



BOARD OF LIBRARY COMMISSIONERS

Meeting Minutes

Wednesday, March 5, 2025

12:30 PM

330 Park Blvd. Central Library, Mary Hollis Clark, Ground Floor

Attendance

Commissioners:

Present: Sarah Moga-Alemany, Dr. Wendy Ranck-Buhr, Sam Yoeuth, Linda Sotelo, Mark Tran, Phyllis Pfeiffer, Sitara Sethi, Scott Walter

Absent: Pat Bevelyn

Staff: Raul Gudiño – Deputy Director, Jennifer Jenkins - Deputy Director, Vic Slater - Program Manager, Ady Huertas - Program Manager, Oscar Gittemeier – Program Manager, Curtis Williams - Program Manager, Tricia Nool - Executive Assistant, Bonnie Domingos – Library Staff

Library Foundation: Natalie Ganz, Chief Philanthropy and Engagement Officer

Friends of the Library: Pat Wilson, Ann McDonald, Sue Grant, Jan Hintzman

e3 CivicHigh: Brett Taylor, CEO

Presenter: Heidi Alcantara, Special Events Coordinator

Item 1: Call to Order

Meeting was called to order by Commissioner Moga-Alemany at 12:35 pm. Their last meeting was on February 5, 2025.

Item 2: Approval of Minutes

The February 5, 2025 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

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The Friends were pleased to hear that funds for the new Oak Park Library and for the Ocean Beach expansion have been obtained. There will be a recognition of the major donors for the Ocean Beach expansion at the City Council meeting on March 11th; Friends will be in the audience.

The Oak Park and Malcolm X chapters held events celebrating Black History Month, will were well-attended.

The new Pacific Highlands Ranch chapter already has 62 members and are working on getting regular volunteers and hours for their Book Nook bookstore. The community is really embracing the new library!

The Paradise Hills Friends had a presence at their local Twin Hills Little League Opening Day, where they did outreach about the library and handed out vouchers for their bookstore.

Upcoming Friends events of note include a Community Art Show on March 15th from 9:30 AM – Noon at the Pacific Highlands Ranch branch, and an Artist's Reception for exhibiting quilter Colleen Swesey also on March 15th from noon – 2 at the San Carlos branch.

Book sales of note in March include a large book sale on March 8th from 10-5 at the Mira Mesa branch, a Spring Book Sale on March 15th from 10 – 2 at the Balboa branch and our normal FSDPL monthly book sale on March 15th (9-3) and 16th (12-3) at the University Heights office.

Item 6: Library Foundation Report – Natalie Ganz, Chief Philanthropy and Engagement Officer

National Library Week is coming up early April, which includes library giving day on April first. It's a great time for anybody who wants to be part of supporting the library to do so with recognition of library workers, library advocacy and other ways to support your library. We'll be communicating with anybody on the list about the READ recognition luncheon and the online high school graduation. Both programs benefit from the philanthropic support of our donors the foundation. So hopefully, you can also join there and recognize people who've worked really hard to achieve some really amazing things.

Charlie Goldberg has completed 18 years of service through the Library Foundation and is retiring at the end of the month. If you think about it like this, building the covet machine hills, San Ysidro, Logan skyline. Pacific Highlands. All those branches were either not there or very, very different when he started. And so, if you have a chance, send him a note to let you know about your appreciation for all he's done.

We have hired a new Chief Marketing and Public Affairs Officer, Jenny Mehlow. She used to work with the city as a public information officer with the library. She's going to be joining us on March 17th. We'll make sure she attends these meetings, and you have lots of opportunities to get to know her.

We are excited to be in the works of opening a new second shop location at the location of the old Mission Hills Library. We're in the works with the city on the formalities that need to take place before we can get the keys. We'll have some tenant improvements that need to happen before we can open the doors officially.

Advocacy: We are looking at some very dramatic cuts to the libraries budget for the upcoming fiscal year. We're with the Friends of the library, our supporters, people who signed up to help us advocate. We try to keep people informed, both of what's going on and also actionable steps that people can take to help us.

You can sign up on our website for our newsletter and we can keep you informed. Like I said, not only of what's going on, but things you can do. To try to make it easy to so that your voice can be heard and the people who are elected representatives and decision makers can keep your voice in mind when they're making their decisions.

