



# BOARD OF LIBRARY COMMISSIONERS

## Meeting Minutes

WEDNESDAY, December 13, 2023  
Mary Hollis Clark Conference Center, 12:30 PM  
San Diego Central Library @ Joan A Irwin Jacobs Common  
330 Park Blvd., San Diego, CA 92101

### Attendance

#### Commissioners:

Present: Wendy Urushima-Conn, Sarah Moga-Aleman, Dr. Wendy Ranck-Buhr, Pat Bevelyn

**Absent:** Linda Sotelo, Ben Moraga

**Staff:** Misty Jones – Director, Jennifer Jenkins - Deputy Director, Raul Gudiño - Deputy Director, Oscar Gittemeier - Program Manager, Ady Huertas – Program Manager, Tricia Nool - Executive Assistant

**Library Foundation:** Patrick Stewart, CEO

**Friends of the Library:** Pat Wilson, Ann McDonald

**e3 CivicHigh:** Brett Taylor, CEO

#### Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:31 pm. Their last meeting was on November 1, 2023.

#### Item 2: Approval of Minutes

The November 1, 2023 minutes was approved unanimously

#### Item 3: Requests for Continuance

#### Item 4: Non-Agenda Public Comment

#### Item 5: Friends of the Library Report – Pat Wilson, President

With the adoption of the Library Master Plan by the City Council on November 6<sup>th</sup>, the Friends are beginning to power-map our various connections with our elected officials, not only at the City, but

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State and Federal levels as well. It's going to take more than a village to get funding to see the Master Plan reach fruition, and we're ready to do our part to make that happen.

The bookstores run by the Friends of the Central Library and the Friends of the Mission Hills/Hillcrest Library were voted two of the 11 best-selling used bookstores by SD Today in a May 26, 2023 article. Many Friends chapters are reporting good sales at their daily and monthly sales; the four-chapter November book crawl in Clairemont was a success and may return in the spring.

We will be having our normal book sale at University Heights on Saturday the 16<sup>th</sup> and Sunday the 17<sup>th</sup> – a great chance to get something for that special someone on your holiday shopping list! Several chapters have sponsored holiday events (including Santa's visits!) over the past month. The Friends of San Carlos Library had their annual member meeting in November, which included a presentation from the architect for the new library. They are looking forward to that branch's 50<sup>th</sup> anniversary celebration on Saturday, January 13<sup>th</sup> from 1-4pm.

Finally, just a reminder that membership in FSDPL chapters generally runs on the calendar year, so it's time to think about renewing.

**Item 6: Library Foundation Report – Patrick Stewart, CEO**

- Mellon Foundation supporting the expansion of the library's memory and digital archive labs.
- US Bank Foundation provided support for Adult Education programs.
- Dr. Seuss Foundation provided support for expanding youth access to programs/cards.
- Library Foundation/Libraries Transform SD will be hosting in person pre-reception for the State of the City address. January 10<sup>th</sup> at the Grant Grill, prior to the address.
- Library Foundation hosting a "Libraries Lead the Way" presentation featuring the 5 library directors participating in Books Unbanned (Brooklyn, Seattle, San Diego, Boston, and LA County) in moderated conversation about book bans and challenges. Dec. 19
- Year End Fundraising is going very well. Largely, I believe, in response to supporting the library's efforts to challenge the book bans.

**Item 7: e3CivicHigh Update Report - Brett Taylor, CEO**

We are shifting to making sure people understand the partnership with the library. We are also using branches part of the recruitment effort throughout the city. Appreciate the support of the library and that partnership.

**Item 8: Report on Library Construction Projects - Raul Gudino, Deputy Director, Library Operations**

**The Pacific Highlands Ranch Branch Library:**

The new library building's construction is ongoing, and bi-weekly progress meetings are being held on time. The general contractor with their subcontractors, are busy installing the building's exterior finishes, site improvements and bio retention storm water basins, the building is watertight, and its

interior utilities systems (mechanical, electrical, plumbing, fire supersession, alarm, security, cameras and data) are being installed.

**The Scripps Miramar Ranch Library Parking Lot Expansion:**

The new library parking construction has started, and bi-weekly progress meetings are being held on time, the work phasing plan has been set, and the team is reviewing materials submittal, construction RFI's, and working on submitting the walls differed approved submittals, for the project's team review and then the City DSD for permitting. The general contractor fenced the south side, cleared the whole site from trees and shrubs, and working on the storm drain bio retention basins in this side.

**Ocean Beach Branch Library:**

Still waiting for comments from DSD from August submittal for the Coastal Development Permit and CEQA Mitigated Negative Declaration (MND) process. The Geotechnical consultant is conducting the borings at the library the 2<sup>nd</sup> week of December for the Geotechnical Report to help DSD with the environmental determination. These processes are ongoing and are anticipating completion before Spring 2024. The design team is continuing to update necessary documents with the coordination of multiple design disciplines to finalize the bridging documents. The bridging documents are scheduled to be completed by end of Winter 2024. Awarding design-build contractor and consultant process will begin Spring 2024.

