

File No. 161108

Committee Item No. 6

Board Item No. 11

### COMMITTEE/BOARD OF SUPERVISORS

#### AGENDA PACKET CONTENTS LIST

Committee: Budget & Finance Committee

Date December 7, 2016

Board of Supervisors Meeting

Date December 13, 2016

#### Cmte Board

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| <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                            |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | Grant Information Form                       |
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| <input type="checkbox"/>            | <input type="checkbox"/>            | Award Letter                                 |
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Completed by: Linda Wong

Date December 2, 2016

Completed by: Linda Wong

Date December 8, 2016

[Administrative Code - Library Fines and Fees]

**Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.**

**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 *strikethrough italics Times New Roman font*. **Board amendment additions** are in double-underlined Arial font. **Board amendment deletions** are in ~~strikethrough 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. 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**

<b>OVERDUE FINES By Material</b>		
<b>ADULT MATERIALS</b>	<b>DAILY</b>	<b>MAXIMUM</b>
Books	\$0.10	<del>\$5.00</del>
Phonorecords	\$0.10	<del>\$5.00</del>
Audiocassettes	\$0.10	<del>\$5.00</del>
Books on Tape	\$0.10	<del>\$5.00</del>

1	Compact Discs	\$0.10	\$5.00
2			
3	Magazines	\$0.10	\$5.00
4	Paperbacks (Cataloged)	\$0.10	\$5.00
5	Paperbacks (Uncataloged)	\$0.10	\$2.00
6			
7	Videos and Digital Video Discs (DVDs) VHS, DVD, & Blu-ray	\$0.10	\$5.00
8	<b>JUVENILE MATERIALS</b>	<u>DAILY</u>	<u>MAXIMUM</u>
9	<i>Depends on age of borrower (See Overdue Fines "by Patron" below.)</i>		
10			
11	<u>All Juvenile Materials</u>	<u>\$0.10</u>	<u>\$5</u>
12	<b>SPECIAL MATERIALS</b>	<b>DAILY</b>	<b>MAXIMUM</b>
13			
14	Sheet Music	\$0.10	\$5.00
15	Orchestral/Music Sets	<u>\$0.25-\$0.10</u>	<u>\$10.00 \$5</u>
16	Vertical File Materials	\$0.10	\$5.00
17			

18	<b><u>OVERDUE FINES By Equipment</u></b>		
19			
20	<b><u>PUBLIC ACCESS TECHNOLOGY</u></b>	<b><u>DAILY</u></b>	<b><u>MAXIMUM</u></b>
21	<u>Laptop Computer</u>	<u>\$0.10</u>	<u>\$5</u>
22	<u>iPad/Tablet Device</u>	<u>\$0.10</u>	<u>\$5</u>
23	<u>Peripherals/Accessories</u>	<u>\$0.10</u>	<u>\$5</u>
24			
25			

<b>OVERDUE FINES <i>for Seniors, Children, and Teens</i> by Patron</b>	<b><u>DAILY</u></b>	<b><u>MAXIMUM</u></b>
<i>Fines: Adult (18-64 years)</i>	\$0.10	\$5.00
<i>Notwithstanding the overdue fines identified above, the following overdue fines shall apply to the patron groups identified below for all types of materials and equipment:</i>		
<i>Fines: Seniors (over 65)</i>	\$0.05	\$5.00
<i>Fines: <del>Children and</del> Teens (13-17 years)</i>	No fines	No fines
<i>Fines: Children (0-12 years)</i>	No fines	No fines

<b>LIBRARY CARD REPLACEMENT</b>		
<i>Lost Card: Adult/Seniors</i>	\$1.00	
<i>Lost Card: Youth (0-17 years)</i>	\$0.50	

<b>PROCESSING FEE (PF)</b>		
<i>Processing fee; cataloged materials</i>	\$5.00	

Note regarding lost materials *and lost or damaged equipment*: Except for materials on interlibrary loan, (see subsection (c) below "Fees for Lost and Damaged Materials Owned by Other Libraries") the Library will charge the *fair market value (FMV) of lost materials. The FMV shall be determined by the Library staff after consulting with relevant sources, which may include The Bowker Annual: Library and Book Trade Almanac. Where there is a conflict between the standard prices below and the FMV as determined by the Library, the*

