech on the Go" curriculum to be delivered by your exciting new Techmobile.

We further agree to your suggestion that the Grants to Branches funding totaling \$13,500 will be used in alignment of the Library's diversity and programming priorities to provide consistent and targeted support for key initiatives.

We have also included \$51,700 for Friends' Initiatives that will support *One City One Book* and the publication *At the Library*.

In addition to the direct grants mentioned above, \$327,800 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 estimated timeline for expenditures when you are able to develop it. Please recall that we are asking for quarterly estimates for use of these funds to enable us to calculate our cash flow needs.

We look forward to working with you to strategize on how to build sustainability into vital programs that would otherwise not be offered and to focus attention on your excellent staff and the wonderful work they do.

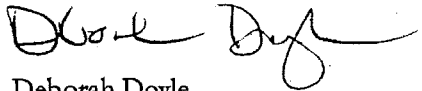
Funds granted in this cycle have become available at the beginning of the new fiscal year, beginning July 1, 2015. We appreciate the assessment and reporting done by you and your staff during the course of the past year to measure and reflect their impact, both on the library and the community which 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.

(cont.)

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 "Deborah Doyle". The signature is fluid and cursive, with a long horizontal stroke at the end.

Deborah Doyle
Executive Director (Acting)

Cc: Catherine King, Chair, Library Support Committee

Introduction Form

By a Member of the Board of Supervisors or the Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- 1. For reference to Committee. (An Ordinance, Resolution, Motion, or Charter Amendment)
- 2. Request for next printed agenda Without Reference to Committee.
- 3. Request for hearing on a subject matter at Committee.
- 4. Request for letter beginning "Supervisor inquires"
- 5. City Attorney request.
- 6. Call File No. from Committee.
- 7. Budget Analyst request (attach written motion).
- 8. Substitute Legislation File No.
- 9. Reactivate File No.
- 10. Question(s) submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

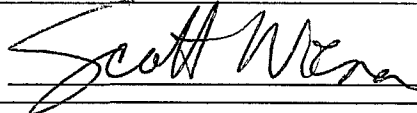
- Small Business Commission Youth Commission Ethics Commission
- Planning Commission Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a Imperative Form.

Sponsor(s):

Subject:

The text is listed below or attached:

Signature of Sponsoring Supervisor: 

For Clerk's Use Only: