



City and County of San Francisco YOUTH COMMISSION

MINUTES

**Monday, January 8, 2024
5:00 p.m.**

**IN-PERSON MEETING
City Hall, Room 416
1 Dr. Carlton B. Goodlett Place,
San Francisco, CA 94102**

IN-PERSON MEETING with REMOTE ACCESS via Webex

Members: Ewan Barker Plummer (Chair, Mayoral), Gabbie Listana (Vice Chair, D6), Téa Lonné Amir (Comms & Outreach Officer, Mayoral), Kelly Wu (Comms & Outreach Officer, D3), Allister Adair (Legislative Affairs Officer, D2), Jason Fong (Legislative Affairs Officer, D7), Chloe Wong (D1), Linda Ye (D4), Helen Cisneros (D5), Galicia Stack Lozano (D8), Skylar Dang (D9), Adrianna Faagau-Noa (D10), Imaan Ansari (D11), Valentina Alioto-Pier (Mayoral), Isabella T. Perez (Mayoral), Aryelle Lampkins (Mayoral), Joselyn Marroquin (Mayoral).

Present: Ewan Barker Plummer, Téa Lonné Amir, Kelly Wu, Allister Adair, Jason Fong, Linda Ye, Helen Cisneros, Galicia Stack Lozano, Skylar Dang, Valentina Alioto-Pier, Isabella T. Perez, Aryelle Lampkins, Joselyn Marroquin.

Absent: Chloe Wong (excused), Gabbie Listana (excused), Imaan Ansari (excused), Adrianna Faagau-Noa (excused).

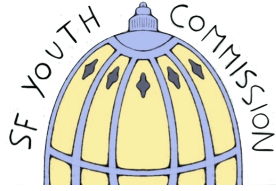
Tardy:

The San Francisco Youth Commission met in-person with remote access on January 8, 2024, with Chair Barker Plummer presiding.

1. Call to Order and Roll Call for Attendance

Chair Barker Plummer called the meeting to order at 5:09pm.

On the call of the roll:



Roll Call Attendance: 13 present, 4 absent.

Chloe Wong absent
Allister Adair present
Kelly Wu present
Linda Ye present
Helen Cisneros present
Gabbie Listana absent
Jason Fong present
Galia Stack Lozano present
Skylar Dang present
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier present
Isabella T. Perez present
Aryelle Lampkins present
Joselyn Marroquin present
Téa Lonné Amir present
Ewan Barker Plummer present

A quorum of the Commission was present.

Commissioner Ye, seconded by Officer Wu, motioned to excuse Commissioners Wong, Listana, Faagau-Noa, and Ansari. No discussion. No public comment. The motion was carried by the following voice vote:

Voice vote: 13 ayes, 4 absent.

Chloe Wong absent
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye
Gabbie Listana absent
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier aye



Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: Absences excused for Commissioners Wong, Listana, Faagau-Noa, and Ansari.

2. Communications

Alondra Esquivel Garcia, Director of the SFYC, shared communications and meeting announcements with Commissioners.

3. Approval of Agenda (Action Item)

Commissioner Ye, seconded by Commissioner Alioto-Pier, motioned to approve the January 8, 2024 full Youth Commission meeting agenda. No discussion. No public comment. The motion carried by the following voice vote:

Voice vote: 13 ayes, 4 absent.

Chloe Wong absent
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye
Gabbie Listana absent
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: Agenda Approved.



4. Approval of Minutes (Action Item)

a. December 4, 2023 (Packet Materials)

Commissioner Alioto-Pier, seconded by Commissioner Ye, motioned to approve the December 4, 2023 full Youth Commission meeting minutes. No discussion. No public comment. The motion carried by the following voice vote:

Voice vote: 13 ayes, 4 absent.

Chloe Wong absent
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye
Gabbie Listana absent
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: Minutes Approved.

5. Public Comment on matters not on Today's Agenda (2 minutes per comment)

No public comment.

6. Presentations

a. Vote 16 Efforts

i. Presenters: Civic Engagement and Education Committee

Commissioners Alioto-Pier, Marroquin, and Perez, all members of the CEEC, presented to the full Youth Commission regarding the previous efforts around Vote16, and the next



steps to pass in 2024. Commissioners discussed the importance of passing Vote16 as a ballot measure in November 2024, and plans they have proposed to lead this effort.

Chair Barker Plummer asked if Speaker Emerita Pelosi supported the Vote16 effort in 2020 or 2016, to which Commissioner Alioto-Pier said that she thinks Pelosi supported it in 2018 officially in Congress and endorsed it in 2020. Officer Adair asked what their favorite ways to support Vote16 from 2020, to which Commissioner Alioto-Pier said that they weren't able to partake in many of the usual events due to the COVID-19 pandemic, but that they are going to be planning a lot of fun things and talked to elected officials this time around in 2024. Commissioner Perez added some other counters to arguments opposing Vote16. Commissioner Ye asked what is being done to inform the general public regarding Vote16, to which Commissioner Alioto-Pier said everything is still in the planning process. Chair Barker Plummer added that they're pretty confident that it will make the ballot for the November 2024 ballot and they're planning a kick-off rally in the coming weeks. Officer Wu said that a lot of people say that youth may not have made up their mind, to which Commissioner Perez said that youth are already very informed on the social responsibilities they hold. Officer Wu followed up on people who may not be interested in voting, to which Commissioner Alioto-Pier said that there are some people who aren't likely to vote in the first place. Commissioner Perez clarified that Vote16 will mostly benefit 16 and 17-year-old youth who are civically engaged, and Chair Barker Plummer added that Vote16 may expand the number of youth who are engaged overall. Commissioner Marroquin added that she would be much more inclined to vote if she was able to see her friends and classmates vote, which is why they support Vote16. Commissioner Stack Lozano said that she hopes that CEEC and the Youth Commission as a whole should invest in voting education and civic engagement if Vote16 does get on the ballot and hopefully passes in November.

Chair Barker Plummer asked what CEEC hopes to get from presenting to the full YC, to which Commissioner Alioto-Pier said that they hope every commissioner understands what the Vote16 campaign seeks to do, and that they can support it when it comes up for a vote at the Commission.

Commissioner Dang left the room at 5:27 pm, and returned at 5:34pm.

7. Legislation Referred (discussion & possible action)

- a. BOS File 231224 - [Housing Code - Tenant Enforcement of Habitability Requirements] Ordinance amending the Housing Code to authorize occupants of residential dwelling units to sue to enforce the prohibition on substandard housing conditions.
 - i. Presenter: LAO's



Officer Fong said that this legislation seeks to protect tenants who are living in substandard conditions that fail to meet safety and housing codes. Fong highlighted that many of those who are directly affected by these substandard living conditions are often low-income families, youth, women, and other marginalized communities in San Francisco.

Commissioner Ye said they worked with the Human Rights Commission and have seen many calls that come in from tenants about the poor living conditions experienced by folks, as well as negative landlord interactions that put youth in danger. Ye asked how tenants are able to use this, to which Fong said that this is a step in the right direction that will help get tenants the protections they need.

Commissioner Dang asked for specification about the private property aspect, to which Fong said that's any private property that is rented and not city-owned.

Officer Wu asked what type of resources would be made available for tenants to fight for better living conditions, to which Fong said that they would likely work with various tenant rights community organizations that would help protect them in court.

Officer Lonné Amir asked what they would classify as an administrative penalty, to which Fong and Chair Barker Plummer said that that could be in the form of a fine or decertifying their ADUs instead of jailing the owner.

Commissioner Ye asked if the owner doesn't have the financial ability to repair their property if they have any resources to help them keep their properties safe and updated, to which Fong said that there does need to be more support for landlords to get them in compliance as well, but added that this legislation focuses more on tenant support.

Chair Barker Plummer asked what the reason for not having these tenant protections in the first place, to which Fong said that it was potentially due to the City wanting greater control over the process.

Barker Plummer also asked what effect this would have on housing production in San Francisco, to which Fong said that it would have little to no effect on housing production.



Officer Fong, seconded by Officer Wu, motioned to support BOS File 231224 - [Housing Code - Tenant Enforcement of Habitability Requirements]. No public comment. The motion carried by the following roll call vote:

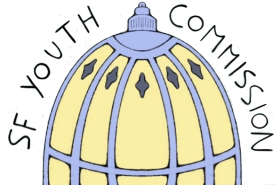
Roll Call Vote: 13 ayes, 4 absent.

Chloe Wong absent
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye
Gabbie Listana absent
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: BOS File 231224 - [Housing Code - Tenant Enforcement of Habitability Requirements] passes.

- b. BOS File 231226 - [Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly Experienced Homelessness] Ordinance amending the Administrative Code to establish a permanent Homeward Bound Program administered by the Human Services Agency and the Department of Homelessness and Supportive Housing for individuals experiencing homelessness or who have formerly experienced homelessness, such as individuals residing in permanent supportive housing, to receive paid travel and relocation support to a destination where the individual has someone to receive them.
 - i. Presenter: LAO's

Officer Adair said that the Homeward Bound Program has helped provide support to countless individuals, and that this legislation is to help revive the program to



get unhoused folks to where they need to go for further support. Adair mentioned the restrictions that come with this assistance, and that it's fully voluntary.

Commissioner Dang asked why the participation has been decreasing, to which Officer Adair said that the pandemic forced the City to shut down the program for safety purposes, but that this has only been used off and on throughout the past few years with a lack of marketing to the public.

Commissioner Ye asked if it was eligible for people outside of the US as well, to which Adair said yes. Ye asked how this legislation has helped people in the past, but Adair said that that data isn't available from other cities that people have relocated to using this program. Ye asked that considering the budget deficit that the City has, Adair said that helping people relocate to supportive folks is more cost-effective than people seeking and receiving services in San Francisco.

Officer Wu asked how this differs from the potential perspective of the City pushing people out of San Francisco, to which Adair repeated that this program is fully voluntary and available only to certain categories of folks.

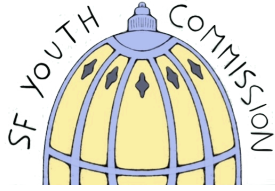
Commissioner Cisneros asked how the program helps people who've been affected by drug abuse, to which Adair said it's a bit different from other programs, but that the program is meant to help support people who need to get from San Francisco to somewhere else to obtain resources and services.

Chair Barker Plummer said that he supports the legislation, and also is curious about why the program has seen less unhoused residents use it.

Commissioner Ye, seconded by Officer Wu, motioned to support BOS File 231226 - [Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly Experienced Homelessness], including comments regarding reporting data with youth and program outcomes by Commissioners Ye and Officer Adair. No public comment. The motion carried by the following roll call vote:

Roll Call Vote: 13 ayes, 4 absent.

Chloe Wong absent
Allister Adair aye
Kelly Wu aye



Linda Ye aye
Helen Cisneros aye
Gabbie Listana absent
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: BOS File 231226 - [Administrative Code - Homeward Bound Program for Individuals Experiencing or Formerly Experienced Homelessness] passes.

8. Legislation (discussion & possible action)

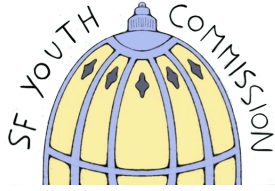
- a. Resolution - Urging SFMTA to install curbside protected bike lanes or pedestrianize Valencia St., between 15th and Cesar Chavez St. to reduce traffic fatalities and increase public safety (Second Reading)
 - i. Authors: Commissioner(s) Ansari, Fong, and Wong

Officer Fong said there's been no changes to the proposed legislation.

Commissioner Dang asked if the protected bike lanes could have any safety concerns for people crossing from their cars to the sidewalk, to which Fong said that this pushes for a safer street design that reduces injuries and fatalities of both pedestrians and cyclists.

Commissioner Ye asked if there's been any other ideas proposed on this issue, to which Fong said that this isn't a new idea since there's already curbside protected bike lanes on Valencia Street.

Commissioner Cisneros asked what changes are being proposed since a lot of people are complaining about the current design, to which Fong said they're advocating for moving the current pilot design with bike lanes to be curbside. Chair Barker Plummer said that the current design is a pilot



to see whether or not a center bike lane works, but he also has some concerns since the pilot program hasn't concluded yet.

Officer Adair, seconded by Commissioner Ye, motioned to support the resolution urging SFMTA to install curbside protected bike lanes or pedestrianize Valencia St., between 15th and Cesar Chavez St. to reduce traffic fatalities and increase public safety. No discussion. No public comment. The motion carried by the following roll call vote:

Roll Call Vote: 13 ayes, 4 absent.

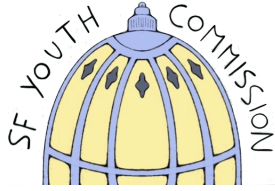
Chloe Wong absent
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye
Gabbie Listana absent
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: Resolution passes.

- b. Resolution - Urging the Mayor and Board of Supervisors to urge the San Francisco Municipal Transportation Agency (SFMTA) Board of Directors to take immediate action on a No Turn On Red (NTOR) citywide policy in light of recent traffic incidents and ongoing safety concerns (Second Reading)
 - i. Authors: Commissioner(s) Fong and Wong

Officer Fong said there's been no changes to the proposed legislation.

Commissioner Dang asked if they expect the City to implement No Turn on Red signs everywhere or what would be the process, to which Fong



said that it would be a gradual process to implement it across the City and put up signs in intersections.

Commissioner Alioto-Pier asked what the timeline would look like to implement this proposed legislation, to which Fong doesn't know exactly.

Officer Wu asked what the penalty for turning on red if this policy is passed, to which Fong said he isn't exactly sure since it would be up for SFMTA to decide.

Commissioner Alioto-Pier asked how urgent is this as a priority since there is apparently one death every 2 years based on red-light collisions, to which Fong said that 20% of all bike-related collisions are caused by drivers turning on red.

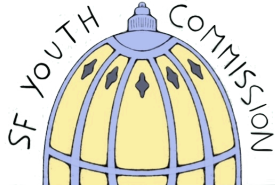
Commissioner Dang asked if they're going to be implementing cameras to enforce this new policy, to which Chair Barker Plummer said that they're focusing on implementing automatic speed enforcement cameras but that's unrelated.

Commissioner Alioto-Pier asked about streets that might be much less congested with pedestrians or cyclists and if there could be amendments to exclude some portions of the City, to which Fong said that the intent is for the policy to be citywide.

Officer Wu, seconded by Officer Lonné Amir, motioned to support resolution - Urging the Mayor and Board of Supervisors to urge the SFMTA Board of Directors to take immediate action on a No Turn On Red (NTOR) citywide policy in light of recent traffic incidents and ongoing safety concerns. No discussion. No public comment. The motion carried by the following roll call vote:

Roll Call Vote: 11 ayes, 2 nays, 4 absent.

Chloe Wong absent
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye
Gabbie Listana absent
Jason Fong aye
Galicia Stack Lozano aye



Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier nay
Isabella T. Perez nay
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: Resolution passes, with Commissioner Alioto-Pier and Perez in dissent.

- c. Resolution - Urging the Mayor, Board of Supervisors, and the San Francisco Municipal Transportation Agency (SFMTA) to prioritize and allocate permanent funding for the Free Muni For All Youth (FMFAY) program, recognizing its vital role in fostering equitable access to transportation and supporting the educational and social development of San Francisco's youth (Second Reading)
 - i. Authors: Commissioner(s) Wong, Ansari, and Fong

Officer Fong said there's been no changes to the proposed legislation. Chair Barker Plummer, Commissioner Dang, and Commissioner Ye said they all very much support this program.

