



BOARD OF LIBRARY COMMISSIONERS

Meeting Minutes

WEDNESDAY, February 7, 2024
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

Staff: Misty Jones – Director, Jennifer Jenkins - Deputy Director, Bob Cronk, Deputy Director, Ady Huertas – Program Manager, Curtis Williams – Program Manager, Tricia Nool - Executive Assistant

Library Foundation: Natalie Ganz

Friends of the Library: Ann McDonald

e3 CivicHigh:

Presenters: Amanda Lorge, Joe Miesner – Library Staff

Item 1: Call to Order

Meeting was called to order by Commissioner Urushima-Conn at 12:31 pm. Their last meeting was on December 13, 2023.

Item 2: Approval of Minutes

The December 13, 2023, minutes was approved unanimously

Item 3: Requests for Continuance

Item 4: Non-Agenda Public Comment

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Item 5: Friends of the Library Report – Ann McDonald

Our FSDPL book sales continue to do very well despite the weather – the next one will occur February 17th and 18th at the University Heights offices. Online sales in January were extraordinary thanks to a few very valuable donations. We are always looking for more books and are in the process of putting together a team of volunteers who will focus on coordinating efforts around gathering books from estate sales and other large donations.

The Friends will be accepting applications for another round of our John McAllister Memorial scholarships in March. The McAllister scholarships are awarded to library staff to offset their continuing education expenses. Most past recipients are still working at the Library, and several have become YSLs.

The Friends noticed with dismay that the Library went virtually unmentioned at the Mayor's State of the City address in January. We are working within the LibrariesTransformSD coalition to flex our advocacy muscles again this year to impress upon our San Diego electeds that libraries are essential to our City's success.

As part of our work to engage in more state-wide library advocacy, FSDPL President Pat Wilson will be joining LFSD CEO Patrick Stewart in giving a talk at the Santa Barbara Public Library Foundation Board's February retreat about how the Friends and Foundation cooperate here in San Diego to serve the Library.

The Libraries and Parks for All ballot measure trial date has been set for February 20th.

Many Friends chapters are providing funding and support for the Library's Lunar New Year festivities which are occurring throughout the month of February. The popular Lion Dancers are back – they have performed at 5 branches so far this year, and will be at another 4 next weekend, finishing up at North Park on February 10th at 4pm.

Friends chapters at Oak Park and Logan Heights are supporting this month's Black History Month programming featuring author talks by Earnel Durden (Oak Park) and Catherine Grace Pope (Logan Heights, February 17th).

The Kensington-Normal Heights Friends are once again holding an essay contest and have received 81 submissions from 4 elementary and 2 high schools. This year's awards ceremony will be held at St. Didacus Elementary on April 11th, and all are invited. Other chapters are interested in reviving this program, which was system-wide until just a few years ago; the Board will investigate.

The Friends of San Carlos Library did a great job helping the branch celebrate its 50th birthday on January 13th. Councilmember Campillo and Congresswomen Sara Jacobs delivered proclamations from their respective legislative bodies, and Library Director Misty Jones, branch manager David Ege, and San Carlos Friends President Bill Bischoff all made remarks. Many Friends turned out, and all are looking forward to getting the new library under way!

Item 6: Library Foundation Report – Natalie Ganz, Chief Strategy & Engagement Officer

- Importance of advocacy and invitation to sign up to write postcards to Council representatives and the Mayor.
- Record number of individual donors supporting LFSD's year-end fundraising campaign. Shows broad community support for the library.
- LFSD is making 3 presentations this month (Library Support Network, United for Libraries/Santa Barbara Foundation, Urban Libraries Council) highlighting the cooperative partnerships between the Foundation and the library in a variety of ways.
- LFSD is sponsoring the March 9th opening of the Hubbell exhibit in the Art Gallery.
- April 11th will be LFSD's Library Champion award event.
- Misty will be moderating a conversation with author Eric Kleinenberg.

Item 7: e3CivicHigh Update Report - Brett Taylor, CEO

No Updates

Item 8: Report on Library Construction Projects

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 drainage system, the building is watertight, and its interior utilities systems (mechanical, electrical, plumbing, fire supersession, alarm, security, cameras and data) are being installed. The general contractor with sub's started preparing for the common use plaza improvements work. The artwork is fabricated and waiting to be installed.