Item 7: e3CivicHigh Update Report - Brett Taylor, CEO

Parents have been commenting on how the grounds around the building have improved. I want to say thanks to Vic Slater for the work the security team has done. It's been so much improved, and we continue to work with the Police Department. So, I think everybody knows we have seventy percent of our scholars go to E3 come from public transportation. So, we are always trying to make sure there is safe access to the corridor to each of the stops on the trolley. This this is the first year we've moved to work jointly with the library security, and we've just seen a real improvement and so this is just a shout out to the library team for making this a safe place for a school.

Item 8: Report on Library Construction Projects

The Pacific Highlands Ranch Branch Library:

The new building's construction is complete, the general contractor submitted the closing documents, and the construction contract closing work is in progress. The (1) year warranty period began upon the approval of substantial completion on November 8, 2024.

The Scripps Miramar Ranch Library Parking Lot Expansion:

The library's new south-east side parking "Phase I" construction was opened for public use; the west side parking "Phase II" construction work is pending on the general contractor to address the City Development Services Department plan check review comments on the canyon side retaining walls differed submittal. The contractor plans to resubmit to DSD in early March. The steel storm drainage pipes delivery is scheduled for March of 2025. Potholing the north Scripps Lake Dr. traffic signal poles' locations revealed obstructions of large SDG&E conduits, County Water Authority pipes and large rocks. The team will look into relocating the traffic signals, as well as feasible alternatives for the crossing signals. The coordination with the San Diego County Water Authority is ongoing.

The parking expansion project is coordinating with (3) CIP projects:

- The Miramar Valve Replacement's valve vault construction was completed, and the vehicle-rated lid delivery is expected in June 2025.
- The Library Fire Sprinkler system upgrade project is expected to start construction in the first week of March and expected to be complete mid-July.
- The Library Mechanical system upgrade is expected to start in July 2025, and the construction duration is estimated to be 8-10 months.

San Carlos Library:

The project is currently in the Request for Proposal, RFP stage and is projected to be completed in the Summer of 2025, including selecting a Design-Builder for the project.

Ocean Beach Branch Library:

DSD Determined the environmental document is a NOE and filed with the County end of January.

As mentioned previously, the NEPA process must be completed for the grant funding allocation. The Design team also must ensure two City Policies are incorporated into the project:

1. Ensuring Project Labor Agreement (PLA) is part of the Design/Builder requirements and
2. A Power Purchase Agreement (PPA) will be utilized using the Sustainability Department's consultant to design and install a Photovoltaic System, Battery backup system and Electric Charging system.

We anticipate having the bridging documents completed winter for the contract processing to start soon afterwards. Based on this, we expect the RFQ to be out beginning of the calendar year and move forward with the procurement process to award the Design-Builder by Summer of '25.

Oak Park Library:

This project has been awarded using a Design-Build Community Based Competitive Design competition with the submission by Barnhart Reese Construction in partnership with RNT Architects being the successful proposal. The award of the first phase (the design phase) was approved by City Council on October 29th, 2024. The Kick-Off Meeting between the contractor's team, project stakeholders and City Staff took place on December 19, 2024, and Notice to Proceed (NTP) was issued on December 24, 2024. The design phase has officially started, design is anticipated to be completed by Winter 2025 with potential early start packages for site grading and Right-Of-Way work. Additional funding is necessary to award subsequent phases (the construction phases) which is anticipated in the Fall of 2025.

Old Logan Heights Library:

The building rehabilitation design was completed and approved with the DSD permit pending. The PM team has completed negotiations with JOC contractor and is routing the contract for Mayoral Action. Anticipate award in Spring of 2025 and Start of Construction to follow this summer.

Rancho Peñasquitos Library Rehabilitation:

The project is currently at 100% design and DSD review for permitting ongoing. The request for the addition of a community patio to the scope of work, was re-evaluated due to significant stormwater compliance requirements and will be pursued as a stand-alone project in the future. Currently, the project construction is underfunded by approximately \$1.5M. Will reach out to Public Libraries Department and evaluate alternatives to mitigate these recent unanticipated impacts to the project. The project is on track for award in FY26, pending resolution funding shortfall.