Commissioner Ye, seconded by Commissioner Dang, motioned to support the resolution urging the Mayor, Board of Supervisors, and the SFMTA to prioritize and allocate permanent funding for the Free Muni For All Youth (FMFAY) program, recognizing its vital role in fostering equitable access to transportation and supporting the educational and social development of San Francisco's youth. No discussion. No public comment. The motion carried by the following voice vote:

Roll Call Vote: 13 ayes, 4 absent.

Chloe Wong absent
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye
Gabbie Listana absent
Jason Fong aye



Galicia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari absent
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: Resolution passes.

Chair Barker Plummer called for a 10-minute recess. The meeting was called back to order at 6:43pm.

- d. Resolution - Supporting the mission of Schools & Communities First, an organization whose mission is to reform California Proposition 13 to daily tax corporations and generate over 12 billion dollars for schools and communities across California (First Reading)
 - i. Authors: Commissioner(s) Barker Plummer, Perez, and Marroquin

Commissioner Perez introduced the resolution and read it into the record with Chair Barker Plummer and Commissioner Marroquin. No further discussion.

- e. Resolution - Recognition of February 2024 as Teen Dating Violence Awareness and Prevention Month (First Reading)
 - i. Authors: Commissioner(s) Ye and Dang

Commissioner Ye and Dang introduced the resolution and read it into the record. Chair Barker Plummer pointed out a grammatical error. No further discussion.

9. 2024 Winter Retreat Overview

- a. Presenters: YC Staff

Specialist Zhan explained the Mid-Year Retreat taking place on this upcoming Saturday and Sunday (January 13th-14th, 2024) from 10am to 2pm, at the Southeast Community Center. Commissioners will be going over Budget and Policy Priorities, advocacy training, media training, refining the needs of San Francisco youth, etc. Specialist Zhan reminded that the retreat is considered a full Youth Commission meeting, and that attendance will be taken and counted.



10. Committee Reports (discussion item)

a. Executive Committee

i. Legislative Affairs Officers

Officer Adair said they went over the legislation referred at last month's meeting, and that for the BPP process, they encourage everyone to start thinking about what policies they want to push forward at the upcoming retreat.

Officer Fong asked everyone if they feel comfortable going into their appointed officers' offices, and hopes to help support each commissioner in their effort to reach out to different districts.

ii. Communication and Outreach Officers

Officer Lonné Amir said that the introduction posts have started to be posted to Instagram and are being posted every three days or so. Officer Wu added that the Youth Leadership Mixer was very fun.

iii. General Committee Updates

Chair Barker Plummer gave brief updates about the previous Executive Committee meeting.

1. Youth Commission Attendance

Director Esquivel Garcia said she will table discussion around attendance at the next meeting.

b. Civic Engagement and Education Committee

Commissioner Perez said they went over talking points for the Vote16 effort that they gave today, started talking about BPPs, and will be finding time to make space for different community organizations to present to CEEC.

c. Housing, Recreation, and Transit Committee

Officer Fong said that they went over the resolutions that were passed at the full Youth Commission meeting today, as well as discussed previous BPPs and what they want to address this year.



d. Transformative Justice Committee

Commissioner Dang had a resolution training, went over the gun-related incident at an SFUSD high school recently, they received a presentation regarding the tobacco product ban, potential BPPs for this year, and they're planning for doing a resolution of commendation for United Playaz for their gun buy-back program.

11. Staff Report (discussion item)

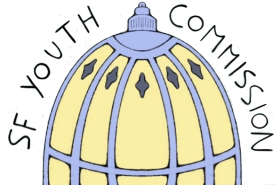
Director Esquivel Garcia said to prepare for the next few months to be intense around budget season and asked who hadn't yet received their City Hall IDs. Specialist Zhan said that she's working on the retreat materials and connecting with community organizations to schedule Vote16 presentations. Specialist Ochoa said Happy New Year and thank you to those who attended the Youth Leadership Mixer, and there may be future fun events for youth leadership to collaborate.

12. Announcements (this includes Community Events)

Commissioner Ye invited everyone to visit United Playaz's office this upcoming Thursday on January 11th at 4pm, which is an organization that has been working towards transformative justice, especially in regards to youth in marginalized communities.

13. Adjournment

There being no further business on the agenda, the full Youth Commission adjourned at 7:08pm.



City and County of San Francisco YOUTH COMMISSION

MINUTES

**Saturday, January 13, 2024
10:00 a.m.**

**IN-PERSON MEETING & RETREAT with REMOTE ACCESS via Webex
Southeast Community Center, 1550 Evans Ave, San Francisco, CA 94124**

Members: Ewan Barker Plummer (Chair, Mayoral), Gabbie Listana (Vice Chair, D6), Téa Lonné Amir (Comms & Outreach Officer, Mayoral), Kelly Wu (Comms & Outreach Officer, D3), Allister Adair (Legislative Affairs Officer, D2), Jason Fong (Legislative Affairs Officer, D7), Chloe Wong (D1), Linda Ye (D4), Helen Cisneros (D5), Galicia Stack Lozano (D8), Skylar Dang (D9), Adrianna Faagau-Noa (D10), Imaan Ansari (D11), Valentina Alioto-Pier (Mayoral), Isabella T. Perez (Mayoral), Aryelle Lampkins (Mayoral), Joselyn Marroquin (Mayoral).

Present: Ewan Barker Plummer, Gabbie Listana, Téa Lonné Amir, Kelly Wu, Allister Adair, Jason Fong, Chloe Wong, Linda Ye, Helen Cisneros, Galicia Stack Lozano, Skylar Dang, Adrianna Faagau-Noa, Imaan Ansari, Valentina Alioto-Pier, Isabella T. Perez, Aryelle Lampkins, Joselyn Marroquin.

Absent: Adrianna Faagau-Noa (excused).

Tardy: Isabella T. Perez, Jason Fong, Helen Cisneros, Chloe Wong.

The San Francisco Youth Commission met in-person with remote access on January 13, 2024, with Chair Barker Plummer presiding.

1. Call to Order and Roll Call for Attendance

Chair Barker Plummer called the meeting to order at 10:30am.

On the call of the roll:

Roll Call Attendance: 12 present, 5 absent.

Chloe Wong absent



Allister Adair present
Kelly Wu present
Linda Ye present
Helen Cisneros absent
Gabbie Listana present
Jason Fong absent
Galia Stack Lozano present
Skylar Dang present
Adrianna Faagau-Noa absent
Imaan Ansari present
Valentina Alioto-Pier present
Isabella T. Perez absent
Aryelle Lampkins present
Joselyn Marroquin present
Téa Lonné Amir present
Ewan Barker Plummer present

A quorum of the Commission was present.

2. Communications

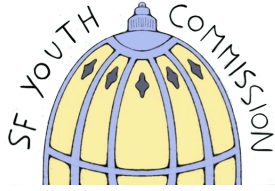
Alondra Esquivel Garcia, Director of the SFYC, shared communications and meeting announcements with Commissioners.

3. Approval of Agenda (Action Item)

Officer Wu, seconded by Officer Adair, motioned to approve the January 13, 2024 full Youth Commission meeting agenda. No discussion. No public comment. The motion carried by the following voice vote:

Voice Vote: 12 ayes, 5 absent.

Chloe Wong absent
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros absent
Gabbie Listana aye
Jason Fong absent
Galia Stack Lozano aye
Skylar Dang aye



Adrianna Faagau-Noa absent

Imaan Ansari aye

Valentina Alioto-Pier aye

Isabella T. Perez absent

Aryelle Lampkins aye

Joselyn Marroquin aye

Téa Lonné Amir aye

Ewan Barker Plummer aye

Action: Agenda Approved.

4. Public Comment on matters not on Today's Agenda (2 minutes per comment)

No public comment.

5. Basic Needs Training (discussion item)

Specialist Zhan conducted a training on basic needs, specifically focused on how youth are able to meet their basic needs across San Francisco. Commissioners were asked by Specialist Zhan where a variety of needs fall on Maslow's Hierarchy of Needs.

Commissioner Perez entered the meeting at 10:38am. Officer Fong entered the meeting at 10:46am. Commissioner Cisneros entered the meeting at 10:53am. Commissioner Wong entered the meeting at 10:55am.

6. Media Training (discussion item)

Specialist Zhan conducted a training on the most important information to know when interacting or being interviewed by the media or a reporter. Director Esquivel Garcia and Specialist Ochoa performed examples of interactions between a Youth Commissioner and a media reporter.

7. Interacting with Constituents Workshop (discussion item)

Specialist Zhan conducted a training on the most important information to know when interacting with a constituent. Director Esquivel Garcia and Specialist Ochoa performed examples of interactions between a Youth Commissioner and a constituent.

At 12:10pm, Chair Barker Plummer called for a lunch recess until 1:00pm. Chair Barker Plummer called the meeting back to order at 1:10pm.



8. Advocacy 101 Training (discussion item)

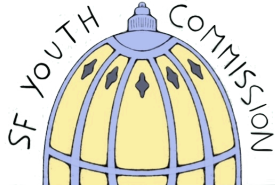
Director Esquivel Garcia and Specialist Ochoa conducted a training on some important information to know when advocating for a specific issue or idea. Commissioners then did a group activity to fill out a worksheet on how to build an advocacy campaign for the Youth Commission's 2024 Budget & Policy Priorities.

9. Announcements (this includes Community Events)

No announcements.

10. Adjournment

There being no further business on the agenda, the full Youth Commission adjourned at 1:57pm.



City and County of San Francisco YOUTH COMMISSION

MINUTES

Sunday, January 14, 2024
10:00 a.m.

IN-PERSON MEETING & RETREAT with REMOTE ACCESS via Webex
Southeast Community Center, 1550 Evans Ave, San Francisco, CA 94124

Members: Ewan Barker Plummer (Chair, Mayoral), Gabbie Listana (Vice Chair, D6), Téa Lonné Amir (Comms & Outreach Officer, Mayoral), Kelly Wu (Comms & Outreach Officer, D3), Allister Adair (Legislative Affairs Officer, D2), Jason Fong (Legislative Affairs Officer, D7), Chloe Wong (D1), Linda Ye (D4), Helen Cisneros (D5), Galicia Stack Lozano (D8), Skylar Dang (D9), Adrianna Faagau-Noa (D10), Imaan Ansari (D11), Valentina Alioto-Pier (Mayoral), Isabella T. Perez (Mayoral), Aryelle Lampkins (Mayoral), Joselyn Marroquin (Mayoral).

Present: Ewan Barker Plummer, Gabbie Listana, Kelly Wu, Allister Adair, Jason Fong, Chloe Wong, Linda Ye, Galicia Stack Lozano, Skylar Dang, Imaan Ansari, Valentina Alioto-Pier, Isabella T. Perez, Aryelle Lampkins, Joselyn Marroquin.

Absent: Adrianna Faagau-Noa (excused), Téa Lonné Amir (excused).

Tardy: Helen Cisneros.

The San Francisco Youth Commission met in-person with remote access on January 14, 2024, with Chair Barker Plummer presiding.

1. Call to Order and Roll Call for Attendance

Chair Barker Plummer called the meeting to order at 10:32am.

On the call of the roll:

Roll Call Attendance: 15 present, 2 absent.

Chloe Wong present
Allister Adair present



Kelly Wu present
Linda Ye present
Helen Cisneros absent
Gabbie Listana present
Jason Fong present
Galia Stack Lozano present
Skylar Dang present
Adrianna Faagau-Noa absent
Imaan Ansari present
Valentina Alioto-Pier present
Isabella T. Perez present
Aryelle Lampkins present
Joselyn Marroquin present
Téa Lonné Amir present
Ewan Barker Plummer present

A quorum of the Commission was present.

2. Communications

Joy Zhan, Youth Development Specialist of the SFYC, shared communications and meeting announcements with Commissioners.

3. Approval of Agenda (Action Item)

Commissioner Ye, seconded by Officer Fong, motioned to approve the January 14, 2024 full Youth Commission meeting agenda. No discussion. No public comment. The motion carried by the following voice vote:

Voice Vote: 15 ayes, 2 absent.

Chloe Wong aye
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros absent
Gabbie Listana aye
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent



Imaan Ansari aye
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir aye
Ewan Barker Plummer aye

Action: Agenda Approved.

4. Public Comment on matters not on Today's Agenda (2 minutes per comment)

No public comment.

5. Budget and Policy Priorities Working Session (discussion item)

Commissioners in committee working groups to focus on putting together their 2024 Budget and Policy Priorities alongside Youth Commission staff.

Commissioner Cisneros entered the meeting at 10:46am. At 12:34pm, Chair Barker Plummer called for a lunch recess until 1:15pm. Chair Barker Plummer called the meeting back to order at 1:18pm. Officer Lonné Amir left the meeting at 1:40pm.

6. Announcements (this includes Community Events)

Chair Barker Plummer informed the full Youth Commission of upcoming important deadlines regarding the Budget and Policy Priorities. Commissioner Ye announced that there will be a "Stop the Violence" by United Playaz and West Bay, and the information will be sent out to commissioners today.

Commissioner Perez, seconded by Commissioner Ye, motioned to excuse Commissioner Faagau-Noa for their absence on both January 13th and January 14th. The motion was carried by the following roll call vote:

Voice Vote: 15 ayes, 2 absent.

Chloe Wong aye
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye



Gabbie Listana aye
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari aye
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir absent
Ewan Barker Plummer aye

Action: Commissioner Faagau-Noa's absence is excused for the January 13, 2024 and January 14, 2024 full Youth Commission meetings.

Officer Wu, seconded by Officer Adair, motioned to excuse Officer Lonné Amir. The motion was carried by the following voice vote:

Voice Vote: 15 ayes, 2 absent.

Chloe Wong aye
Allister Adair aye
Kelly Wu aye
Linda Ye aye
Helen Cisneros aye
Gabbie Listana aye
Jason Fong aye
Galia Stack Lozano aye
Skylar Dang aye
Adrianna Faagau-Noa absent
Imaan Ansari aye
Valentina Alioto-Pier aye
Isabella T. Perez aye
Aryelle Lampkins aye
Joselyn Marroquin aye
Téa Lonné Amir absent
Ewan Barker Plummer aye

Action: Officer Lonné Amir's absence is excused for the January 14, 2024 full Youth Commission meeting.



7. Adjournment

There being no further business on the agenda, the full Youth Commission adjourned at 2:01pm.

BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco, CA 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: Youth Commission

FROM: John Carroll, Assistant Clerk,
Land Use and Transportation Committee

DATE: January 16, 2024

SUBJECT: REFERRAL FROM BOARD OF SUPERVISORS

The Board of Supervisors has received the following, which at the request of the Youth Commission is being referred 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. 240017

Ordinance requiring that the new Public Library branch serving the Oceanview, Merced Heights, Ingleside, and Lakeview neighborhoods be built on the City-owned parcel of land at 100 Orizaba Avenue, subject to environmental review, required approvals, and other applicable laws; and prohibiting the expenditure of City funds to explore, pursue, or plan construction of a new Public Library branch serving those neighborhoods at any alternate location, except as required by the environmental review process, required approvals, or other applicable laws.

Please return this cover sheet with the Commission's response to John Carroll, Assistant Clerk, Land Use and Transportation Committee at john.carroll@sfgov.org.