*Library shall charge the FMV-value of lost materials and equipment as identified by the item record in the library catalog. Where there is an absence of an item cost in the library catalog item record, the Library shall charge the per item fee below.*

**REPLACEMENT OF LOST MATERIALS**

Materials	Per Item	Maximum
Hardback: Adult/Teen Non-Fiction	\$35.00 + PF	\$40.00
Hardback: Adult/Teen Fiction	\$25.00 + PF	\$30.00
Hardback: Juvenile Non-Fiction	\$20.00 + PF	\$25.00
Hardback: Juvenile Fiction	\$15.00 + PF	\$20.00
Paperback: Cataloged		
Adult/Teen Non-Fiction	\$20.00 + PF	\$25.00
Adult/Teen Fiction	\$10.00 + PF	\$15.00
Juvenile Non-Fiction	\$10.00 + PF	\$15.00
Juvenile Fiction	\$5.00 + PF	\$10.00
Paperback: Uncataloged	\$5.00	
Paperback/Hardback: International Generic Record	Price varies: \$5.00-\$15.00 depending on <i>FMV fair market value</i>	
Periodicals/Magazines	\$5.00	

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

**REPLACEMENT OF LOST MATERIALS**

<i>Materials</i>	<i>Per Item</i>	<i>Maximum</i>
Phonorecords	\$15.00 + PF	\$20.00
Audiocassettes	\$5/tape \$10.00/tape + PF	FMV of set + PF
Videos, and DVDs, and Blu-rays	\$20.00 + PF	\$25.00
<u>Individual video, DVD, or Blu-ray disc from multi-video or multi-disc set</u>	<u>\$5/video, DVD, or Blu-ray disc</u>	
Supplementary materials, including booklets, libretti, maps, CDs, etc.	\$3.00/item	
Sheet Music/Scores	\$30.00 + PF	\$35.00
Sheet Music/Uncataloged	\$30.00 + PF	\$35.00
Audio Books	\$5.00/tape or CD	FMV of set + PF
Compact Discs	\$15.00 + PF	\$20.00
Language Sets	\$10.00/item	FMV of set + PF
Vertical/Picture File	\$5.00/item	
<b><u>LOST/DAMAGED FEES</u></b>		
<i>Media case (lost)</i>	\$1.00	
<i>Barcode label</i>	\$0.25	
<i>Barcode &amp; flyleaf</i>	\$1.00	
<b><u>REPLACEMENT OF LOST OR DAMAGED EQUIPMENT</u></b>		

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<u>Laptop Computer</u>	<u>\$500</u>
<u>iPad/Tablet Device</u>	<u>\$250</u>
<u>Peripherals/Accessories</u>	<u>\$50</u>

<b>SERVICE FEES</b>		
Borrowers		
San Francisco & California Residents	Free	
Visitor's Card (non-California)	\$10.00	Non refundable 3 months duration
Firm (business) card	Free	
Restricted (no proof of residency)	Free	
Reserves	Free	
Inter-Library Loan and LINK +	Free	
Returned Check Fee	<del>\$10.00</del> <del>\$35.00</del> (current City-wide charge, subject to revision by City)	
Books-by-mail	<del>\$3.00 or cost of shipping and handling, whichever is greater</del> <u>Free</u>	

