



*San Francisco Public Library*

**MINUTES**  
**Council of Neighborhood Libraries**  
**September 26, 2019**  
**4:00 p.m.**  
**Meeting Notes**  
**CALL TO ORDER**

**Meeting Location:** Latino Hispanic Room

**Facilitator:** Cathy Delneo, Chief of Branches

**Attendees:** AJ Cave (ANZ), Penni Wisner (EVA), Marcia Parrot (EXC), Gail Seagraves (Main), Mailine Chew (Main), Judy Blanchard (MER), Ruth Maginnis (NVA), Kathleen McClay (NBE), Edna James (OVI), Marcia Ehrlich (PAR), Diane Silver (PAR)

**Excused:** Larry Ware (BAY), Katherine Hsieh (CHI), Lena Yu (CHI), Ruth Grabowski (EXC), Nora Dowley (GPA), Jules Older (GGV), Susan Leury (MER), Tyrone (Ty) Robinson (NBE), Philip Gray (OVI), Bessie Hahn (ORT), Michael Leahy (PSI), Don Thielges (POR), Marcia Popper (PRE), Kaitlyn Tran (PRE), Elaine Cahn (RIC), Joan Walton (SUN), Rochelle Fort (VVA), Maryam Roberts (WPO), Callen Taylor (WSA)

**Library Administrators:** Maureen Singleton (Chief Operating Officer), Sue Blackman (Library Commission Secretary),

**Guests:** Susanne Sakai (Book Arts and Special Collections Librarian)

**HOUSEKEEPING**

- The next **Library Commission Meeting** will be on **Thursday, October 17, 2019, 4:30 p.m. in the Koret Auditorium, Main Library**. The Ocean View Feasibility Study will be on the agenda.

CNL Members to attend the upcoming Library Commission Meeting:

Marcia Parrott (EXC), Ruth Maginnis (NVA), and Edna James (OVI)

- The next **CNL Meeting** will be on **Thursday, October 24, 2019, 4:00 p.m. in the Latino Hispanic Meeting Room, Main Library**.

## ANNOUNCEMENTS

- The Ocean View Branch Feasibility Study will be on the agenda for the October Library Commission Meeting. CNL Members are encouraged to attend.
- During the October CNL Meeting, we will have a brief discussion of *There There* by Tommy Orange, this year's One City One Book selection. The District Mangers, folks from Community Programs and Partnerships, and others will also participate.
- The North Beach Branch will have their Open House on Saturday, October 5<sup>th</sup> from 12-4 pm. The Open House coincides with a series of special programs in October at the branch celebrating Italian Heritage. Programs include a bocce ball class, a North Beach neighborhood walking tour, cannoli making and Italian literary foosball.
- Two branches will have their Open Houses on Sunday, October 20<sup>th</sup>. The Bayview Branch will be from 1-3 pm and will feature a musical performance from their CNL representative, Larry Ware. The Excelsior Branch Open House will be part of Sunday Streets, a program that transforms city streets into car-free spaces.

## UPDATES

### City Librarian's Report – Maureen Singleton

- **Fine Free**
  - As of September 16<sup>th</sup>, SFPL is no longer collecting fines for overdue materials. In addition, outstanding overdue fines will be forgiven. [Fine Free Library :: San Francisco Public Library](#)
  - Patrons who have stopped coming to the library because of outstanding overdue fines will have their access restored and are being welcomed back to the Library!
  - Auto renewal has been implemented. Items will automatically renew up to three times if no one has reserved the item. [What is Auto Renew? - FAQ](#)
  - Marcia (PAR) – *Will there be an effort to track how materials are returned after going fine free?* The Library's Research, Statistics and Analytics Department will track materials, but don't anticipate a negative impact. Children and Teen materials are returned despite never incurring fines.
  - Penni (EVA) – *Can you say a little more about how auto renewal works?* Two days before the due date, eligible items will automatically renew from the due date. Patrons who have selected email notification will receive a courtesy notice letting them know which items were and were not renewed. The notice will be available in English and the five Language Access Ordinance languages: Chinese, Spanish, Russian, Vietnamese and Tagalog.
  - Penni (EVA) – *At what point will patrons be charged for items that aren't returned?* When an item becomes 30 days overdue, patrons will receive a notice that the replacement cost has been added to their account. Notices include the following sentence, "If you still have the items please return them so others may use them."
  - Marcia (EXC) – *Will there be changes to ebook renewals?* No change – ebooks will not be renewable.
- **Ocean View Capital Improvement**