RESPONSE FROM YOUTH COMMISSION Date: _____

_____ **No Comment**

_____ **Recommendation Attached**

Chairperson, Youth Commission

[Site for New Library Branch for Oceanview, Merced Heights, Ingleside, and Lakeview Neighborhoods]

Ordinance requiring that the new Public Library branch serving the Oceanview, Merced Heights, Ingleside, and Lakeview neighborhoods be built on the City-owned parcel of land at 100 Orizaba Avenue, subject to environmental review, required approvals, and other applicable laws; and prohibiting the expenditure of City funds to explore, pursue, or plan construction of a new Public Library branch serving those neighborhoods at any alternate location, except as required by the environmental review process, required approvals, or other applicable laws.

NOTE: **Unchanged Code text and uncoded 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 ~~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. Background and Findings.

(a) An October 10, 2019 Memorandum from the City Librarian to the Library Commission detailed the following: At the Library Commission meetings of April 18 and July 18, 2019, Library staff provided updates on Branch Capital Projects, which included information about a series of community meetings with Oceanview neighborhood residents regarding the prospective renovation of the Oceanview Branch Library. Three community meetings in February and March 2019 yielded valuable feedback regarding residents' level of support for and concerns about renovating the existing Oceanview Branch Library facility. Community members shared that the existing building had numerous deficiencies including:

1 very limited space for physical collections, lack of adequate seating and study tables, lack of a
2 designated area for teens, lack of spaces for individual or group study, and an inadequate
3 meeting room that is unable to accommodate attendees of library events. Community
4 members expressed serious reservations about the efficacy of renovating the existing space
5 to address the community's needs for library services. Oceanview residents strongly
6 conveyed the need for a new library branch to be constructed at a new location to serve their
7 growing population, and to address the historical inequity in the level of library services
8 available to residents in their area of the City as compared to other areas. With support from
9 the District 11 Supervisor to identify City-owned property in the neighborhood, the Library
10 partnered with the Department of Public Works to draft a Site Feasibility Report for
11 undeveloped land parcels along Brotherhood Way. A copy of the October 10, 2019
12 Memorandum is on file with the Clerk of the Board of Supervisors in File No. _____.

13 (b) Library staff presented an Oceanview Branch Library Site Feasibility Report for
14 undeveloped land parcels along Brotherhood Way at the October 17, 2019 Library
15 Commission meeting. A Public Works architect also discussed the Site Feasibility Report at
16 the meeting. The presentation and discussion included details on the viability of different
17 potential sites, and a range of preliminary cost estimates for building construction. This
18 information informed the Commission's consideration of additional budget allocations for the
19 Oceanview Branch Library project as part of the Fiscal Years 2021-2022 and FY 2022-2023
20 budget process. A copy of the Site Feasibility Report and minutes from the October 17, 2019
21 Library Commission meeting are on file with the Clerk of the Board of Supervisors in File No.
22 _____.

23 (c) The Department of Public Works, in a letter dated May 21, 2021 to the Library,
24 presented a "Memorandum of Understanding for the Proposal of Architectural Services for the
25 Oceanview Branch Library, Concept Design & Preliminary Planning Application" (MOU) for a

1 potential new library building to replace the existing Oceanview Branch Library. The MOU
2 assumed that the project will be the development of the site boundary approximately
3 comprising the site "Option D" as depicted in the Oceanview Branch Library Site Feasibility
4 Report. In the letter, Public Works defined the assumed site boundary in a dimensioned
5 drawing as part of this project. A copy of the Public Works letter is on file with the Clerk of the
6 Board of Supervisors in File No. _____.

7 (d) The Planning Department issued a Preliminary Project Assessment on April 28,
8 2022 for Public Works Case No. 2022-001023PPA that provided feedback regarding the
9 project at 100 Orizaba Avenue, located at Block/Lot 7136/060, on an approximately 31,620
10 square foot lot currently designated as public open space. A copy of the Planning Department
11 Preliminary Project Assessment is on file with the Clerk of the Board of Supervisors in File No.
12 _____

13 (e) The Library conducted three publicly-noticed community meetings on June 8, 9,
14 and 11, 2022 to gather community input on the Preliminary Project Assessment findings. The
15 meetings were held virtually, and also in person at 446 Randolph Street and 345 Randolph
16 Street. Community members expressed concerns about traffic safety and expressed an
17 overall consensus in favor of the recommended location at 100 Orizaba Avenue, at Block/Lot
18 7136/060.

19 (f) The San Francisco Municipal Transportation Agency (SFMTA) in a letter dated
20 February 28, 2023 to the District 11 Supervisor, described SFMTA's conceptual planning for
21 improvements to the intersection of Brotherhood Way, Alemany Boulevard, Sagamore Street,
22 and Orizaba Avenue, and adjacent roadways. Because of the intersecting roadways, multiple
23 travel lanes on many approaches, and unusual geometry, the SFMTA's letter noted that the
24 current street configuration could be modified for improved pedestrian access and safety to
25 the Brotherhood Way Open Space, and improved general pedestrian and traffic safety.

1 Implementation of these improvements would require dedicated funding, which was not
2 identified at the time of SFMTA's letter. The letter noted that funding, planning, and
3 implementation of street improvements can be fully independent of any adjacent land use
4 changes, including potential siting of a San Francisco Public Library branch nearby. A copy of
5 the SFMTA letter is on file with the Clerk of the Board of Supervisors in File No.
6 _____.

7
8 (g) Following a lack of commitment from the Library to move forward with the 100
9 Orizaba Avenue location at the Board of Supervisors' Budget and Appropriations Committee
10 hearings on June 16 and June 23, 2023, the Budget and Appropriations Committee put
11 funding for the construction of the new Library branch on reserve for Fiscal Years 2023-2024
12 and 2024-2025.

13 Section 2. Location of New Public Library Branch Serving Oceanview, Merced
14 Heights, Ingleside, and Lakeview Neighborhoods on City-Owned Parcel at 100 Orizaba
15 Avenue.

16 (a) Subject to the budget and fiscal provisions of the Charter, planning approvals,
17 environmental review under the California Environmental Quality Act, further regulatory and
18 City approvals as required by law, and any other applicable laws, the City-owned parcel No.
19 7136/060, located at 100 Orizaba Avenue at the intersection of Orizaba Avenue and
20 Brotherhood Way, shall be used as the location for a new Public Library branch serving the
21 Oceanview, Merced Heights, Ingleside and Lakeview Neighborhoods.

22 (b) The Public Library, Department of Public Works, Planning Department, and Real
23 Estate Division shall not expend any City funds to design, plan, perform environmental review
24 of, or implement a new Public Library branch serving the Oceanview, Merced Heights,
25 Ingleside, and Lakeview neighborhoods at any location other than parcel No. 7136/060, the

1 adjacent parcel No. 7135/045, and the adjacent right of way. Neither this subsection (b) nor
2 any other provision of this ordinance shall preclude the City from considering alternative
3 locations as part of the environmental review process, if needed.

4 (c) This ordinance does not constitute an approval of the construction of a new Library
5 branch serving the Oceanview, Merced Heights, Ingleside, and Lakeview neighborhoods. The
6 City retains its full discretion to approve, disapprove, or modify the Library branch proposal,
7 including but not limited to the adoption of mitigation measures, project alternatives, or not
8 moving forward with the project, as required by the environmental review process under the
9 California Environmental Quality Act, the budget and fiscal provisions of the Charter, planning
10 approvals, further regulatory and City approvals as required by law, or any other applicable
11 laws.

12
13 Section 3 Effective Date. This ordinance shall become effective 30 days after
14 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
15 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
16 of Supervisors overrides the Mayor's veto of the ordinance.

17
18 APPROVED AS TO FORM:
19 DAVID CHIU, City Attorney

20 By: /s/
21 JON GIVNER
22 Deputy City Attorney

23 n:\legana\as2024\2400229\01728124.docx

LEGISLATIVE DIGEST

[Site for New Library Branch for Oceanview, Merced Heights, Ingleside, and Lakeview Neighborhoods]

Ordinance requiring that the new Public Library branch serving the Oceanview, Merced Heights, Ingleside, and Lakeview neighborhoods be built on the City-owned parcel of land at 100 Orizaba Avenue, subject to environmental review, required approvals, and other applicable laws; and prohibiting the expenditure of City funds to explore, pursue, or plan construction of a new Public Library branch serving those neighborhoods at any alternate location, except as required by the environmental review process, required approvals, or other applicable laws.

Existing Law

Existing law does not address the location of a new Public Library branch serving the Oceanview, Merced Heights, Ingleside, and Lakeview neighborhoods. The construction of a new Public Library branch is generally governed by the California Environmental Quality Act; the budget and fiscal provisions or the Charter; planning, regulatory, and other required City approvals; and other applicable laws.

Amendments to Current Law

This is an uncodified ordinance that would require the new Public Library branch serving the Oceanview, Merced Heights, Ingleside, and Lakeview neighborhoods be built on the City-owned parcel of land at 100 Orizaba Avenue, subject to environmental review, required approvals, and other applicable laws; and prohibiting the expenditure of City funds to explore, pursue of plan construction of a new Public Library branch serving those neighborhoods at any alternate location, except as required by the environmental review process, required approvals, or other applicable laws.

Background Information

In early 2019, during community meetings with Oceanview neighborhood residents regarding the prospective renovation of the Oceanview Branch Library facility, community members expressed concern with the shortcomings of the existing facility, and reservations about the efficacy of renovating the existing facility to address the community's needs for library services. Oceanview residents conveyed the need for a new library branch to be constructed at a new location to serve their growing population. Following those community meetings, the Library partnered with the Department of Public Works to prepare a Site Feasibility Report for the construction of a new Library branch at 100 Orizaba Avenue, on an approximately 31,620 square foot lot currently designated as public open space. In April 2022, the Planning

Department issued a Preliminary Project Assessment for the project at 100 Orizaba Avenue. During community meetings in June 2022, community members supported the construction of a new Public Library branch at the recommended location at 100 Orizaba Avenue. This ordinance requires the use of the location at 100 Orizaba Avenue for the construction of a new Public Library branch for the Oceanview, Merced Heights, Ingleside, and Lakeview Neighborhoods, and prohibits the expenditure of City funds to explore alternative locations, unless required by, and subject to, the environmental review process, required approvals, or other applicable laws. This ordinance does not constitute an approval of the Library branch proposal, and the City retains its discretion to approve, disapprove, or modify the proposal, as required by the environmental review process and other applicable laws.

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Ocean View Library Site Feasibility Report

October 17, 2019



San Francisco Public Library
OCEAN VIEW BRANCH LIBRARY
LIBRARY COMMISSION MEETING | 10.17.2019



San Francisco Public Library

Branch Capital Projects Feasibility Study (Jan-Feb 2018)

Ocean View Findings

- Building size is small for community needs
- Program room is too small and inflexible
- Building not easily recognized as a library
- Teen area insufficient
- Service areas difficult to oversee
- Current site limits renovation and/or expansion

Community Engagement

- Conversations with Community Leaders (Jan-Mar 2019)
- Surveys of Community Members (ongoing)
- Community Meetings
 - February 20, 2019
 - March 9, 2019
 - March 12, 2019

Ocean View Residents' Feedback

- Very limited space for physical collections
- Lack of adequate seating and study tables
- Lack of a defined area for teens
- Lack of spaces for individual or group study
- Meeting room unable to accommodate attendees of library events

Community Engagement Outcomes

- The Ocean View community stressed that a renovation has several limitations
- Residents also stated their desire for a new, much larger Ocean View Branch
- District 11 Supervisor Safai supports a new branch and identified a prospective site on Brotherhood Way

Site Feasibiliity Report

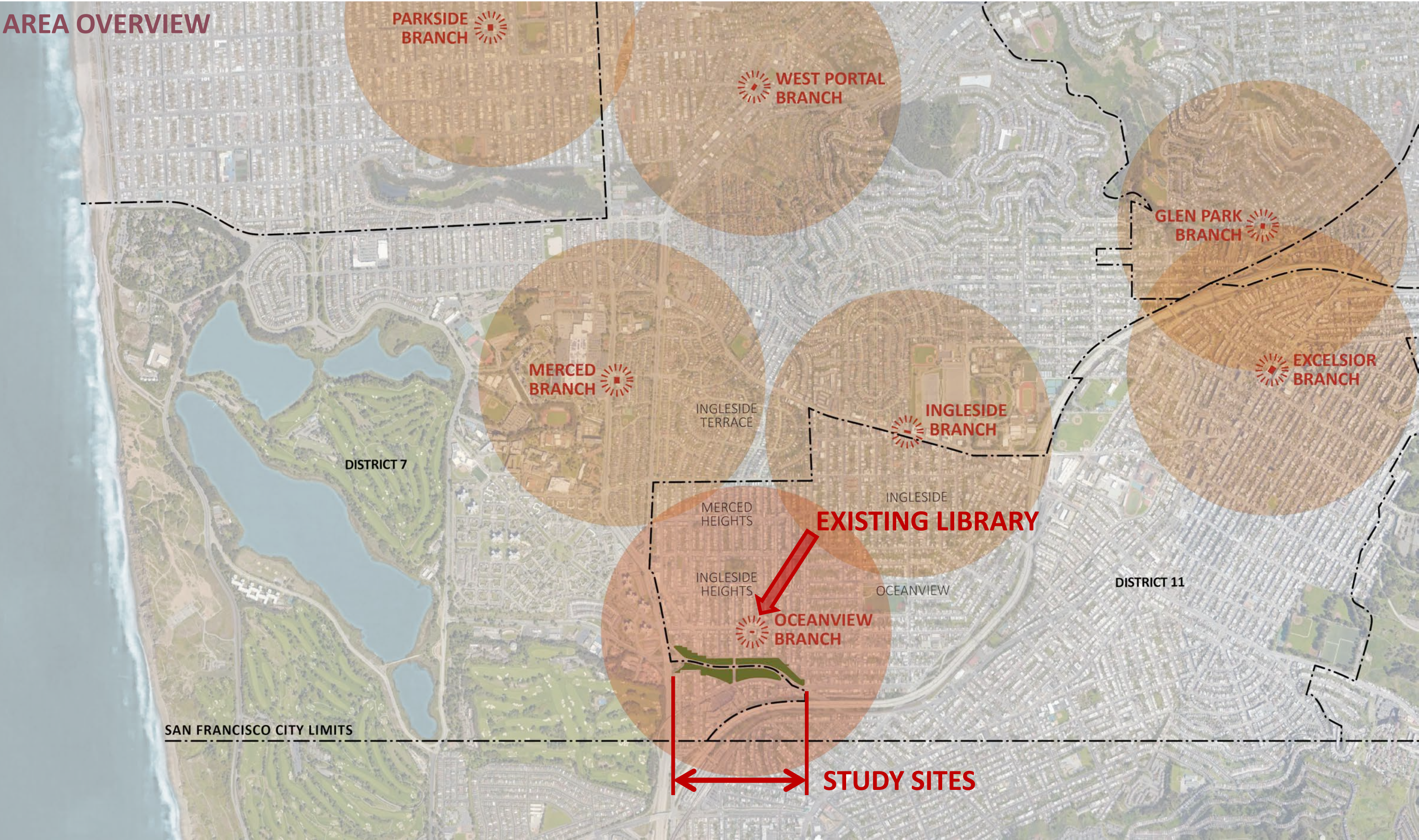
Site feasibility study, July – September 2019:

- Brotherhood and Head Mini-park initial site

Alternative sites, September – October 2019:

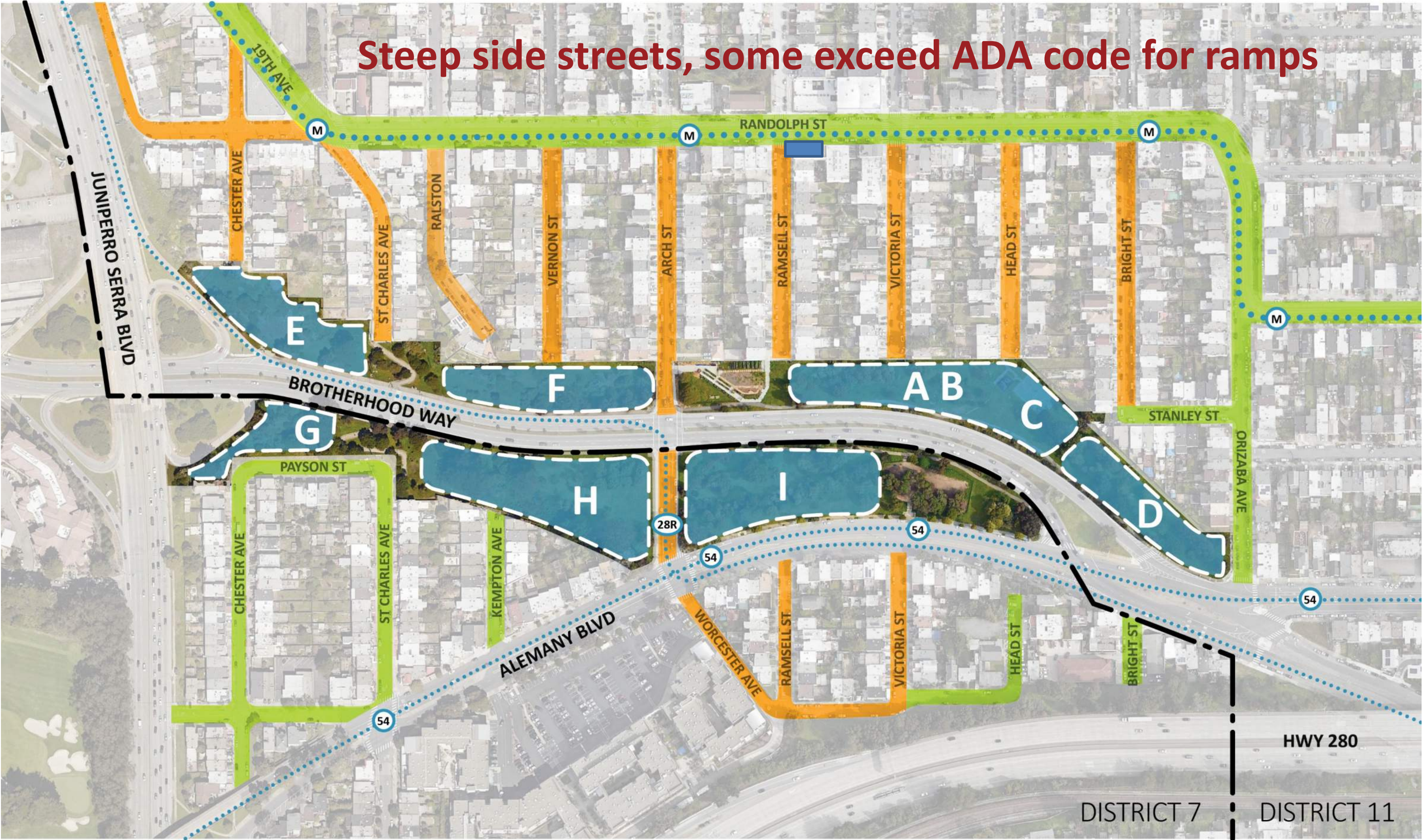
- Site study expanded to include adjacent sites

AREA OVERVIEW





Steep side streets, some exceed ADA code for ramps



MEZZANINE		GSF	2674		
NAME		CURRENT		PROPOSED	Δ
		NSF		NSF	
COMPUTER LAB		650		0	-650
READING AREA/ MULTI USE		0		712	712
STAFF-LOUNGE		232		316	84
CONFERENCE ROOM/STORAGE		347		0	-347
TUTORING AREA		67		0	-67
RESTROOM-STAFF		70		0	-70
CORRIDOR/CIRCULATION		218		0	-218
STAIRS		370		316	-54
ELEVATOR		100		50	-50
TOTAL NSF		2054		1394	-660

ROOF		GSF	5440		
NAME		CURRENT		PROPOSED	Δ
		NSF		NSF	
OPEN SPACE		1228		1207	-21
PROGRAM ROOM/MULTI USE		0		0	0
MECHANICAL		1331		1352	21
STAIRS		124		124	0
ELEVATOR		50		50	0
ELEVATOR MACHINE ROOM		61		61	0
TOTAL NSF		2794		2794	0

Figure Ground Studies





Level 1- Proposed



Level 2-Proposed



Mezzanine-Proposed

Preliminary Scope:

- Optimize service points
- Provide flexible community room
- Increase square footage with addition
- Restore original entrance and main stairs
- Improve circulation and transparency
- Upgrade and add restrooms
- Replace building mechanical systems.

Scheme-A

Level 1



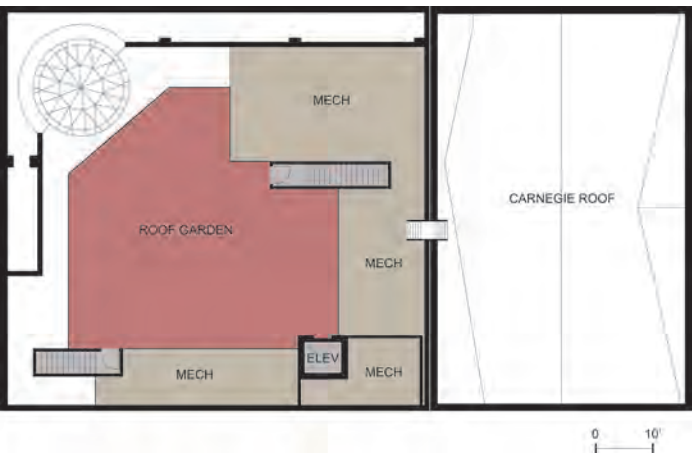
Level 2



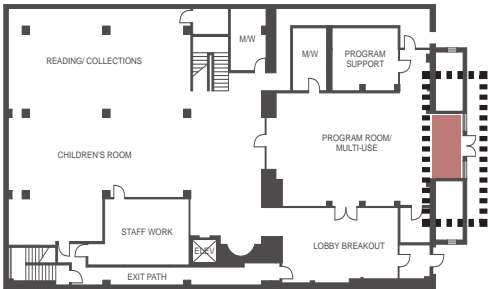
Mezzanie



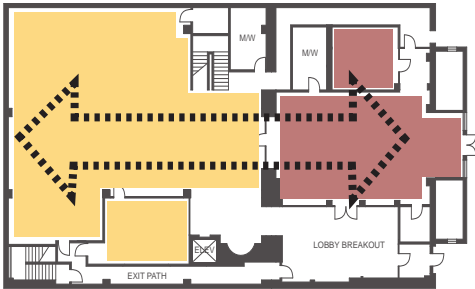
Roof



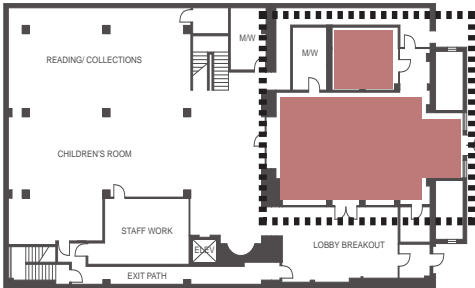
Ground



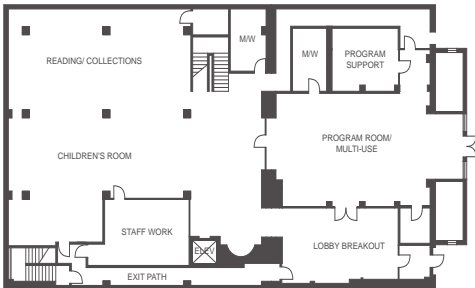
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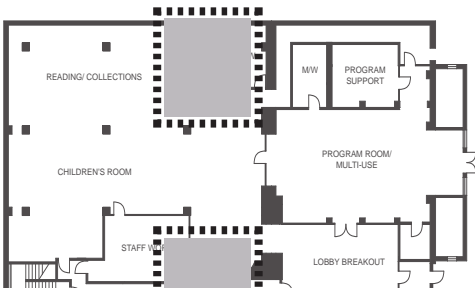
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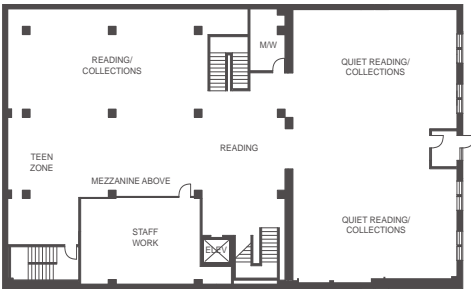


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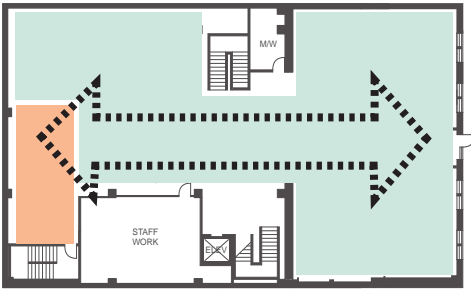


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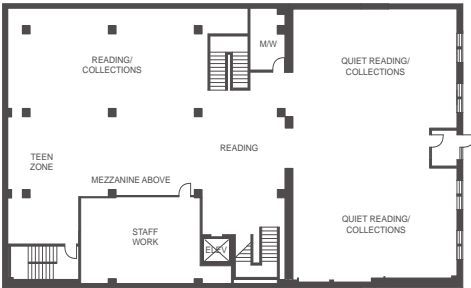
Main



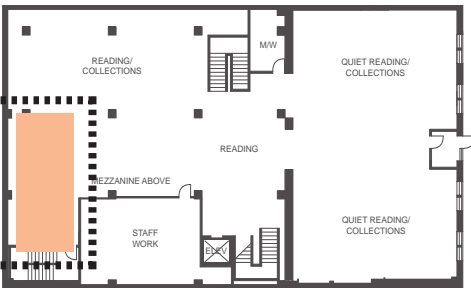
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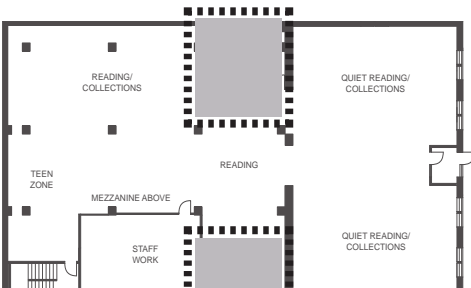
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0 10'



0 10'



0 10'

Reopen Historic Entry

Visual Transparency

Expanded/Flexible Program Room

Dedicated Teen Area

Clear Wayfinding
(Single Elevator & Stair)