**DOCUMENT DELIVERY AND SPECIAL SERVICES**

Inter-Library Loan Photocopy <i>(in-state libraries) (maximum 50 pages/day)</i>	<i>\$0.25/page Pages 1-20, Free</i>	<i>Pages 21-50, \$0.25/page + \$5 processing fee</i>
<i>(maximum: 50 pages/day)</i>		<i>\$5.00 rush</i>
<i>Inter-Library Loan: Photocopy (out-of-state libraries) (maximum 50 pages/day)</i>	<i>Pages 1-50, \$0.25/page + \$5 processing fee</i>	
San Francisco History Center: photo shoot of photographs	\$1.00/photo	
San Francisco History Center: scanning of photographs	\$15.00 per 300 dpi existing scan; \$20.00 per 300 dpi new scan; \$35.00 per 600 dpi scan; \$50.00 per 1,200 dpi scan; \$35.00 per 3,000 dpi slides, negatives, or glass plates; \$1.00 per CD	
San Francisco History Center: permission to publish photographs (for commercial purposes)	\$15.00 per project in a single type of media or \$100.00 per project in unlimited types of media, <i>+ FMV plus, in either case, fair market value</i> of any additional labor required due to age or condition of photograph	

(b) **Fees for Special Meeting Room Uses.** The Library Commission is hereby authorized to charge fees for special uses of library meeting rooms in accordance with the following schedule:

Meeting Room Use	Free
Special Meeting Room Services	<i>Flat Fee</i>
	<i>Flat Fee</i>
Non-standard furniture set-up	\$25.00



1	Custodial Services, Light Refreshments	\$25.00
2	Custodial <i>Sendees</i> Services, Refreshments	\$100.00
3	VHS/VCR Monitor Technician	\$30.00
4	Microphone	\$30.00
5	Slide, VCR, Overhead projection	\$30.00 flat fee <i>except \$30 (per/hour in Koret Auditorium)</i>
6		Per Hour Fee
7	Video/Film Projector/Projectionist	\$30.00/hour
8	Multiple Microphone Set-up/Mixing	\$30.00/hour
9	Web site patch. Powerpoint presentations	\$30.00/hour
10	Audio Duplication/Technician	\$30.00/hour
11	<i>Engineer "Fire Watch" fee</i>	\$30.00/hour
12		

(c) **Fees for Lost and Damaged Materials Owned by Other Libraries.** The Library is hereby authorized to collect fees for lost or damaged materials that its patrons have borrowed from another library via interlibrary loan (ILL) in accordance with the following:

(i) in the case of lost or damaged materials borrowed from a member library of the LINK+ library consortium, the Library may collect the replacement fee set by LINK+ ~~which is currently \$115.00 per item,~~ provided that the Library shall collect only the actual replacement cost of the item when authorized to do so by the lending library:

(ii) for all other lost or damaged materials borrowed from another library via ILL, the Library may charge a replacement fee in the amount that is required by the lending library, which shall be either the *FMV fair market value* of the lost item(s) or an amount set by the lending library not to exceed \$200.00 per item.

The fees authorized by this subsection (c) shall be collected for the sole purpose of forwarding them to the lending library from which the lost or damaged item(s) was borrowed.

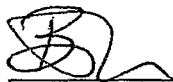
1 (d) **Ratification of Prior Fines and Fees.** All fines and fees *previously* charged for the  
2 use of library materials and services before the effective date of the ordinance in Board File No.  
3 161108 are hereby ratified.

4 Section 2. Effective Date. This ordinance shall become effective 30 days after  
5 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the  
6 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board  
7 of Supervisors overrides the Mayor's veto of the ordinance.  
8

9 Section 3. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors  
10 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,  
11 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal  
12 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment  
13 additions, and Board amendment deletions in accordance with the "Note" that appears under  
14 the official title of the ordinance.  
15

16 APPROVED AS TO FORM:  
17 DENNIS J. HERRERA, City Attorney

18 By:



19 BRADLEY A. RUSSI  
20 Deputy City Attorney

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22  
23  
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25

**LEGISLATIVE DIGEST**

[Administrative Code - Library Fines and Fees]

**Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.**

Existing Law

Section 8.21-2 of the Administrative Code sets out the fines and fees that the Public Library (the "Library") is authorized to charge. The following aspects of the current law are relevant here:

- The overdue fine for orchestral and music sets is \$0.25/day with a maximum of \$10.00.
- There are no specific overdue fines or replacement costs for public access technology (laptops, iPads/tablets, and peripherals/accessories).
- The replacement fees for lost library cards are \$1.00 for adults and seniors and \$0.50 for youth.
- There is a \$5.00 processing fee for the replacement of all lost materials.
- Replacement costs for lost materials are based on fair market value as determined by Library staff, with maximum fines for most categories of materials ranging from \$10.00 to \$40.00.
- The replacement cost for an audiocassette is \$10.00/tape.
- The fee for lost or damaged media cases is \$1.00; for barcode labels the fee is \$0.25; for barcodes and flyleaves the fee is \$1.00.
- The fee for a returned check is \$10.00.
- The fee for the books-by-mail service is \$3.00 or the cost of shipping, whichever is greater
- The fee for photocopying of all inter-library materials is \$.25/page with a \$5.00 rush fee.
- For uses of the Library meeting rooms, there is a \$30.00/hour fee for engineer "fire watch."

Amendments to Current Law

The changes to the Library's fines and fees schedule contained in the proposed ordinance include:

- Reducing the overdue fine for orchestral and music sets to \$0.10/day with a maximum of \$5.00, to bring it in line with other types of materials;
- Creating an overdue fine for public access technology (laptops, iPads/tablets, peripherals/accessories) of \$0.10/day with a maximum of \$5.00;

- Removing the replacement fees for lost library cards;
- Removing the processing fee for replacing lost materials;
- Modifying the fines for the replacement of lost materials to be the cost of the item in the library catalog, unless there is no cost, in which case the fee schedule identifies the applicable fine;
- Removing the maximum replacement fines for all lost materials;
- Reducing the replacement cost for an audiocassette to \$5.00/tape;
- Clarifying that the fine for a lost disc or tape from a multi-tape or multi-disc set of VHS tapes, DVDs or Blu-rays is \$5.00/item;
- Removing the fines for lost or damaged media cases, barcode labels, and barcodes and flyleaves;
- Setting the replacement fines for lost or damaged laptops at \$500.00, iPads/tablets at \$250.00, and peripherals/accessories at \$50.00;
- Increasing the fee for a returned check to \$35.00;
- Removing the books-by-mail fee;
- Modifying the inter-library loan photocopying fees as follows: pages 1-20 free, pages 21-50, \$0.25/page plus a \$5.00 processing fee; for out of state libraries, pages 1-50 are \$0.25/page plus a \$5.00 processing fee;
- Removing the engineer "fire watch" fee for uses of the Library meeting rooms; and
- Other non-substantive changes for stylistic purposes or intended to clarify existing fines and fees.

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BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

**NOTICE OF PUBLIC HEARING**  
**BUDGET AND FINANCE COMMITTEE**  
**SAN FRANCISCO BOARD OF SUPERVISORS**

NOTICE IS HEREBY GIVEN THAT the Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard:

**Date:** Wednesday, December 7, 2016

**Time:** 10:00 a.m.

**Location:** Legislative Chamber, Room 250, located at City Hall  
1 Dr. Carlton B. Goodlett Place, San Francisco, CA

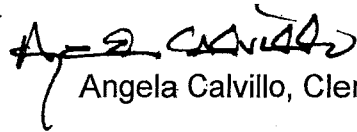
**Subject:** File No. 161108. Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.

If the legislation passes, the following fines and fees for the use of library material and services will be established or increased:

Overdue fine for Blu-ray shall be \$0.10 per day, with a maximum of \$5;  
Overdue fine for all juvenile materials shall be \$0.10 per day, with a maximum of \$5;  
Overdue fine for laptop computer shall be \$0.10 per day, with a maximum of \$5;  
Overdue fine for iPad/tablet device shall be \$0.10 per day, with a maximum of \$5;  
Overdue fine peripherals/accessories shall be \$0.10 per day, with a maximum of \$5;  
Replacement cost of Blue-ray shall be \$20;  
Replacement cost of individual video, DVD, or Blue-ray disc from multi-video or multi-disc set shall be \$5 per video, DVD, or Blue-ray disc;  
Replacement of lost or damaged laptop computer shall be \$500;  
Replacement of lost or damaged iPad/tablet device shall be \$250;  
Replacement of peripherals/accessories shall be \$50;  
Returned check fee shall be increased from \$10 to \$35 (current City-wide charge, subject to revision by the City);  
Inter-Library Loan photocopy (in-state libraries) (maximum 50 pages per day) shall be free for 1 to 20 pages, and \$0.25 for 21-50 pages, plus a \$5 processing fee;