The Scripps Miramar Ranch Library Parking Lot Expansion:

The new library east side parking Phase 1A construction is scheduled to complete in approx. 6 to 8 weeks, a partial punch list walk will be scheduled around that time, and can be ready for use upon the completion of all correction items, the bi-weekly progress meetings are being held on time, and the design team is working with the general contractor, responding to existing site conditions RFI's, materials submittal, and waiting for the general contractor's large retaining walls differed approved submittals, for review and permits. The team is also working with San Diego County Water Authority to get their adjacent easement encroachment permit.

Ocean Beach Branch Library:

Anticipating receiving Geotechnical report first week of February to submit to DSD to complete all required documents needed for the Coastal Development Permit and CEQA Mitigated Negative Declaration (MND) process. The MND and Coastal permit is still estimated in the

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spring, but the NEPA process (which is a new requirement triggered from the Federal Grant Funding) is expected to be completed in summer.

We do expect to have the bridging documents completed by next month, for the contract processing to start soon afterwards.

With the NEPA process completion a requirement for the grant funding allocation: Awarding design-build contractor and consultant process will begin Spring 2024. We expect the RFP to be put out in late summer 2024.

Oak Park Library Grant:

9.1-million-dollar grant is on hold due to State Budget deficit. The State postponed the grant period. Misty will update the Friends of Oak Park Library once she gets more information or an update.

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

Robert Frost Sesquicentennial: The San Diego Public Library is the home of the Robert Frost Society. It's going to be a combination of here at Central Library and Park & Market March 20-24. Lots of poetry and workshops.

Central Library will have a special guest, Chelsea Clinton in March, which will be a ticketed event. She Persisted: Chelsea Clinton in Conversation with Atia Abawi March 15, 6:00 p.m. Chelsea Clinton, #1 New York Times bestselling author of the She Persisted series, and Atia Abawi, author of She Persisted: Sally Ride, visit the library to celebrate Sally Ride and other inspiring women who stood up, spoke up and rose up against the odds.

California Library Association will be awarding Senator Toni Atkins with the President's Award to thank her for her role that she played in the infrastructure funding.

Matching Fund is going to Council Committee tomorrow, Feb. 8, 2024, at 1:00 PM, then Juvenile Collections in March 2024.

Rancho Mirage Writers Festival: Misty was invited as a speaker along with Nick Higgins, CEO of Brooklyn Public Library and Skye Patrick, Director for LA County Library to speak on Book Banning and the Unbanned Books initiative. They also donated \$5,000 to the Foundation for Misty's speaking fee.

Priority Needs: Misty is meeting with individual branches about their priority needs. Part of the matching funds to create primary needs list yearly and to determine what are the things that they want to purchase, how to help them do that and looking at facility maintenance.

Security Update: They don't move people along during inclement weather. So, we've had quite the encampments around the building the last few days. Now that the rain is starting to let up, they're going to start moving people along. They put up signs around the building that camping is illegal so that has really helped us clear it out. Pacific Beach, just one area that we're having some issues with. We've had some community members e-mail and call that people are camping

around there. There is a portable restroom and hand washing station in the park. That's in response to the Hep A and Shigella outbreaks that we had. So that was a county mandate that we do that. So, it's tricky to move that, but it does attract people and are starting to sleep there because there's a restroom and washing station there. We also have the purchase order ready for the security assessment, so they should be starting that this month or next month and they're going to do Central and Mission Valley this year.

Executive budget review is on Friday. So, this is the budget review that we do for the executive team, the Department of Finance and key members of the mayor staff. We were tasked with the 2% reduction which is about 1.4 million to 1.5 million. So, we really tried to mitigate that as much as possible so that we don't have service level impacts.

Item 10: Agenda Items

- a. ACTION ITEM: Propose to change Commission meetings schedule
For now, keep the current schedule and will move to another branch if there's a Padres game. April meeting will be moved to April 10, 2024, at 12 Noon. We will revisit this item.
- b. Budget Reductions – Misty presented to the Commissioners. (Presentation attached)
- c. Adult Programming Update: Joe Miesner and Amanda Lorge
Joe and Amanda Black History Month Author Talk, Accessibility Programming, How to Be a Climate Optimist with Chris Turner, Registrar of Voters Update
- d. Youth Programming Update: Ady Huertas, Program Manager – will present on March 6, 2024

Item 11: Commissioner Comment

Item 12: Other Business

Next meeting is on March 6, 2024, 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 1:31 PM