Scheme-B

Level 1



Level 2

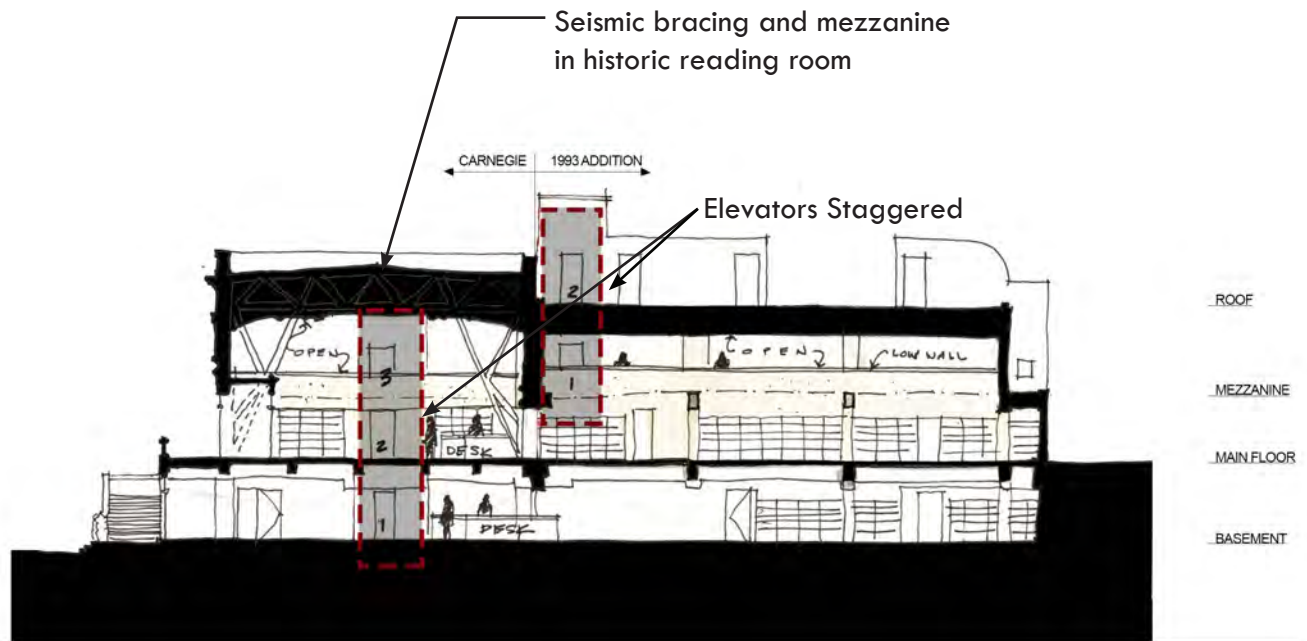


Mezzanie

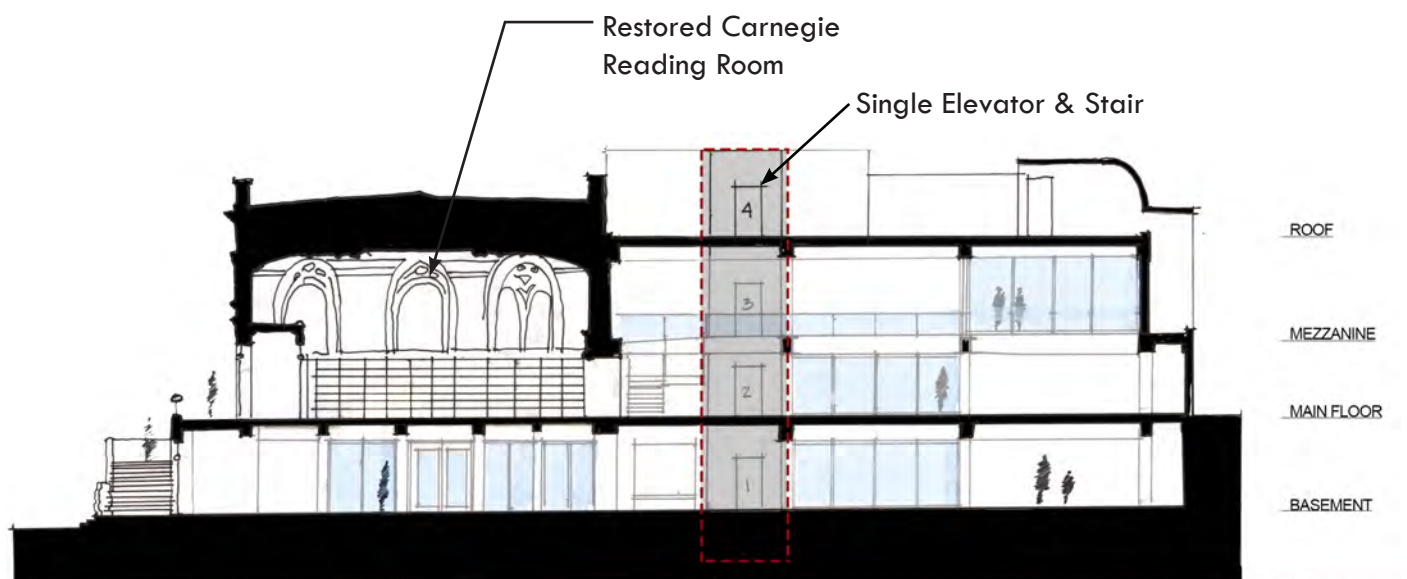


Roof





Section - Existing



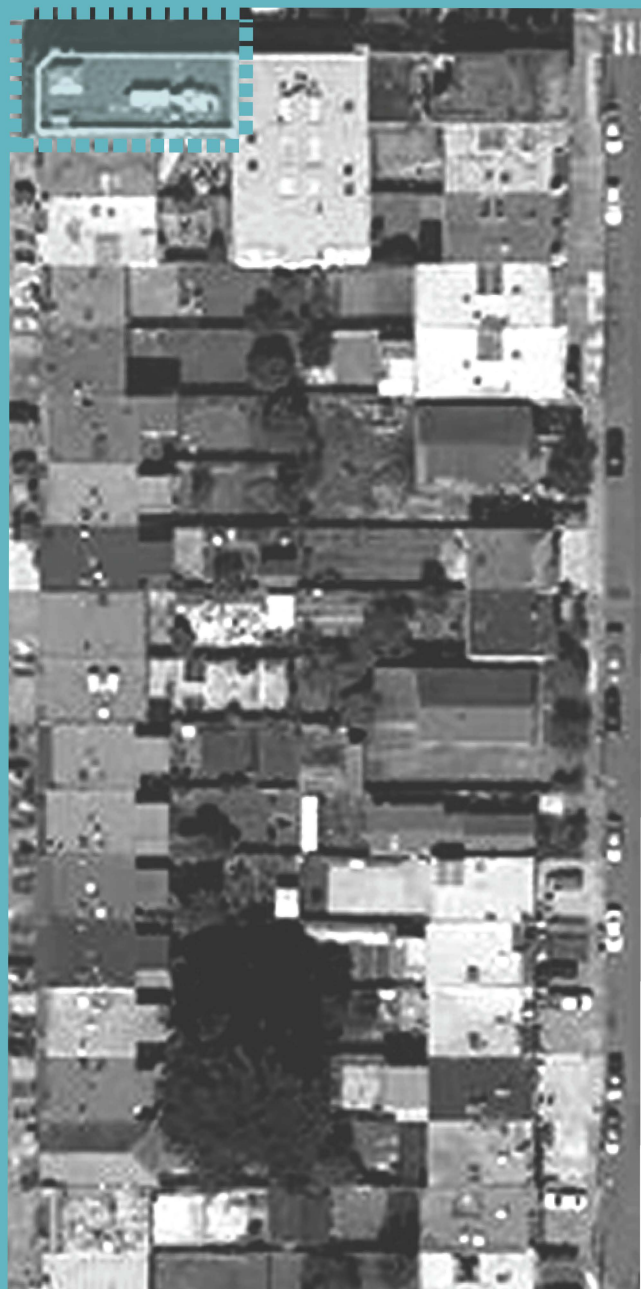
Section - Concept



RAMSELL STREET



RANDOLPH STREET





OCEAN VIEW

345 Randolph St, San Francisco, CA 94132

Ocean View Branch Library was the 15th branch established in the San Francisco Public Library system. The first Ocean View Branch Library opened in 1903 on Broad Street near the corner of Capitol Avenue. The new Ocean View Branch Library, at 345 Randolph Street, was opened on June 7, 2000. It was the first branch building to be built in San Francisco since 1969. The San Francisco Bureau of Architecture designed the two-story building. The cost of the building was \$2.5 million. Private funds were raised for the equipment and furniture within the branch.

Existing



Level 1



Level 2

Ocean View Branch - Built 2000

The Ocean View branch was built new in response to community need in 2000. The building is 4,300 square feet on two stories. It occupies a corner site at Randolph and Ramsell Streets and occupies the entire site. It is ADA compliant and relatively up to date structurally and in terms of building systems. The main entry is in the middle on the long façade on Randolph Street. There is a low-ceilinged basement that houses building utilities and storage. There is a central library circulation and reference desk as you enter the building. There is no library service desk on the second floor. The first floor is relatively open but views across the building are interrupted by tall shelving and a couple of wing walls. The stair to the second floor is enclosed. The first floor houses all of the library collections, and seating of the building

There is a single hydraulic elevator serving both floors. There are two single occupant rest rooms in the building's second floor. One serves public, the other staff. Staff work and break spaces are combined on the second floor and there are numerous service spaces on the second floor which include two telecommunications closets. The second floor is compartmentalized with a long corridor being a primary feature.

The community room is on the second floor and is very popular with usage rivaling libraries much larger than it in terms of number of community events held annually. However, the second floor location means it is not able to be used for after-hours events and the room is too small given the demand. There is no dedicated children's Storytime space.

Ocean View Branch - Building Data

Address	345 Randolph St. San Francisco, CA 9413
Block/Lot No.	7118/044
Type of Const.	Type V - N
Occupancy Class.	A3 (B in original design)
Building Area	4,300 Sq. Ft.
No. of Stories	2 + partial basement

Ocean View Branch Significant Issues (2000)

- The 4,300 SF building is very small and unable to meet all community needs
- No room for expansion as the building occupies the entire site
- Community Room is in high demand but too small
- Community Room cannot be used for after-hours events due to second floor location
- Second floor is compartmentalized and difficult to oversee
- Second floor computer lab is a particular problem in terms of oversight
- There is no visual connection between first and second floors
- Building is not visually open to street and it is not immediately clear that it is a library
- Teen area is insufficient



LEVEL 1	GSF	2145		
NAME	CURRENT		PROPOSED	
	NSF		NSF	Δ
LOBBY		103	150	47
CORRIDOR/CIRCULATION		250	50	-200
CIRCULATION DESK AREA		90	122	32
NEW BOOKS/HOLDS/DVDS		143	0	-143
COMPUTERS		80	28	-52
STAIRS		239	286	47
ELEVATOR		73	73	0
LOUNGE		0	140	140
ADULT COLLECTIONS/READING AREA		361	361	0
TEEN COLLECTION/READING AREA		140	208	68
CHILDREN'S COLLECTION/READING AREA		319	380	61
	TOTAL NSF	1798	1798	0

LEVEL 2	GSF	2145		
NAME	CURRENT		PROPOSED	
	NSF		NSF	Δ
CORRIDOR/CIRCULATION		230	101	-129
STAIRS		271	286	15
ELEVATOR		73	73	0
STORAGE		102	0	-102
COMPUTER LAB		262	0	-262
CUSTODIAL/MAINTENANCE		79	79	0
TELECOM		44	0	-44
STAFF WORK/LOUNGE		155	326	171
READING/LOUNGE		0	195	195
STORY TELLING		386	0	-386
PROGRAM ROOM/MULTI-USE		0	500	500
RESTROOM-STAFF		55	42	-13
RESTROOM-PUBLIC		55	110	55
	TOTAL NSF	1712	1712	0

Figure Ground Studies

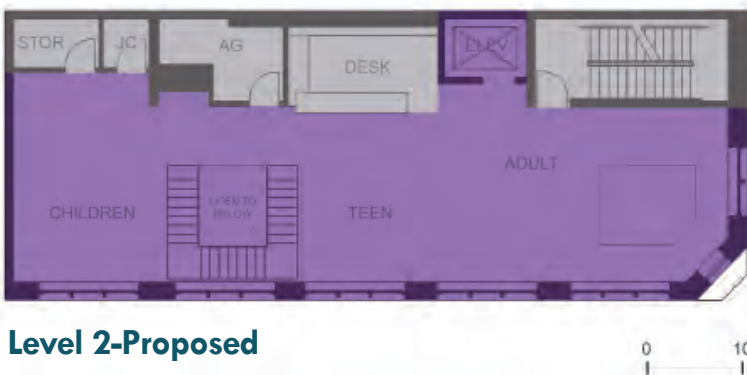
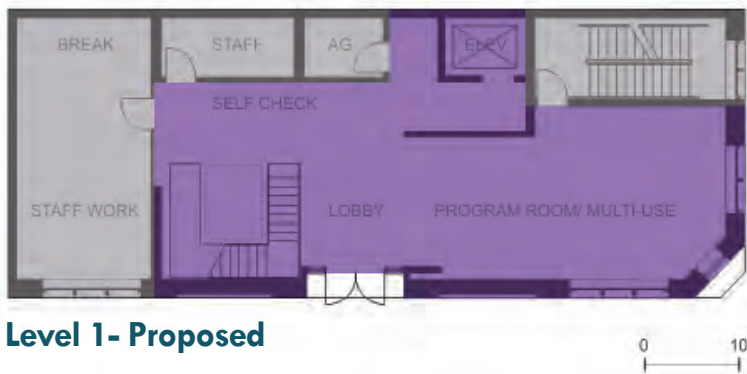
- Private
- Public



Level 1- Existing



Level 2-Existing



Preliminary Scope:

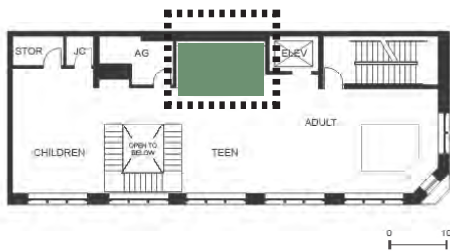
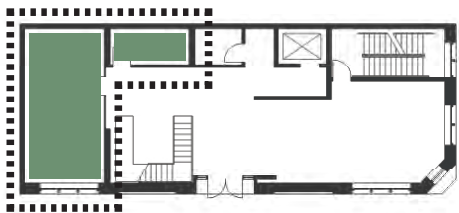
- Optimize service points
- Provide flexible community room
- Increase square footage with addition
- Restore original entrance and main stairs
- Improve circulation and transparency
- Upgrade and add restrooms
- Replace building mechanical systems.

Scheme- A

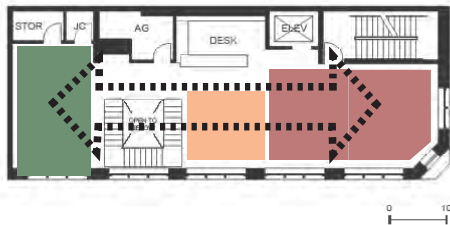
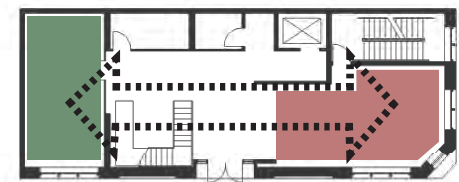


Level 1

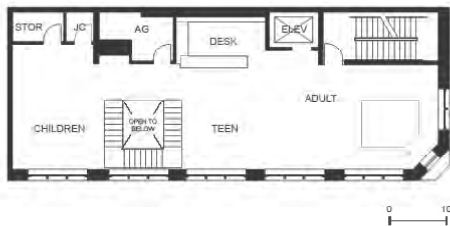
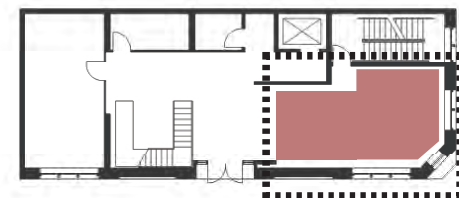
Level 2



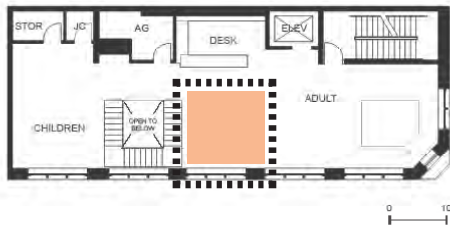
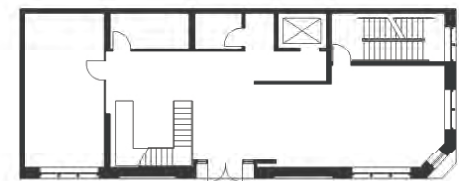
Consolidate Staff Work Areas & Service Points



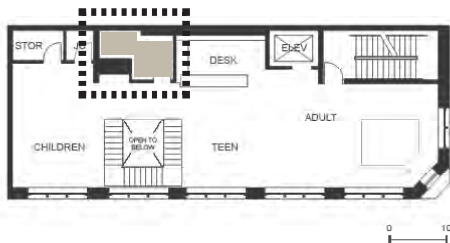
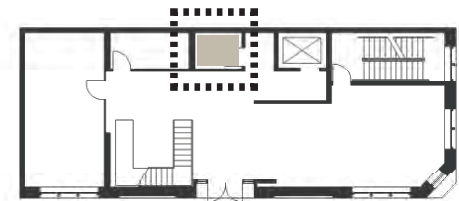
Visual Transparency