Item 9: Library Director Report – Raul Gudino, Deputy Director

User Fees went to Council on Monday, March 3 and was approved.

Item 10: Agenda Items

- a. User Fees – Raul Gudiño, Deputy Director
Raul presented on Library Fiscal 2026 Proposed User Fees
The Department performed a comprehensive User Fee Benchmarking exercise, it was determined the San Diego Public Library was not aligned with other municipalities of equal size and geographic location.
Adjusted the FY26 user fees resulting in an overall reimbursement rate of 92%.
Create eight-hour (8-hr) meeting room time allotments to better accommodate customer requirement but allow for proper breakdown and setup.
Eliminate four-hour (4-hr) meeting room duration time slots per increased booking trends.
Find efficiencies to offset staff cost related to special events.
- b. Special Events Update – Heidi Alcantara, Special Events Coordinator
Heidi presented on 2025 Special Events Stats on January Programs, Site Visits, Solicitations, Holds and Cancels, Invoice Balances, Event Revenue 2023-2025, 2023-2024 Programs Books by Month, 2023-2024 Event Usage, Monthly Stats, Catering Revenue Share, FY25 Library branch meeting room fees, FY18 User Fee Schedule for Library Branches
- c. Adult Programing Updates – Oscar Gittemeier, Program Manager
Oscar presented on Annual Patron Satisfaction Survey, Art and Culture Exhibitions, City Heights Performance Annex Internship Graduation, 2025 One Book San Diego (Nominations open through 3/15/25), 10th Annual How-To Festival.
- d. Youth Services Updates – Ady Huertas, Program Manager
Ady presented on Ethnic Studies at the Library Series
Goals: Give community members an opportunity to learn about the history and experiences of people of color from scholars, activists, subject matter experts, and artists, support and provide a platform to community leaders who

have been already leading this work, offer a forum for community members who are hungry to learn about themselves and want to share their own experiences through discussion and activities.

Item 11: Commissioner Comment

Commissioner Sotelo: Everything you and Oscar are doing, amazing. And I guess I'm thinking about the mayor's reorganization plan placing Adult and Youth Services into the libraries now and I think that is a fundamental issue that needs to be discussed in terms of not only the budget reductions we're being asked to look at, but also the possibility of leveraging the fact that now there's going to be more expectation and pressure for the staff at the library to manage and oversee and grow and make these programs continue to thrive, so I think there's a real opportunity there to state the case of that's what's happening, then what support, what services, how can we revisit that budget in ways that make sense if staff and Misty and everyone's going to be asked to really shoulder this. I mean the reduction that was published was two hundred and sixty-five thousand dollars savings to the general budget just from the Youth and Family Services, Youth and Children 's services being under the library. I would imagine, when the actual investment in terms of if you're putting in another division, what is it that the city is going to invest for you guys to shoulder that? So, it's more food for thought about that reorg and the implications and the impact that it will have very soon felt and or if we need to educate the council members and the mayor about that.

When you look at the big picture, this deficit is such a minor to put on the library. Now the manager, which is a great opportunity, but where's the investment for that to happen, so just for us not to lose sight of that.

I'm going to make a suggestion, I think that's phenomenal, and I think you guys are super able to do all that, but it remains here, right? Maybe we think about establishing like a short-term ad hoc task force to support that effort and be advocates from a commissioner standpoint or volunteer standpoint and then support them in those efforts in any way to show the numbers and the impact that it can have long term. Happy to be a part if that's helpful in any way. Discuss with Misty, Raul and everybody else.

I just have a correction of the minutes that I missed, even though I seconded, and it was on page 7 of the actual minutes, in the very bottom item 11. I'm quoted on that, and it talks about CDP. It's actually CBP, Customs and Border Protection. So that's a correction just for that. It's not verbatim, but it's fine.

Minutes corrected.

Item 12: Other Business

Next meeting is on April 9, 2025, 12:30 PM at the Mary Hollis Clark Conference Center,

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San Diego Central Library @ Joan A Irwin Jacobs Common, 330 Park Blvd., San Diego, CA 92101.

Item 13: Agenda Building

Update on Consolidation of Office of Child and Youth Success to Library Department

Item 14: Adjournment

Commissioner Sarah Moga-Alemaný adjourned the meeting at 1:37 PM