Library Department

Fiscal Year 2025 Executive Budget Review

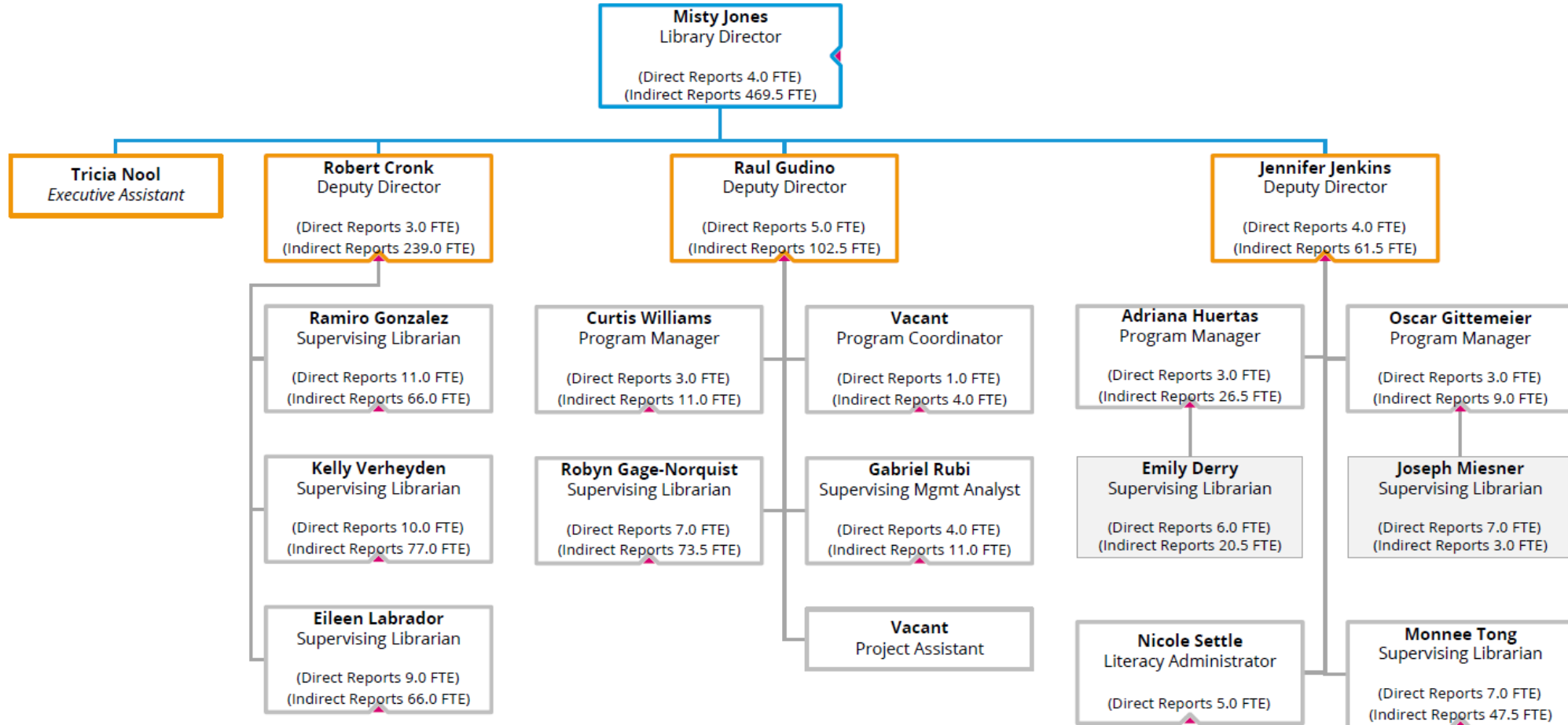
- Organizational Chart
- Executive Budget Review (EBR)
 - General Fund
 - General Fund Summary
 - Budget Adjustment Requests
- Budget Equity
 - Equity Highlights
 - Budget Equity Impact Statement



Overview – Organizational Chart



ORGANIZATIONAL CHART





General Fund Summary

Adjustment Category	FTE	Expenditures	Revenue
Budget Reductions / Operational Efficiencies	-	(\$1,428,503)	(\$100,000)
Budget Additions	24.62	\$2,864,007	\$730,298
Other Adjustments	-	-	\$100,000
Total Adjustments	24.62	\$1,435,504	\$730,298