Expanded/Flexible Program Room

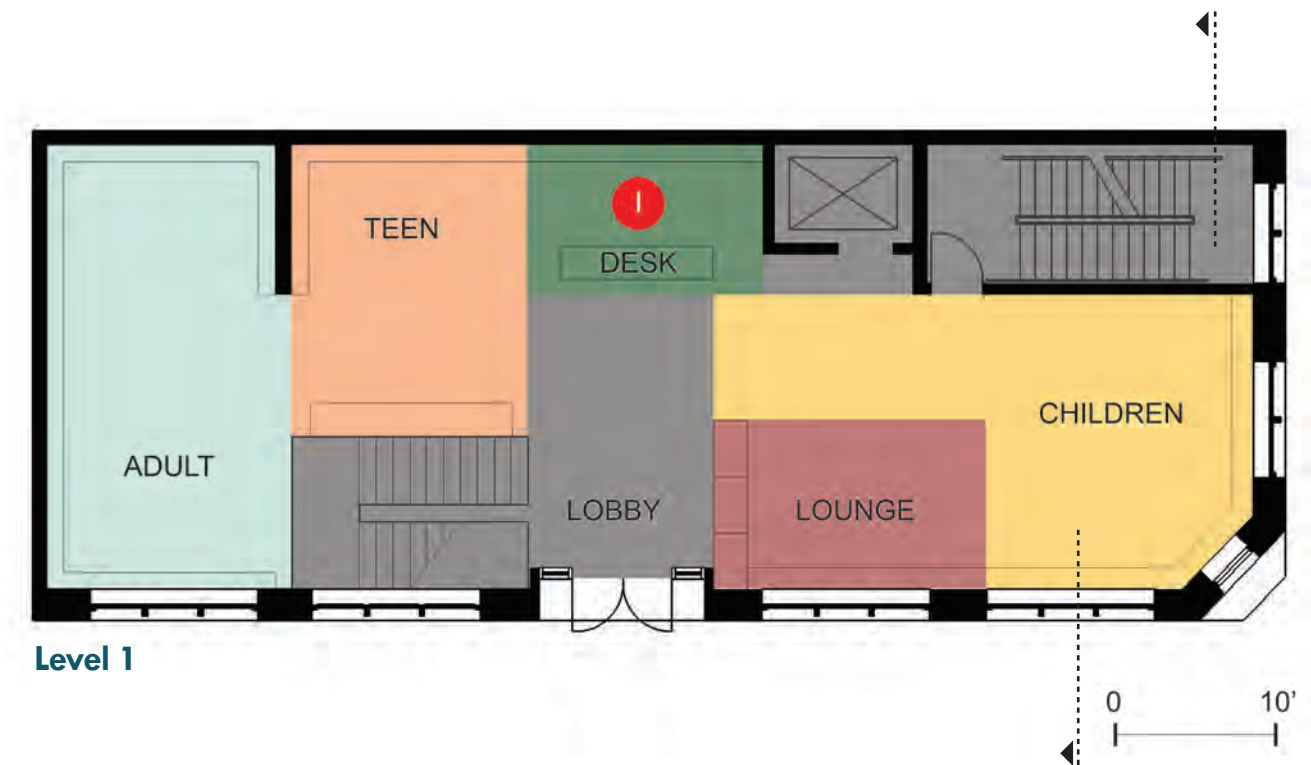


Dedicated Teen Area



Additional Restrooms

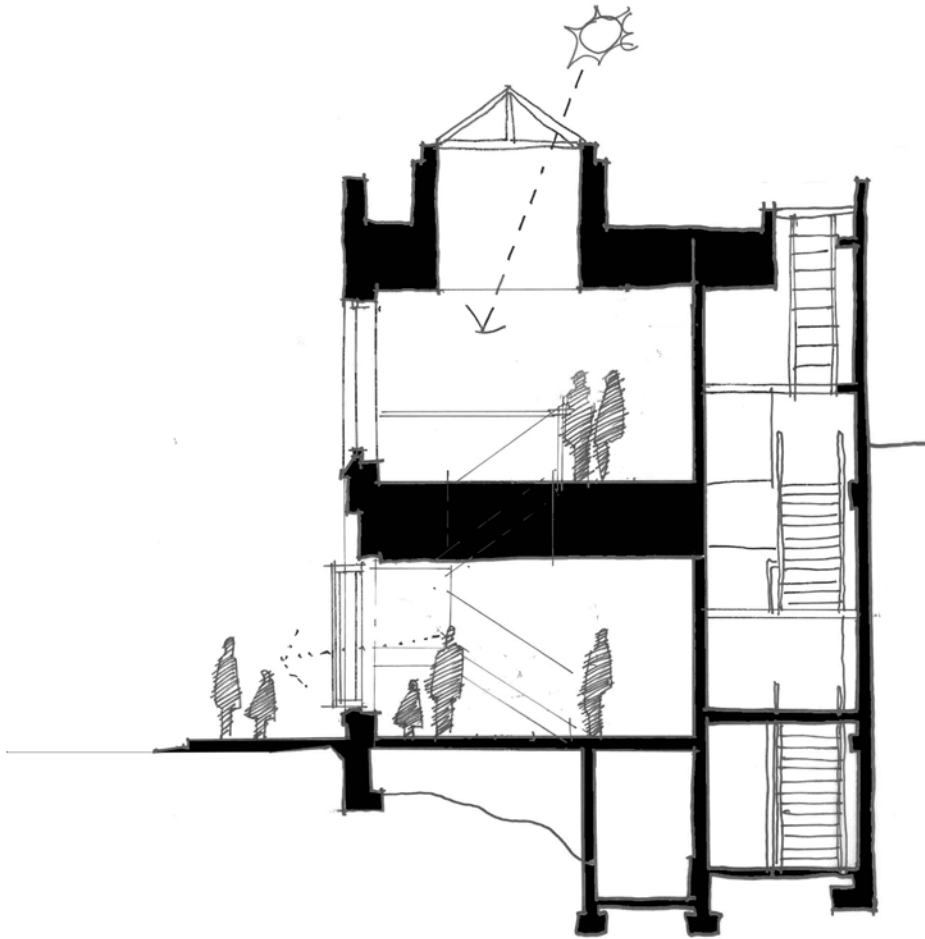
Scheme- B



Level 1



Level 2



Building Section



Facade Studies



MISSION

Structural

Building Description

Located at 3359 24th Street in San Francisco, the Mission Branch Library is a two-story steel and concrete framed building. Originally built circa 1915 and renovated in 1997, the building footprint measures approximately 60 feet by 94 feet. The top of the hip roof measures a maximum of approximately 50 feet above grade. The ground floor is a split level with the Upper Ground Level being 2'-8" higher than the Lower Ground Level.

Opinion of Seismic Performance

Based on our review of existing structural drawings, site visit, simplified calculations, and experience with similar buildings, it is our professional opinion that the Mission Branch Library will experience severe damage during a major seismic event. We anticipate significant damage to the brick infill, especially along the north perimeter along 24th Street. We also anticipate damage to the concrete shear walls including cracking and spalling. Damage to the brick infill could result in dislodging of bricks and pose moderate risk to pedestrians outside and library patrons inside. However, such damage should not pose a collapse hazard of the building as a whole. We anticipate that this damage will be severe and the building may be closed for a lengthy period of time to perform such repairs. Note that detailed calculations or any materials testing was not performed.

Proposed Alterations

The proposed architectural alterations include rebuilding of the previously demolished grand stairway, demolition of a portion of the Main Level slab to accommodate the new stairway, demolition of some concrete shear walls, and a two-story horizontal addition to the west. This work requires a code mandated seismic upgrade of the existing building. The seismic upgrade will not only comply with current code, but enhance the overall seismic building performance. Along with a steel-framed addition with concrete shear walls, we anticipate the addition of shotcrete along the north perimeter wall as part of the seismic remediation work. We anticipate that the addition will be supported on 24-in diameter by 25 feet long CIDH concrete piles.

Electrical

Observations

- The incoming electrical service is 600A at 120/208V, 3-phase, 4 wires. PG&E Electrical Service enters the facility via underground service conduit from the secondary side of an existing pad-mounted PG&E transformer located inside an underground vault adjacent to the library.

- The electrical service terminates at a meter at the main switchboard inside the electrical room. The switchboard sub-feeds distribution panels throughout the facility.

- The switchboard was manufactured by Cutler-Hammer Westinghouse, and were installed around 1998. The distribution panels were manufactured by Challenger.

- The existing indoor lighting control is comprised of wall switches that turn on and off indoor lighting fixtures. Most of the lighting fixtures in the library are recessed 4' x 4' fluorescent fixtures with four T-8 lamps. The emergency fluorescent fixtures contained and charging indicator light and an push-to-test light.

- The existing system-wide fire alarm system was manufactured by Pyrotronics.

- The existing Cerberus fire alarm control panel and VoiceCom voice panel was inside a staff office. Strobes, horn strobes, and smoke detectors were observed to be installed throughout the facility. The fire alarm system is maintained by Cosco Fire Protection.

Evaluations

- The existing switchboard and distribution panels were observed to be in working condition. There was only one spare breaker on the switchboard and there are sufficient spares in the distribution panels to accommodate future loads. To accommodate renovation, all electrical equipment will need to be relocated to a new room. A new service for PG&E will need to be issued.

- The existing lighting fixtures and switches were observed to be in working condition. There were no automatic controls (e.g. occupancy sensors, timer switches, etc.) to automatically control indoor lighting.
- The existing fire alarm system was observed to be in troubled condition. If additional rooms were added to the facility then the existing fire alarm panel may need to be replaced suffice (replacement parts for the existing fire alarm system may be difficult to find since Pyrotronics is now discontinued and owned by Siemens).

Mechanical & Plumbing

Summary

The HVAC equipment was installed in 1997, the same time as the last major renovation at this branch. An indoor gas fired heating and ventilation unit was installed in a “confined space” to provide heating to the entire library & it appears to be in good working condition.

Both of the split ACU's installed for the Children's Reading Rooms use R-22 refrigerant which is detrimental to the ozone and due to be phased out in 2020.

Architectural layout proposed may allow the Program/Flex Room to re-use the ductwork system but air distribution will need to be rebalanced to provide adequate fresh air (this will also depend on the ceiling heights).

CHINATOWN

Structural

Building Description

Located at 1135 Powell Street in San Francisco, the Chinatown Branch Library is a one-story steel and concrete framed building with a mezzanine and full basement. Originally built circa 1921, the original T-shaped building had an overall footprint that measured approximately 45 feet by 74 feet. A exterior grand stairway is located at the eastern frontage. Circa 1994, an extensive renovation, including demolition of the stem of the T at the west, seismic retrofit of the remainder of the original building, addition of a mezzanine, and a horizontal addition to the west, resulted in the library expanding to its current building footprint of approximately 118 feet by 69 feet.

Original 1921 Construction

The original one-story 1921 structure was an unreinforced masonry (URM) bearing wall building supported on a concrete basement. The roof structure was constructed with straight sheathing supported on timber trusses that spanned over the main floor resulting in no interior columns. The main floor was a concrete slab supported on concrete beams and girders, and concrete walls and columns below. The walls and columns are supported on isolated and continuous concrete footings.

1994 Renovation

The 1994 renovation was extensive and included demolition of a portion of the original 1921 building, seismic retrofit of the original URM bearing wall building, addition of a steel-framed mezzanine within the original building, and a steel-framed horizontal addition that effectively doubled the size of the original building. While functioning as one building, the horizontal addition is separated from the original building by a 2" seismic gap. The renovation included reprogramming of the library space. The gravity-load-carrying system of the addition comprises concrete fill on metal deck roof and floor slabs supported on steel beams and girders, which in turn are supported by steel columns and isolated concrete footings below.

Opinion of Seismic Performance

Based on our review of existing structural drawings, site visit, and experience with similar buildings, it is our professional opinion that the Chinatown Branch Library will experience moderate damage during a major seismic event. We anticipate moderate damage to the perimeter brick walls, especially at corners of the original 1921 building. We anticipate some damage to the beam-column joints of the steel moment-resisting frame system of the 1994 addition. These beam-column joints are pre-Northridge moment-frame joints which were found to be deficient following the 1994 Northridge Earthquake. We also anticipate damage at the seismic joint due to movement of the two buildings as they pound against each other. This could result in damage to the roof and floor slabs as well as to the façade at the joint. It is our opinion that the building does not pose a significant collapse hazard in the event of a severe earthquake. We anticipate the level of damage to be repairable, but the building may be closed while the repairs are completed. Note that no detailed calculations nor any materials testing was performed.

Proposed Alterations

It does not appear that the proposed architectural alterations, including >>> will trigger a code mandated seismic upgrade. It is not possible for us to determine if the existing steel braces in the main floor of the original 1921 building can be removed at this time. Significant analyses are required to determine the extent of structural alterations required since these are major components of the original retrofit. Given the historic nature of the building, especially with the interior finishes, it may not be possible to remove these braces due to the invasiveness of an alternate strengthening scheme.

Electrical

Observations

- The incoming electrical service is 1000A at 120/208V, 3-phase, 4 wires. PG&E Electrical Service enters the facility via underground service conduit from the secondary side of an existing underground PG&E transformer. A solar panel farm located on the upper roof of the library provides additional power to the facility. There is a separate meter for the solar power. The PG&E electrical service terminates at a meter at the main switchboard inside the electrical room. The switchboard sub-feeds distribution panels throughout the facility.
- The existing indoor lighting control is comprised of wall switches that turn on and off indoor lighting fixtures. Some areas have occupancy sensors. Most of the lighting fixtures in the library are pendant-mounted 1' fluorescent fixtures with custom lengths and 2'x4' surface-mounted fluorescent fixtures.
- The existing system-wide fire alarm system was manufactured by Simplex. The existing 4602 series fire alarm control panel was located inside one of the staff offices. Strobes, horn strobes, and smoke detectors were observed to be installed throughout the facility.
- The fire alarm control panel was missing one of its cover plates labeling.

Evaluations

- The existing switchboard and distribution panels were observed to be in working condition. There are sufficient spares in the distribution panels to accommodate future loads.
- The existing lighting fixtures and switches were observed to be in working condition. There were occupancy sensors in some areas.
- The existing fire alarm system was observed to be in working condition. If additional rooms were added to the facility, then the existing fire alarm panel may need to be replaced to accommodate the additional rooms (i.e. zones).

Mechanical & Plumbing

Summary

Chinatown Library was built in 1914. The current HVAC, Plumbing and Fire Protection systems were installed during its major renovation in 1993. Two AHU's with heating coils and a boiler were installed on the roof. The boiler was then replaced with high efficiency condensing boilers & a Chiller was installed at a later unknown date. The HVAC system works properly and is in fair condition. Overall it has been well maintained, however, the AHU on the roof is starting to show signs of corrosion.

To achieve better indoor quality, we recommend some duct cleaning to address black soot that was expelled from ductwork in some areas.

The architectural layout proposes changes to the basements existing Display and Community Room to a Program/Multi Use Room. In general, these changes will not have a major impact on the HVAC, plumbing or fire protection systems. It would be prudent to check if the outside air that supplies the proposed rooms is sufficient. We recommend an adjustment to the fresh air intake if required so to ensure adequate outside air supply. The air distribution system may need to be re-balanced to match the latest HVAC design and updated code requirements.

OCEAN VIEW

Structural

Building Description

Located at 345 Randolph Street in San Francisco and built circa 1998, the Ocean View Branch Library is a two-story steel and concrete framed building with partial basement. The building footprint of the rectangular shaped building measures approximately 28 feet by 75 feet. The top of roof measures a maximum of approximately 36 feet above grade on a sloping site.

The gravity-load-carrying system comprises concrete fill over metal deck roof and second floor slabs that span to steel beams and girders, which are support by steel columns along the northern perimeter and concrete masonry (CMU) wall along the south perimeter. The steel columns are supported on a concrete stem wall below the first floor slab, and the CMU wall is supported on a concrete retaining/bearing basement wall. The first floor slab is a 7-inches thick reinforced concrete slab supported on concrete walls below, which are supported on continuous concrete footings.

The lateral-load-resisting system comprises the concrete fill over metal deck roof and second floor, and concrete first floor slabs, concrete and CMU shear walls, and concrete footings. The roof and floor slabs serve as horizontal diaphragms that distribute the lateral forces to the shear walls, and foundations below.

The building appears to be in good structural condition. However, due to improperly sloped sidewalk along Ramsell Street along the property line, water enters the building basement at the basement door.

Opinion of Seismic Performance

Based on our review of existing structural drawings, site visit, simplified calculations, and experience with similar buildings, it is our professional opinion that the Ocean View Branch Library will perform adequately during a major seismic event. We anticipate some damage to the CMU and concrete shear walls including cracking and spalling largely due to torsional behavior of the building. However, such damage should not pose a collapse hazard.

We anticipate that this damage will be repairable although the building may be closed to perform such repairs.

Note that detailed calculations or any materials testing was not performed. Additional analysis is recommended during the design development phase for this project to verify that this building will perform per code intent.