Inter-Library Loan photocopy (out-of-state libraries) (maximum 50 pages per day) shall be \$0.25 for 1-50 pages, plus a \$5 processing fee;  
Custodial Services for refreshments shall be \$100 for special uses of library meeting room; and  
Slide, VCR, and overhead projection shall be a \$30 flat fee except \$30 per hour in Koret Auditorium.

In accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments to the City prior to the time the hearing begins. These comments will be made part of the official public record in this matter, and shall be brought to the attention of the members of the Committee. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102. Information relating to this matter is available in the Office of the Clerk of the Board. Agenda information relating to this matter will be available for public review on Friday, December 2, 2016.



Angela Calvillo, Clerk of the Board

DATED: November 21, 2016  
POSTED: November 22, 2016  
PUBLISHED: November 27, 2016, and December 2, 2016

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Linda Wong
CCSF BD OF SUPERVISORS (OFFICIAL NOTICES)
1 DR CARLTON B GOODLETT PL #244
SAN FRANCISCO, CA 94102

COPY OF NOTICE

Notice Type: GPN GOVT PUBLIC NOTICE
Ad Description: File No. 161108 - Public Library Fee

To the right is a copy of the notice you sent to us for publication in the SAN FRANCISCO EXAMINER. Thank you for using our newspaper. Please read this notice carefully and call us with ny corrections. The Proof of Publication will be filed with the County Clerk, if required, and mailed to you after the last date below. Publication date(s) for this notice is (are):

11/27/2016 , 12/02/2016

The charge(s) for this order is as follows. An invoice will be sent after the last date of publication. If you prepaid this order in full, you will not receive an invoice.

EXM# 2949860

NOTICE OF PUBLIC HEARING BUDGET AND FINANCE COMMITTEE SAN FRANCISCO BOARD OF SUPERVISORS WEDNESDAY, DECEMBER 7, 2016 - 4:00 AM LEGISLATIVE CHAMBER, ROOM 250, CITY HALL, 1 DR. CARLTON B. GOODLETT PLACE, SAN FRANCISCO, CA

NOTICE IS HEREBY GIVEN THAT the Budget and Finance Committee will hold a public hearing to consider the following proposal and said public hearing will be held as follows, at which time all interested parties may attend and be heard: File No. 161108. Ordinance amending the Administrative Code to modify the fines and fees of the Public Library. If the legislation passes, the following fines and fees for the use of library material and services will be established or increased: Overdue fine for Blu-ray shall be \$.10 per day, with a maximum of \$5; Overdue fine for all juvenile materials shall be \$.10 per day, with a maximum of \$5; Overdue fine for laptop computer shall be \$.10 per day, with a maximum of \$5; Overdue fine for iPad/tablet device shall be \$.10 per day, with a maximum of \$5; Overdue fine peripherals/accessories shall be \$.10 per day, with a maximum of \$5; Replacement cost of Blue-ray shall be \$20; Replacement cost of individual video, DVD, or Blue-ray disc from multi-video or multi-disc set shall be \$5 per video, DVD, or Blue-ray disc; Replacement of lost or damaged laptop computer shall be \$500; Replacement of lost or damaged iPad/tablet device shall be \$250; Replacement of peripherals/accessories shall be \$50; Returned check fee shall be increased from \$10 to \$35 (current City-wide charge, subject to revision by the City); Inter-Library Loan photocopy (in-state libraries) (maximum 50 pages per day) shall be free for 1 to 20 pages, and \$0.25 for 21-50 pages, plus a \$5 processing fee; Inter-Library Loan photocopy (out-of-state libraries) (maximum 50 pages per day) shall be \$0.25 for 1-50 pages, plus a \$5 processing fee; Custodial Services for refreshments shall be \$100 for special uses of library meeting room; and Slide, VCR, and overhead projection shall be a \$30 flat fee except \$30 per hour in Koret Auditorium. In