General Fund Budget Reductions & Operational Efficiencies

Priority Score	Adjustment Category	Public Justification	Does this Impact a Disparity?	FTE	EXP	REV
1	Expenditure (Process Improve/Efficiency)	Reduction in non-personnel expenditures supporting meeting budget.	N	-	(\$500)	-
2	Expenditure (Process Improve/Efficiency)	Reduction in Printing Contract due to ongoing efficiency with new service provider.	N	-	(\$17,000)	(\$100,000)
3	Expenditure (Budget Reduction Proposal)	Reduction of non-personnel expenditures associated with transportation allowance.	N	-	(\$9,370)	-
4	Expenditure (Process Improve/Efficiency)	Reduction in non-personnel expenditures associated with Print Shop Services.	N	-	(\$15,175)	-
5	Expenditure (Budget Reduction Proposal)	Reduction of non-personnel expenditures associated with office supplies.	N	-	(\$41,000)	-
6	Expenditure (Budget Reduction Proposal)	Reduction of non-personnel expenditures associated with Window Washing.	N	-	(\$221,000)	-



General Fund Budget Reductions & Operational Efficiencies

Priority Score	Adjustment Category	Public Justification	Does this Impact a Disparity?	FTE	EXP	REV
7	Expenditure (Budget Reduction Proposal)	Access Services - Central Branch Library - Reduction of four (4) half-time Library Assistant 1 positions and addition of two (2) full-time Library Assistant 2 positions.	N	-	(\$23,410)	-
7	Expenditure (Budget Reduction Proposal)	READ San Diego - Reduction of two (2) half-time Library Assistant 1s and addition of one (1) full-time Library Assistant 1.	N	-	(\$8,072)	-
7	Expenditure (Budget Reduction Proposal)	Pacific Highlands Ranch Branch Library- Reduction of two (2) half-time Library Assistant 3 positions and addition of one (1) full-time Library Assistant 3 position.	N	-	(\$11,705)	-
7	Expenditure (Budget Reduction Proposal)	Pacific Highlands Ranch Branch Library- Reduction of two (2) half-time Library Assistant 2 positions and addition of one (1) full-time Library Assistant 2 position.	N	-	(\$11,706)	-
7	Expenditure (Budget Reduction Proposal)	San Carlos - Consolidation of two (2) half-time Library Assistant 1 positions into one (1) full-time Library Assistant 2 position.	N	-	(\$11,705)	-
7	Expenditure (Budget Reduction Proposal)	Scripps Miramar Ranch Branch Library - Consolidation of two (2) half-time Library Assistant 1 positions into one (1) full-time Library Assistant 2 position.	N	-	(\$3,688)	-
8	Expenditure (Budget Reduction Proposal)	One-time Reduction in Public PC refresh funding.	N	-	(\$200,000)	-



General Fund Budget Reductions & Operational Efficiencies

Priority Score	Adjustment Category	Public Justification	Does this Impact a Disparity?	FTE	EXP	REV
9	Expenditure (Budget Reduction Proposal)	Adjustment to donation match from \$1.2 million to \$1.0 million.	Y	-	(\$200,000)	-
10	Expenditure (Budget Reduction Proposal)	Reduction of non-personnel expenditures related to Security Services.	N	-	(\$65,000)	-
11	Expenditure (Budget Reduction Proposal)	Reduction in non-personnel expenditures related to tree trimming services.	N	-	(\$25,000)	-
12	Expenditure (Budget Reduction Proposal)	Reduction of non-personnel expenditures for equitable system-wide programming.	Y	-	(\$250,000)	-
13	Expenditure (Budget Reduction Proposal)	Reduction of non-personnel expenditures related to staff training.	Y	-	(\$53,250)	-
14	Expenditure (Process Improve/Efficiency)	The library department will be holding vacant positions to help meet the budget gap. Positions being held: 1.00 Project Assistant, 1.00 Library Assistant 1, 1.00 Library Assistant 2, 1.00 Library Assistant 3, 2.00 Administrative Aide 1s, and 0.50 Payroll Specialist 2 positions.	N	-	(\$260,922)	-
Total				-	(\$1,428,503)	(\$100,000)