Proposed Alterations

Based on our review of the proposed architectural conceptual drawings, it appears that some alterations to the existing steel framing at the second floor stairway opening is required. We anticipate that this work will not necessitate a code mandated seismic upgrade of the building.

Electrical

Observations

- The incoming electrical service is 250A at 120/240V, 3-phase, 4 wires. PG&E Electrical Service enters the facility via overhead service conduit from the secondary side of an existing pole-mounted PG&E transformer. The electrical service terminates at a meter at the main switchboard inside the electrical room. The switchboard sub-feeds distribution panels throughout the facility. The switchboard and distribution panels were manufactured by Cutler-Hammer, and were installed around 2000.

- The existing indoor lighting control is comprised of wall switches that turn on and off indoor lighting fixtures. Most of the lighting fixtures in the library are recessed 2' x 4' fluorescent fixtures with four T-8 lamps and recessed downlights.

- The existing system-wide fire alarm system was manufactured by Fire-Lite Alarms Inc. The fire alarm control panel MS-9200 is located adjacent to the entrance of the library. Strobes, horn strobes, and smoke detectors were observed to be installed in the facility. The fire alarm system is maintained by Cosco Fire Protection.

Evaluations

- The existing switchboard and distribution panels were observed to be in working condition. There were spaces on the switchboard to accommodate future loads. There are sufficient spares in the distribution panels to accommodate future loads.
- The existing lighting fixtures and switches were observed to be in working condition. There were no automatic controls (e.g. occupancy sensors, timer switches, etc.) to automatically control indoor lighting observed.
- The existing fire alarm system was observed to be in working condition. Replacement parts for the existing fire alarm system may be difficult to find.

Mechanical & Plumbing

Summary

Ocean View Library was built in 1998 and the current HVAC system was installed at that time. It is in fair condition but near the end of its useful life. The rooftop AHU's and duct furnace show signs of corrosion. In addition, paint has started to peel from the roof's ductwork. It is recommended that corrosive resistant paint be applied to lengthen the life of the existing ductwork.

The architectural layout proposed a change in the function of spaces on both levels. There is no need for major modifications to the HVAC system, however, the use of the Program/Flex is unknown and the exact number of occupants cannot be determined at this stage. Therefore, actual amount of outside air could not be finalized and additional fresh air may be required to suit the finalized number of occupants. The HVAC system will need to be re-balanced to meet the latest design requirements.



ADA/Accessibility Compliance

The Library strives to provide universal access through building design and programs. All projects will meet Title 24 of the California Code of Regulations, designed to comply with the American Disabilities Act as well as California Building Code Chapter 11B.

Upgrades will be required and may include:

- Path of Travel
- Restrooms
- Vertical Transportation
- Signage
- Furniture & Fixed Seating



Green Building & LEED Goals

Based on the San Francisco Green Building Code and Title 24 Part II, the California Green Building Standards Code (CALGreen), all projects will be designed to meet LEED and local sustainable regulations.

Project Goals: LEED Gold



Sustainability Goals:

- Reduce energy and water use
- Divert waste from landfill
- Support the health and comfort of building occupants
- Promote alternate modes of transportation
- Implement recycled and local materials
- Innovative sustainable design
- Support environmentally preferable purchasing and maintenance practices



SF Environment
Our home. Our city. Our planet.

CALGreen

*Provide multifunctional community
program areas*

Findings [05]



Findings Summary

Mission Branch:

- Library lacks a community meeting room
- There is no dedicated teen space
- Single occupancy restrooms are inadequate
- Service points are inefficient and limit patron experience
- Building systems are at the end of service life
- Circulation is cramped and confusing

Chinatown:

- Program room is too small and inflexible
- Mezzanine is underutilized with wasted space
- Confusing entrance and circulation through building
- Underutilized and inaccessible roof garden
- Historic reading room compromised by mezzanine and seismic bracing
- Building systems are reaching the end of their useful service life

Ocean View:

- Building size is small for community needs
- Program room is too small and inflexible
- Building is not easily recognized as a library
- Two-story building poses operational challenges
- Current site limits renovation and/or expansion

Recommendations

Phased approach:

We recommend continuing design and community engagement on the Mission Branch with the intent to proceed through the design process and construction. Lessons learned from the community engagement and design process on Mission will inform next steps on the Chinatown and Ocean View branches.

Why Mission Branch?

Of the three branches in the study Mission library has the most serious limitations on service provision and quality of patron experience. There is no community room, no dedicated teen space, no children's Storytime room, and there are insufficient public toilet facilities. According to library data, in FY 16/17 the Mission branch had 384 programs with 12,311 attendees for an average of 32 persons per program without a program room. In comparison, Chinatown had 577 programs also at an average of 32 visitors per program but in a building that is 75% larger with both a large program room and a separate Storytime room.

Mechanical systems at Mission are the most heavily worn, with many systems being at the end of their service life. The two public toilets are lockable single occupant rooms with one being a separate family rest room in the children's room leaving a single facility for adult patrons. The rest rooms being lockable are difficult for staff to manage.

Given these deficiencies, San Francisco Public Works staff recommend that Mission Branch Library should be the first project in this renewal program.

Chinatown and Ocean View Branches:

These two branches are very different in age, size, and design and many design options are possible. Both have community rooms and teen areas and are in better condition than Mission Branch. Further exploration through community meetings will provide insight on project scope, sequence, and timeline for these two projects.



Appendice [06]

- Meeting Notes
- Landmark Nomination Carnegie Branch Libraries of San Francisco



January 26, 2018
Branch Capital Projects Feasibility Study

APPENDIX

Index of Documents

Meeting Notes: [All meetings with Library staff]

11/9/2016	Ocean View Branch Library Staff Charrette
11/16/2016	Mission Branch Library Staff Charrette
12/6/2016	Chinatown Branch Library Staff Charrette
4/12/2017	Mission Branch Library Design Meeting
5/2/2017	Mission Branch Library Design Meeting
5/23/2017	Mission Branch Library Design Meeting
7/11/2017	Ocean View Branch Library Design Meeting
7/25/2017	Ocean View Branch Library Design Meeting
8/24/2011	Chinatown Branch Library Design Meeting
1/1/2001	Landmark Nomination Carnegie Branch Libraries of San Francisco

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Ocean View Branch Library Charrette

November 9, 2016

Conclusions and Next Steps:

1. Eliminate interior walls to create a more open floor plan with better sight lines
2. Have staff areas on both levels
3. Design a program room first floor that is open to the street.

Discussion Notes:

Circulation Comments:

- A lot of spaces dedicated to Staircases placement of door makes two separate zones.
- Spaces are not isolated for training or conversation use.
- Public spaces are not connected on upper level.
- Computer lab is not set-up as a lab.
- A lot of senior patrons visit this branch, and therefore main adult areas should be on ground level.
- Staff restroom needs to be on the same floor as collection stacks.
- Staff area is extremely cramped.
- Stairs are very hot and not open.
- Lack of sightlines, and staff are not able to monitor upper level.
- Program room not open to the public because lack of dedicated staff to monitor the space.
- Library not appealing from street level.
- All levels with patrons should be staffed at all times.
- Cramped space causes staff to constantly run into one another.
- A closed-in feeling due to broken-up sight lines.
- Exterior is not appealing from the street, and many neighbors did not know the existence of the library.
- Current program room is not monitor by staff.
- Circulation is not effective with current entry.
- Stairs are too tight, and lack of sightlines causes people to run into each other.

Adjacency Comments:

- Teen area should be away from kids' area.
- Staff area to expand on the first floor.
- Current public areas separated by staff, which causes break in patron sight lines.
- Current computer lab is not designed for teaching.
- Storage areas not efficient because patrons block storage accesses.
- Program room should be visible and accessible from street.
- New books, magazines, and newspaper room should be next to entry, have a visual connection to other areas, and provide a lounge feel.
- Current spaces are chopped and compartmentalized, but a flexible open space is preferred.
- Program room needs to have access to restrooms but be separated from collection stacks.

Circulation & Adjacency Diagram Conclusions:

- First floor shall have circulation desk, staff room, lounge area, and program room.
- Program room shall be separated with own entrance and access to guest restroom.
- Upper floor shall have an open floor plan for all collections, reference desk, and staff restrooms.
- Existing walls shall be eliminated and replaced with more open floor plan, and glass walls for better sight-lines.
- Stairs shall open up for more visibility and better efficiency.

Ocean View Branch Library Charrette – Programs & Services

1. What are the biggest problems at this branch regarding program and services?
 - a. The branch doesn't look appealing. Awareness for this branch is very low
 - b. There isn't enough space to study / work, so students do not come here.
 - c. The community / program room cannot be used without staff supervision
 - d. The program room is too small and closed in.
 - i. Average number of participants for story time is 60 kids.
 - e. The library feels enclosed and narrow.
2. What types of services are lacking at this location?
 - a. Study spaces
 - b. Outdoor program areas
 - c. Not enough patrons visit the branch
 - d. Storage for chairs, tables, rugs, etc.
 - e. AV for computer classes
 - i. No projectors to teach a computer class. Computers face the wall, so instruction is difficult.
 - f. Wifi is not fast / strong enough
3. Are there any special populations that are served at this branch?
 - a. This neighborhood has not been gentrified yet.
 - b. Non English speaking patrons & immigrants (Chinese)
 - i. Would like a chinese program section
 - c. Older patrons
 - d. Children
 - e. Resident owner homes
4. How can you best serve this neighborhood at this branch?
 - a. Become the neighborhood icon / social hub
 - i. Add concessions / café
 - b. Make use of the sidewalk / Street space
 - c. Rooftop access for more program use
 - i. Maybe a community garden?
 - d. Community / Program room on Ground floor for better supervision
 - e. Glass wall on ground level so it's more visible and more attractive from the street
 - f. Serve at risk teens. Currently, there are no teen programs, so they are not interested
 - i. Media area similar to the Teen Center?
 - g. Reach out to immigrants by offering more programs and extend hours for students and immigrants
5. What types of services are working well at this library?
 - a. Interaction with patrons because the help desk is in front of the entrance

- b. Computers are heavily used at this branch
6. What types of services have the most demand or expect the most growth?
- a. English language classes
 - b. Computer classes
 - c. Homework help with kids & adult volunteers
 - d. Quiet study rooms for 2-3 people
 - i. Make it flexible to expand to a larger study space
 - e. Media rooms
7. How many books does this branch library need?
- a. Collections are too small, would like to increase space
 - i. Not enough in the Chinese language collection. Need more
 - ii. Non-fiction has a small collection, but these do not get used enough
 - b. Good number of children picture books
 - c. Would like to add cooking books
8. Problem / Goals
- a. Increase program space & create flexible / multifunctional spaces that can be isolated for after-hours use. (~50% larger to accommodate 40-100 users)
 - i. Increase room size for adults to hold cooking classes
 - 1. This will require secure food storages – hot & cold food
 - ii. Increase room size for children for story time or homework help
 - iii. Need to run at least 2 programs simultaneously without being disruptive
 - b. Swap desktops out for laptops
 - i. Computer area on ground floor is not efficient. Too fixed
 - c. Quiet study rooms
 - d. Social hub of the neighborhood
 - e. More AV & table space
 - f. Move HVAC system to the basement so that it is not exposed to the elements on the roof
 - g. Raise awareness for library and establish regular patrons
 - i. Add parklett or planters to the outside to attract more patrons to the library.
 - h. Air / Temperature control @ Welcome desk. Since it is in front of the entrance, it gets cold when the doors open.



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Meeting Minutes

SUBJECT: Mission Branch Library Charrette

DATE: 16 November 2016

LOCATION: 30 Van Ness, Fourth Floor

ATTENDEES:

San Francisco Public Library:

Cathy Delneo, Rebecca Alcala, Laura Tarango, Roberto Lombardi, Yemila Alvarez, Maricela Leon-Barrera, Thomas Duffy, Maureen Singleton, Carlos Navarro, April Wan

Public Works:

Julia Laue, Will Kwan, Paul De Freitas, Andy Sohn, Whitney Simon, Ruby Yu, Selina Chen

MINUTES:

General Discussion:

Building was seismically retrofitted in 1999.

Patronage has great age range and economic diversity.

Physical limitations make it difficult to create programs and engagement at this library.

Periodic flooding at first floor from the side door (now used as Main Entry).

Bathrooms and Water:

Not enough bathrooms: One public, one children, and one staff [There are 20 staff at full capacity].

There is no bathroom or water available on the 2nd floor.

No waiting area near restroom.

Possibilities:

- Provide staff bathroom upstairs on the 2nd Floor.
- Provide a family bathroom in children's area.
- Provide public bathroom on first floor.
- Multi-occupant restrooms with stalls?

Climate and Comfort:

Outdoor space is cold and windy.

Library gets hot and there is no AC available in the reading room.

Can't have window shades down with windows open.

Single pane windows are not good for climate control and does not stand up against vandalism.

Poor natural ventilation.

Solar control and dimming for different programs.

Building Character:

Lack of exterior signage and identity.

Exterior maintenance issues.

Consider exterior maintenance of building with known street issues – vandalism, littering.

Identity of building from 24th Street vs Bartlett entrances.

Current interior stairway feels cheap and lacks character.

No sense of connection between first and second floors.

Possibilities:

- **Open main stair between floors to restore connection.**
- **Bartlett Street is sunnier and brighter, and so may offer opportunities for more natural light.**
- **An exterior book drop box on 24th to help eliminate congestion inside the building.**

Building Circulation – Lobbies, Stairs, Elevator, Hallways:

Single entrance door is too narrow, entrance is too small, bottleneck at Hallway, Elevator lobby is tight.

Access to children's area is through a narrow enclosed hallway.

First floor feels cramped, basement-like, and does not get daylight.

Interior book return needs to be out of way of patron flow.

Current electrical room appears oversized and hallway to electrical room is wasted space.

Self-checks are currently only on the first floor, there are only 2, which creates a bottleneck at the entrance.

Main staircase is not easy to find, not visible to patrons.

Sorting carts and staff use the public elevator.

Possibilities:

- **Replace the original "grand" staircase in the prominent original location.**
- **Increase elevator lobby size.**

Public Desks, Staff Areas, and General Collection:

Information and circulation desks are currently separate but they should be together or closely adjacent.

Locating an Info/Reference desk with staff at top of stairs for directions and greetings.

Reference and circulation desk on 2nd floor for 2-3 staff members at a time.

Current Reference Desk is too long and is hard to walk around.

Sorting area should stay on first floor.

Staff need a private conference room.

Staff need personal work storage spaces but could possibly share desks.

Possibly reduce current staff office area.

Staff work area could possibly be relocated.

Lack of staff offices [??].

Needs larger exterior trash enclosure.

Foreign language collection needs expansion space.

Children's Room:

Queue for Children's Storytime go out of the building, typical 100-115 people.

Children's area has to be closed during storytime to accommodate crowd, no dedicated Children's Program Room.

Too much furniture in children's room - crowded.

Story-time is popular and therefore patrons are being ticketed to keep room capacity in check.

Possibilities:

- Circulation Desk desired at children's area.
- Create a separate Children's Program Area
- Storytime can be open to the reading room if enough space is available.
- Storytime Area needs access to children collection. Children collection for storytime is seasonal.

Teen Area:

Teen area is currently not separated from the main Reading Room - no dedicated separate room.

Teen area not large enough; not enough seating.