- DPW will present the Ocean View Feasibility Study at the October Library Commission Meeting.
  - During the grand opening of a job center in the Ocean View, Merced Heights, and Ingleside (OMI) neighborhoods, Mayor Breed and District 11 Supervisor Safai reaffirmed their commitment to finding extra resources for a new Ocean View Branch.
  - A.J. (ANZ) – *Does the Library own the building that houses the Ocean View Branch? If the branch relocates can the space be repurposed as a teen center?* The City owns the property, and if sold, the proceeds can potentially go to the Library or another City department.
  - A.J. (ANZ) – *Will the mini-park, identified as a potential site, be included in the Feasibility Study?* Yes, the greenbelt on Brotherhood Way will be in the Feasibility Study. The mini-park will not be eliminated if a new branch is built on the site, rather there is a potential for it to be renovated if the library is adjacent to it.
  - Marcia (EXC) – *How much more square footage will the new branch have?* The size of the current branch is 5,000 square feet, and the size of the new branch would be up to 20,000 square feet.
- **CEDAW Awards**
    - Each year the Friends of the Commission on the Status of Women presents an award to members of the community who promote the principles of the United Nations Convention on the Elimination of all forms of Discrimination Against Women (CEDAW).
    - Michael Lambert will be one of the honorees during the CEDAW Awards luncheon on November 1<sup>st</sup>.

### **Library Commission Report – Sue Blackman**

- **RFID Implementation Report**  
Shellie Cocking, Chief of Collections and Technical Services, gave an update on RFID tagging of library books.
  - 265,000 books have been tagged, and 836,929 books are still to be tagged
  - Next steps include: develop and train both the staff and the public on new procedures, install RFID equipment, and complete conversion by Fall of 2020.
- **Summer Stride 2019**  
It was another successful Summer Stride: over 37,000 participants, a 4% increase in finishers from last year, and a whopping 233% participation growth since 2008!
- **¡VIVA!**  
The Library's annual celebration of Latino Hispanic heritage happens throughout September, October, and early November. Cultural programming for all ages include author readings, arts and crafts, food programs, music, and dance performances.

### **Living Library – Susanne Sakai**

In a Living Library, the books are real people that can be checked out by the public to engage in one-on-one conversation.

- Inspired by the Human Library (an international organization where human books representing a stigmatized group answer questions from readers), the Living Library instead focuses on the community and community members getting to know one another.

- Susanne, a former librarian at the Western Addition Branch, received funding from the Friends Innovation Grant, and debuted the program at the Western Addition Open House on June 8<sup>th</sup>.
- Eight people with connections to the Western Addition neighborhood volunteered as books. Their stories can be seen on the SFPL YouTube channel. [San Francisco Public Library - YouTube](#)
- All the books were checked out, and the participant survey responses were all positive – the program was a great success!
- Marcia (EXC) – *What was the format? Was there a time limit?* Sample questions were available, but unnecessary since conversations just flowed. The books could be checked out for thirty minutes, and needed to be returned in their original condition.
- Judy (MER) – *How did you choose the books?* The goal was to have them be as diverse as possible, have ties to the neighborhood, and have a willingness to share.
- ACTION – The program is great for community building. Let your Branch Managers know if you want the Living Library at your branch. Susanne will provide training.

### **Branch Sharing - All**

- **Security**
  - Diane (PAR) – *Is there now a police officer assigned to the Park Branch?* There's not an SFPD officer, but there is a Buildings and Grounds Patrol officer who is a member of the Library's staff. Their role is to help keep the library a safe and welcoming place for everyone by enforcing the Library's code of conduct. The police are still relied upon to address really serious incidents and criminal behavior.
  - Penni (EVA) – *The Building and Grounds Patrol Officer at Eureka Valley does a good job.* That's great to hear! We want our officers to be friendly and welcoming, and ideally create relationships with the patrons.
  - Park Branch is one of six branches with a fixed post officer. Park and Western Addition Branches have a part-time officer, Eureka Valley, Mission Bay, Mission, Richmond have full-time officers, and Bayview will be getting a full-time officer.
  - Susanne Sakai - *Having fixed post officers allows staff to focus on library work, and frees up the mobile units to visit branches without a fixed post officer more frequently.*
  - Ruth (NVA) – *Do the officers respond to problems with adults, teens, or children?* The code of conduct applies to all ages, but if there is a serious situation involving a child, the Library will try to engage with the parents.
  - Penni (EVA) – *Is there a new head of Security?* We are recruiting and hope to announce the selected candidate soon.
- **Merced Heights Playground**
  - Edna (OVI) reported that the OMI community would like to have library programs for all ages at the Merced Heights Playground once the park renovations are complete. Ideas include story times at the park, and poetry readings by neighborhood kids.
- **Merced Branch Book Swap**
  - Judy (MER) let everyone know that on the 4<sup>th</sup> Saturday of the month, Merced Branch has a book swap from 3 – 4:30 pm.

**Adjournment: 5:30 pm**

**Respectfully submitted by Florinda Battad**