**Item 9: Library Director Report - Misty Jones, Library Director**

Old Logan Heights Renovation Project is still moving forward. It has a little bit of a budget deficit and they're looking to close the gap on that. We're working with the community on what they would like to see about the little space. We're going to develop a proposal that we will share with the community. We could take advantage of the Mellon grant and have a memory lab where we'll be training teens to work alongside people to train them on that technology to help digitize records and photos. It creates a little bit of a workforce development opportunities and fits the wish of the community to have an intergenerational space.

We also accepted HUD funds to the current City Heights Performance Annex and Linda Vista Patio Expansion.

**Item 10: Agenda Items**

- a. Matching Fund Update - pool distribution and priority needs (Misty Jones, Library Director and Raul Gudino, Deputy Director) Presentation attached
- b. Adult Programming Update – (Oscar Gittemeier, Program Manager and Rachel Mink, Arts Management Associate) Presentation attached
- c. Youth Programming: Update Student Author Programs & Strengthening School Partnerships (Ady Huertas, Program Manager) Presentation attached

**Item 11: Commissioner Comment**

Commissioner Bevelyn brought up having Commission meetings out in the community and asked about the College-Rolando non-public agenda comment from Jan Hintzman regarding the Library Masterplan and would like clarification why it was not reflected in the minutes in October. She wants to make sure community comments are reflected.

Chair Urushima-Conn: If you see something at the time that you felt was left out, you can also make a notation in moving forward. Friendly reminder about the State of the City is on January 10<sup>th</sup>, if you are able to attend. It is a great opportunity to come in person outside of this meeting and be a part of the whole advocacy efforts. An email will be sent out and we've got a letter that will go out at the end of the holidays just reiterating priorities and then we can start getting that scheduled. Budget meetings will be happening with Councilmembers so if there's an opportunity or a councilmember in your district, we do plan on meeting with those members or staff who are in the office. So, there'll be an opportunity for Council in-person meetings in addition to making public comments at budget hearings. January 3<sup>rd</sup> meeting might be moved to January 10<sup>th</sup>.

Commissioner Ranck-Buhr: Reminder that if we're continuing with excel card next year, the data sharing agreement is expiring so that's going to get done soon that we have data sharing agreement with a public library. So, if we're going to continue, we have to renew that agreement because it is set to expire.

**Item 12: Other Business**

Next meeting is on January 10, 2023, 12:30 PM at the Mary Hollis Clark Conference Center, San Diego Central Library @ Joan A Irwin Jacobs Common, 330 Park Blvd., San Diego, CA 92101.

**Item 13: Adjournment**

Commissioner Wendy Urushima-Conn adjourned the meeting at 1:41 PM

**San Diego Public Library**

Library Donations Matching Fund  
**Disbursement and Use of Pool Allocation**

December 13, 2023

The City of  
**SAN DIEGO**

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**San Diego Public Library**

**Background of Matching Fund**

- Donations are matched by the General Fund up to \$1.2 million annually
- Library Dept previously had 4 special funds
- Performance Audit found disparities in financial resource allocation
- Revision to the Council Policy created one Library Donations Matching Fund containing a "pool" to create equity and address the greatest needs in the Library system

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**San Diego Public Library**

**Policy Changes**

- 50% of the match shall be designated for the purpose and location for which the donation was intended.
- The remaining 50% of the match will be placed in a "pool" to be distributed within the first quarter of the subsequent fiscal year.
- The pool allocation will be driven by the results of the distribution model and will be distributed among library locations with emphasis on those identified to have the greatest need
- The City Librarian will provide an annual report on the disbursement and use of the "pool" amount from the Library Donations Matching Fund.

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**San Diego Public Library**