accordance with Administrative Code, Section 67.7-1, persons who are unable to attend the hearing on this matter may submit written comments to the City prior to the time the hearing begins. These comments will be made part of the official public record in this matter, and shall be brought to the attention of the members of the Committee. Written comments should be addressed to Angela Calvillo, Clerk of the Board, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102. Information relating to this matter is available in the Office of the Clerk of the Board. Agenda information relating to this matter will be available for public review on Friday, December 2, 2016. Angela Calvillo, Clerk of the Board.



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1617-RBM-02

**Youth Commission**  
City Hall ~ Room 345  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4532



(415) 554-6446  
(415) 554-6140 FAX  
www.sfgov.org/youth\_commission

**YOUTH COMMISSION**  
**MEMORANDUM**

**TO:** Linda Wong, Assistant Clerk, Budget and Finance Committee  
**FROM:** Youth Commission  
**DATE:** Monday, November 7, 2016  
**RE:** Referral response to BOS File No. 161108

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At our **Monday, November 7, 2016 meeting**, the Youth Commission voted to unanimously support the following motion:

**To support BOS File No. 161108**– Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.

\*\*\*

Youth Commissioners thank Mayor Lee and the Board of Supervisors for their attention to issue. If you have any questions, please contact our office at (415) 554-6446, or your Youth Commissioner.

A handwritten signature in cursive script, appearing to read "Madeleine Matz".

---

Chair, Madeleine Matz  
Adopted on November 7, 2016  
2016-2017 San Francisco Youth Commission



BOARD of SUPERVISORS



City Hall  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco 94102-4689  
Tel. No. 554-5184  
Fax No. 554-5163  
TDD/TTY No. 554-5227

## MEMORANDUM

TO: Adele Carpenter, Director  
Youth Commission

FROM: Angela Calvillo, Clerk of the Board

DATE: November 3, 2016

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following proposed legislation which is being referred to the Youth Commission as per Charter Section 4.124 for comment and recommendation. The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

**File No. 161108**

**Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.**

Please return this cover sheet with the Commission's response to **Linda Wong, Assistant Clerk, Budget and Finance Committee.**

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**RESPONSE FROM YOUTH COMMISSION**      Date: \_\_\_\_\_

\_\_\_ **No Comment**

\_\_\_ **Recommendation Attached**

\_\_\_\_\_  
**Chairperson, Youth Commission**

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *EL* Mayor Edwin M. Lee *NE*  
RE: Administrative Code – Library Fines and Fees  
DATE: October 18, 2016

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Attached for introduction to the Board of Supervisors is an ordinance amending the Administrative Code to modify the fines and fees of the Public Library.

Should you have any questions, please contact Nicole Elliott at (415) 554-7940.

RECEIVED  
CLERK OF SUPERVISORS  
SAN FRANCISCO  
2016 OCT 19 PM 3:29  
BY AK

## Lew, Lisa (BOS)

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**From:** Lew, Lisa (BOS)  
**Sent:** Thursday, November 03, 2016 3:36 PM  
**To:** Carpenter, Adele  
**Cc:** Wong, Linda (BOS); Somera, Alisa (BOS)  
**Subject:** BOS Referral: File No. 161108 - Administrative Code - Library Fines and Fees  
**Attachments:** 161108 YC.pdf

Hello,

The following request for proposed legislation is being referred to the Youth Commission as per Charter Section 4.124 for comment and recommendation.

**File No. 161108**

**Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.**

The Commission may provide any response it deems appropriate within 12 days from the date of this referral.

Sent on behalf of Linda Wong, Assistant Clerk, Budget and Finance Committee. Please forward any comments or reports to Linda Wong.

Regards,

**Lisa Lew**  
Board of Supervisors  
San Francisco City Hall, Room 244  
San Francisco, CA 94102  
P 415-554-7718 | F 415-554-5163  
[lisa.lew@sfgov.org](mailto:lisa.lew@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)



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