General Fund Budget Additions

Priority Score	Adjustment Category	Public Justification	Does this Address a Disparity?	FTE	EXP	REV
1	Expenditure (Critical Operational Needs)	Addition of 1.00 Program Manager and one-time non-personnel expenditures to support fiscal and administrative services	N	1.00	\$158,458	-
2	Expenditure (Critical Operational Needs)	Addition of 1.00 Program Coordinator to support increased community technology access for the implementation of SD Access.	Y	1.00	\$148,188	-
3	Expenditure (Critical Operational Needs)	Addition of 1.00 Security Program Manager and reduction of non-personnel expense to support security services.	N	1.00	(\$9,442)	-
4	Expenditure (Critical Operational Needs)	Addition of 1.00 Payroll Supervisor to manage payroll operations.	N	1.00	\$132,639	-
5	Expenditure (Contractual Increase)	Addition of non-personnel expenditures to support contractual janitorial services at branch libraries.	N	-	\$730,934	-
6	Expenditure (Contractual Increase)	Addition of non-personnel expenditures to support contractual landscaping services at branch libraries.	N	-	\$295,000	-



General Fund Budget Additions

Priority Score	Adjustment Category	Public Justification	Does this Address a Disparity?	FTE	EXP	REV
7	Expenditure (Critical Operational Needs)	Addition of 1.00 Librarian 2 and reduction of 0.50 Librarian 2 to support adult programming services.	Y	0.50	\$35,120	-
8	Expenditure (Contractual Increase)	Addition of non-personnel expenditures for chilled water at Central Library.	N	-	\$200,000	-
9	Expenditure (Contractual Increase)	Addition of non-personnel expense to support parking services at Central and Mission Hills Branch Library.	N	-	\$103,000	\$160,000
10	Non-standard Hour (Enhanced)	Funding allocated according to a zero-based annual review of hourly funding requirements.	N	6.10	\$527,133	-
	Non-standard Hour (Enhanced)	Addition of 6.75 FTE Management Interns and 7.27 Student Interns. Positions are reimbursed through the Employ and Empower Grant.	N/A	14.02	\$542,977	\$570,298
Total				24.62	\$2,864,007	\$730,298



General Fund Other Adjustments

Priority Score	Adjustment Category	Public Justification	Does this Address a Disparity?	FTE	EXP	REV
	Revenue (Revised – Increase)	Adjustment to reflect revised revenue for Special Events.	N	-	-	\$100,000
Total				-	-	\$100,000

Equity Highlights

- Adoption of Library Master Plan
 - Equitable
 - Experiential
 - Everywhere
 - Effective
- Improvements to Youth Library Card Access
 - Excel Cards
 - Elimination of Foster Youth Cards
 - My First Library Card
- SD Access 4 All
 - Hotspot
 - Chromebooks
 - Digital Navigators



Budget Equity Impact Statement

Budget Equity Lens Summary

Ongoing Operations

Is there an opportunity to adjust the department's ongoing operations to address a disparity?

Yes.

During the Fiscal Year 2025 process, redistributions to the Library base budget were made to fully fund priorities such as: Additional funding for Changing tables in Communities of Concern, an allocation to support public outreach to increase programming marketing in Communities of Concern, and Free for Me program to make menstrual products available in the Library. Overall, the base budget adjustments allow for more funding for materials and equipment to make programs more accessible and increase participation from patrons with varying abilities. The redistribution towards marketing will allow us to target communities of concerns to increase overall participation. It gives people with disabilities an opportunity for workforce development and improved quality of life while promoting social inclusion and more vibrant communities. Overall, these programs foster a sense of community and equity in neighborhoods.

Budget Adjustment(s)

Do the Budget Adjustments address a disparity? Yes

- Additions: 1. Addition of Program Coordinator for SD-Access4All addresses disparity of current Library IT Staff and addresses Tactical Equity Plan objective of providing equitable opportunities for the public to explore technology by scaling digital equity programs and services to increase community technology access outcomes. 2. The addition of the full time Librarian II, offset by the reduction of a half-time Librarian II, in Adult Programming will curate and implement systemwide accessibility, senior, and adult focused programs and ensure the library meets the equity based KPI for an Accessible Library. This position supports the City's Strategic Plan and Operating Principals, including Equity & Inclusion, by taking intentional action to create equal access to opportunity and resources.*
- The Reduction of Systemwide Programming impacts our ability to address the Tactical Equity Plan objectives of developing an equitable approach to library services and meeting each community library's needs by providing and allocating funding to provide relevant and responsive programming, collections and resources and access to innovative technology. Reduction of training budget impacts our objective to foster a skilled and sustainable workforce by providing equitable professional development for staff at all levels. Reduction of donation match impacts our ability to meet each community library's unique need by providing allocated funding for relevant and responsive programming, collections and resources and access to innovative technology.*