**Donation Matching Fund Flow Chart**

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    graph TD
      DONATION[100%] --> BRANCH[100%]
      DONATION --> BRANCH_MATCH[50%]
      DONATION --> POOL[50%]
      CITY_MATCH[100%] --> BRANCH_MATCH
      CITY_MATCH --> POOL
      BRANCH --> BRANCH_TOTAL[150%]
      BRANCH_MATCH --> BRANCH_TOTAL
      POOL --> POOL_TOTAL[50%]
      BRANCH_TOTAL --> BENEFIT[200%]
      POOL_TOTAL --> BENEFIT
  
```

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**San Diego Public Library**

**Pool Distribution**

- Demographics
  - Population of Service area
  - Median Household income
- Data sources include, but are not limited to:
  - United States Census Bureau
  - San Diego Association of Governments (SANDAG)
  - GALE - Analytics on Demand
- Updated annually or as information is available

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**San Diego Public Library**

**Pool Distribution**

The Library Donations Matching Fund became effective in Fiscal Year 2019.

- In accordance with the new Council Policy (100-12), 50% percent or \$500k of the City's match from donations collected in FY22 was distributed in the first quarter of FY23, as follows:

Pool Distribution Summary	Total Amounts
Library Pool Distribution	\$ 425,000
Library Systemwide Allocation	\$ 75,000
<b>Total Pool Distribution from Match</b>	<b>\$ 500,000</b>

- Funds expended in FY23 are reported in FY24, and so on.

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# Adult Programming Updates

OSCAR GITTEMEIER & RACHEL MINK

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## Library Ballot Drop Boxes



11/7/2023 Special Election:


- 22% of ballots returned during the 11/7/2023 Special Election were returned to a Ballot Drop Box.
- 45% of those were at a City of San Diego Library branch Ballot Drop Box location.
- 11% of the TOTAL ballots returned were returned to a Ballot Drop Box at a City of San Diego Library branch!

"We are very appreciative of your efforts and the collaboration between the SD Libraries and the ROV, including serving as BOB sites, vote centers, and poll worker training locations." -ROV

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## Sustainability Author Talks

- CIRCUIT collaboration with UCSD, SDSU, USD, CSUSM, & SDCL
- Winona LaDuke 11/13/23
  - Live Attendance 130
  - Virtual Attendance 190
- Wawa Gatheru 1/31/24
- Britt Wray 2/21/24



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## City Heights Performance Annex & IDEA Lab

BRINGING PERFORMING AND MEDIA ARTS TO CITY HEIGHTS

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## City Heights Performance Annex

- The Performance Annex is a black-box theater, located next to the City Heights/Weingart Branch Library.



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## Annex Programming...



- **Classes for children & teens**
  - San Diego Ballet
  - City Heights Music School (hip hop dance & choir classes)
  - San Diego Opera
  - Ballet Folklorico

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### Annex Programming...

**Performances:** Theatre, Music, Dance, & Circus shows from various local non-profit organizations.



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### Annex Programming...

**Festivals:** Cultural festivals throughout the year, partnering with the Officer Jeremy Henwood Memorial Park and opening the Annex to performances outside.



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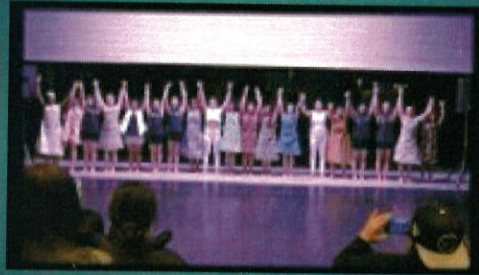
### Past Annex Programs



- Parwana & Fern Street Circus
- West Side Story
- DanceLand
- Playwrights Project
- La Carpa de la Frontera
- From the Page to the Stage
- Autumn Lantern Festival
- Dia de los Muertos Festival
- Summer Library Concert Series
- ...and more!

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### City Heights Annex Programs



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### Upcoming Annex Programs

- 2024 San Diego Lunar New Year Festival
- 2024 Karen New Year Festival
- Festival of Love
- Winter Library Concert Series
- Salimpour/Arabina Dance Performance
- New play and musical performances.



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### City Heights IDEA Lab

- The City Heights IDEA Lab is a makerspace focused on video and media production.
- Media Arts Center San Diego manages the space as its resident operator.



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### City Heights IDEA Lab

- MACSD facilitates and teaches media classes to various groups of young creatives, including the future library interns from the Workforce Development Initiative.
- The public is also welcome to make an appointment with a member of MACSD to get help creating their own projects in the lab.



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### Classes offered at the IDEA Lab

- Filmmaking
- Cinematography
- Media literacy
- Podcasting & audio
- Storytelling
- Scriptwriting
- Post-production & editing



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### The Workforce Development Initiative

- ▶ 59 young producers from across 4 separate cohorts completed the paid, 6-week training.
- ▶ 44 of those graduates have completed or are completing paid internships with the San Diego Public Library.
- ▶ 10 of the interns were offered permanent positions with the San Diego Public Library.



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## Rachel Mink

Email: [rmink@sandiego.gov](mailto:rmink@sandiego.gov)


Work #: 619-702-8704

Work Cell #: 619-651-3327

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## Student Programs Update



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## Author Programs

### Jacqueline Woodson & Temple Grandin

- Approximately 400 students in attendance
- Sherman Elementary, Lindsay School, SDUSD TRACE Program
- All students and educators received a signed copy of the author book
- Reconnected students and teachers to library services
- Everyone wants more!!!

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## School Engagement

- SDUSD Ethnic Studies Community & Student Programs
  - Outreach at Ethnic Studies Conference
  - Native Heritage Month Kumeyaay Flag Raising
  - Decolonizing the Curriculum Educator & Community Workshop
  - Community Book Circle: For Brown Girls With Sharp Edges
  - Youth Advocacy Affirming Parent Group Library Presentation
- e3 Civic High School Library Engagement
  - Early access for class visits
  - IDEA Maker Lab Programs
  - Library Staff Classroom visits
  - MAST Counseling Visits in Teen Center
  - Community Schools Steering Committee participation

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