Possibilities:

- Create a separate Teen area near collection.
- Teen area could be housed in a "flex" space that relies on time of day use so long as collection is adjacent.

Program Room and/or Meeting Spaces:

There are no cost free meeting spaces available in the neighborhood.

Reading tables are now being moved around to create ad hoc program space.

Reading Room and Meeting Room need to be separate.

New Meeting Room should be designed with security/oversight in mind.

Possibilities:

- Potentially create Flex space with time of day customizations a possibility.
- Locating teen area in new meeting room is a possibility, but teens need access to teen collection at all times, even when meeting room is closed off for programs and services.

Programming and Services

Multi-lingual collections require more staff.

Collection size and configuration of stacks inefficient.

Would like to offer classes for e-books, cooking, etc.

Lack of seating space, need additional lounge area and open table area.

Chinese & English collections could be made smaller.

Possibilities:

- Lower stacks to help with flexibility of space on upper level.
- Compact shelving/ storage is a possibility for seasonal books.
- Laptop lending vs Desktop computers to create more flexible and efficient spaces.

New Concepts and the Library of the future:

FLEXIBILITY - facility, service, program, technology.

“Library for most people” – increasing patronage from groups that use the library least.

“Third Space” – community living room.

Minimize barriers to access, save time.

“Non-committed” architectural spaces:

- Community hub – living room, gathering space, cultural programs and classes
- “Popup” space
- Space for creation, not just consumption; Maker space, STEAM space
- Creative space making; space that is not fixed

NEXT STEPS:

Feasibility Study

Design Exploration

Design Meetings with Library Staff

Facility Assessment

Priorities and Options

Cost Estimating

NOTE: These minutes will be relied upon as the approved record of matters discussed and conclusions reached during the meeting. If you disagree with the contents, please send the author a letter outlining your disagreement within seven calendar days of the issuance of these minutes.

By: Andrew Sohn - Architect

Date: 16 November 2016

Chinatown Branch Library Charrette

December 1, 2016

Conclusions to next steps:

1. Remodel library with the following requirements
 - a. Lower level entrance at historical location that leads to a grand lobby space.
 - b. The lobby space will have the program room on one side and toilets/service spaces on the other side.
 - c. The program room shall have a flexible layout for community programs and children story time. The walls maybe transparent for visual connection and usage the during regular library hours.
 - d. Upper level entrance to enter into historical reading room
 - e. A second program room for classes, and noise separation.
 - f. Open floor plan for sight-lines and staff monitoring,

Discussion Notes:

Future Space:

- Study rooms
- Meeting rooms
- Access to technology
- Copy and print services
- Visibility/sight lines
- Combined circulation and reference desk
- Eliminate hidden corners
- 3rd space
- Content creation
- Flexibility with furniture
- Inviting spaces
- Children spaces with:
 - Noise control
 - Play area
 - Multi-use
 - Program space
 - Flexible wall systems
 - Low shelving
- Translation services
- Computer labs
- Social spaces

Chinatown Branch Comments:

- Current staff area is not efficient
 - Staff kitchen upstairs and not blocked off, odor issue

- Office area has many corners, too much dead space
- Stacks too tall, affects sight lines
- I-Beam shelving that can't be moved
- Space for classes, flexible large room needed
- A general lack of sitting in all areas
- DVDs and CDs collection is shrinking, future library may reallocate this space
- A more flexible layout desired.
- Original first floor entrance is now a display case
- Children room has no windows and feels cramped
- Air quality is bad in staff area, and most everywhere
- Original ceiling may have been removed
- Shelving should complement original building character
- Roof area is noisy
 - Roof is not frequently used because of access issues and lack of staff supervision
- Multiple spaces dedicated to elevators
- Natural lighting is minimal in the building
- Entrance on children's floor is unimpressive
- The glass doors on first floor has been broken many times
- Chinatown is the densest neighborhood and Chinatown branch is the busiest pedestrian branch.
- Multi-generation rooms would be efficient for the grandparents with their kids.

Needs

- Children area
 - Programs for child and family
 - Program room connection with children area
 - A flexible space to transform according to program
 - Noisy vs Quiet spaces
- Adults
 - Translators
 - Form fillers
 - Computer lab
 - ESL classes
 - Meeting space for group projects
 - Wifi access
- Overall
 - Circulation and reference desks to be more centrally located, they are currently large but inefficient
 - Staff to be able to monitor library from desks.
 - Other patrons may help base on desk and entrance placements
 - Current lights cannot be maintained because they are too high, easy maintenance by regular staff is very important.
 - Institutional furniture that cannot be weaponized.
 - Circulation desk on both floors.

Circulation and Adjacencies

- First Floor Issues
 - Lobby is a dead space
 - Story room is too small
 - No windows at all
 - Single user restrooms are not save for kids
 - Exterior hidden corners attract crime
 - Reference desk too far in the back
 - Not enough sitting, for adults and children
 - Lack of visibility from lobby circulation desk
 - Program room is an odd shape, not flexible
 - Needs movable walls
 - Bin delivery needs direct access to drop location
 - Book return boxes needs to be on both levels
 - Side door is hidden
 - Vandalism at hidden entry
 - Angled space in staff area is wasted
 - Sight lines obstructed by circulation desk
- First Floor Wants
 - Needs a big open room with movable walls to act as a flexible program space
 - Grand entrance
 - Lounge area with more sitting, especially for adults to monitor their kids
 - Loading room for delivery service, circulation carts storage
 - Program room that overlaps with children's story room
 - Program room inviting to the public and visible from the street entrance.
 - Easy oversee flexible spaces
 - Lobby in front of program room to avoid congestion
 - Program room with 100people capacity
 - Play to learn space
 - Defined spaces for different age groups
 - Maybe a teen hang-out space
 - Activate corridor space
- Main Floor Wants
 - Reading, magazines, and lounge area
 - Open floor plan at grand entrance
 - Lounder area in the back for teens
 - Teens like caves, so may be under mezzanine level
 - Second program room for classes, may be flex space for teen use
 - Move reference books to other location since they are more academic books that are not used by neighbors
 - Senior gathering space
 - A staff breakroom, breakroom shall be same level as offices
 - Roof usage is difficult due to staff monitoring and complex circulation to roof
 - Building should have more skylights and restore original windows

- Define spaces by high-tech vs old school
 - Collection vs computers et
- Dedicated quiet area
 - Historical area to be quiet zone to keep original character
- Combine information and circulation area with different height desks for different staff to patron interactions
- Quiet study rooms
- Space dedicated to book stacks
- Mezzanine only in the new portion of building
- Staff space to fit into mezzanine level

Group 1

What are some of the frequently requested programs & services in this branch?

- Immigration Information
- Research on citizenship
- Use of technology/computers – look for jobs/to print forms
- Online literacy skills
- Heavy use of foreign newspapers/heavy demand – tried E-News centers – not very successful (sr. population not comfortable with the technology & immigrants not familiar w/technology) High level of comfort w/print resources.
- Childrens Services
- Laptop Lending
- Still a strong need for desktop computers – Seniors not comfortable w/small keypads & screens

This branch is a strong contender for the mi-fi laptop program – where laptops could be checked out of the library. Chinatown or North Beach.

What other services would you like to offer?

- Cooking Programs
- Citizenship Classes
- Conversational English
- Health related
 - Yoga
 - Tai Chi
 - Movement

Would be great if we could open old main door & offer these classes in the program room; people walking by could see what was going on & be drawn in.

- Small business features would be great: banner printing, faxing, 3-D printing – some type of Tech Hub like they have in Chicago.
- Some type of makers space – people age out of the mix

What are some issues that need to be addressed?

- Lack of sound control in the spaces
- Entry is very confusing – unclear where to go – unwelcoming
- No public stairs inside from lower level to main – either have to use elevator or go outside & up

- Angled program wall is horrible – a glass wall squared out would make the space more useful, cut off sound & make visibility better. This would allow space to become “noisy” space during busy hours.
- Making the program room something that could be used after hours would be great
- Would be nice to have a space for ARDC to come in monthly for citizenship meetings

Priorities?

- We have a huge Chinese collection – would like to have collection space reflect what is actually being used. Perhaps storing less frequently used pieces offsite. Current demand is about 50/50 of Chinese/English. Perhaps historical scholar collection could be kept at the Main.
 - Downsize collection to lower stack height.
 - Open and activate the program room
 - Simplify & Identify better floor through the library
 - Create better sightlines
 - Use of condensed shelving or keeping of collections at 750 Brannon
 - Open things up and make them less dense
-

Group 2

What are some of the most used programs & services in this branch?

- People love our Chinese language collection; newspapers & books. People come from all over the state to access
- People use the library as their living room. It's a place to gather
- People come to use the internet – print tickets & check email (cable car stop)
- Restrooms are heavily used – not many other options in Chinatown
- Children story time programs very popular

What are some things or services you would like to add to the Library?

- A children's space that is Multi-use
- A BIG program room that would accommodate summer time camps – we get over a 100 children
- After-hours access to the community room
- Senior Computer Classes
- ESL classes
- Quiet Study areas
- Noisy Teen area
- Stored computer area in the program space
- Better Storage in Program Room
- Rolling tables in Program Room – for more flexibility
- Sound proof rooms

- 2nd Program room upstairs. The ability to have multiple classes running would be great.
- Better Sightlines. Lower Stacks
- Remove the retro-fit and restore character
- HVAC is awful – lots of issues
- More restrooms
- Area for display integrated in to new design
- Direct Access to the roof – maybe an enclosed program area
- More play area for the kids – not much room in Chinatown. A space for caregivers and small children

Other concerns or things you would like to address?

- With regards to historical collection, we should do right by the community and make sure things are being housed properly – climate controlled, etc. Many of these items are the only copies.
- Having the library provide program and community space is more important than book stack



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Meeting Notes

SUBJECT: KICK-OFF Mission Branch Library Feasibility
DATE: 12 April 2017
LOCATION: 30 Van Ness, Fourth Floor

ATTENDEES:

San Francisco Public Library:

Cathy Delneo, Denise Schmidt, Mary Ellen Massa, Roberto Lombardi, Laura Tarango, Carlos Navarro

Public Works:

Andy Sohn, Ruby Yu

CC: Julia Laue, Julia Groat, Greta Jones

DISCUSSION:

A. General discussion:

Recap of November Library Charrette:

- New developments from the Library?
- What are the “must haves”?

Next meeting will be first Design Meeting: Invite - CPP, Maricella, Kristy

B. Library Circulation:

Circulation Work Room can be separate from desk.

Ortega Library has separate circ work room.

Bins – 15 bins per day are processed at Circ Desk:

- 50/50 Reserves vs Branch returns
- Gray bins = Branch returns, Blue bins = Reserves

Holds [Patron Reserves]:

- Take up a lot of space – six shelving sections currently.
- Holds currently at First Floor Lobby only.
- Holds could be located separately in Children’s, Adult Collection (2nd Floor) and at First Floor Lobby.
- Important to allow sufficient space for holds.

Circulation Desk – currently three workstations:

- Number of staff at desk will depend on # of self-check machines

- Locating self-checks in main Reading Room and in Children's Room may ease traffic at Circ Desk.
- Currently three self-check machines in first floor lobby

C. Collection and Reading Room

More weeding of collection is possible.

Library mentioned Collection HQ collection management software.

Shelving & Collection:

- Desire to have more face-out book displays.
- Discussion of out of date "resource branch" concept versus desire for more best-seller, popular, or topical collections.
- Desire to increase Spanish language/ Latin interest collections.

Seating:

- People often stay all day; often no seats available from 3:30P – 6:00P.

Computers:

- There are too many OPAC's. Possibly convert some of them into standard network computers.

Lighting:

- Make sure lighting illuminates bottom of shelf; never enough in stacks.

D. Building

Restore central staircase!

The challenge is to incorporate additional program into constrained site and historic building.

Roberto – It is clear that more square footage is needed or desirable.

Expansion possibility to side patio ("garden") at west.

Add back central staircase and capture space from one of back stairs.

Example: Richmond Branch – "Greenhouse" addition successful from a library perspective but building is always hot.

E. MUST HAVES:

1. Program Room/ Flexible Multi-Use Space

- Should be available after hours.
- Incorporate flexible uses: Community events, Children's Storytime, STEAM, Maker Program, Biblio Bistro, etc.

2. Bath Rooms!

- Too few.
- Difficult to manage locking single user rooms.

- Staff restroom upstairs
- Multi-use restrooms with stalls
- Family Restroom could do double duty as code required Single User Restroom

3. Teen Space

- Does not need to be a separate room but a discrete identifiable space adjacent to teen collection.

4. Ventilation & Fresh Air

5. Offices for Supervisors

- Upstairs Manager's Office is dark and moldy.
- Children's Manager's Office shared and small.
- Possibly create open workstations for Managers but provide a single shared closed Branch Manager's Work Room.
- Closed space required for small meetings.

F. Other project goals:

Custodial Closet all floors. All custodial closets should have sinks.

Staff Break Room:

- Current Staff Break Room has no windows, is too small, dark and grim

Eliminate Hiding Places:

- Too many hidden nooks and crannies. Improve staff sight lines to all spaces in buildings.

Elevator:

- In need of replacement but need to confirm condition.

G. Next Steps:

Review old "wish lists"
Evaluate existing building program
Engineering Building Tour
Create Possibilities - "Big Moves"
Establish priorities
Next Meeting – Design Meeting

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By: Andrew Sohn - Architect

Date: 21 April 2017



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Meeting Notes

SUBJECT: Mission Branch Library Feasibility
DATE: 2 May 2017
LOCATION: 30 Van Ness, Fourth Floor

ATTENDEES:

San Francisco Public Library:

Cathy Delneo, Denise Schmidt, Mary Ellen Massa, Roberto Lombardi, Laura Tarango, Carlos Navarro, Maricela Leon-Barrera, Yemila Alvarez, Rebecca Alcala-Veraflor

Public Works:

Andy Sohn, Ruby Yu, Julia Laue, Julia Groat, Rommel Taylor

CC:

PRESENTATION:

Public Works presented multiple First Floor layout options (see attached sketches):

- A – Minimal renovation to Lobby and Circulation areas only, stairs and elevator remain.
- B – Entry from 24th Street, return historic stair, Children's Room moves to east side.
- C – Entry from 24th Street, return historic stair, Children's remains on west side.
- D – Stair variation [rotated 90 degrees from historic orientation]
- E – Entry from 24th Street, return historic stair, Large Program/Flex Space at east side.
- F – Revisions to Service "Bar" at rear of building
- G – Moving elevator to center of building

DISCUSSION:

A. General discussion:

1. Mission hours are 55 hours per week, the second most open
2. Furniture on upper floor is too heavy and not easily moved for programs.
3. Custodial closet on each floor
4. MUST HAVE - Address the flooding at west door. Possibly raise floor 2 inches.
5. Concept – Greater transparency/glass walls for sight lines on the lower level

B. Circulation Services:

1. Explore possibility of co-locating Circulation Desk on the 2nd floor with Reference.
2. Rethink work flow of recent returns and consider a public re-shelving area.
3. What is the appropriate size of Circulation work space required? Look for ways to optimize.

4. How much circ work can be performed on desk or out in the open rather than in separate closed door rooms?
5. Bin drop space needed at first floor (average 15 bins going out at night).

C. Staff Service Points

1. Consolidate/reduce number of service points.
 - a. Currently three: Circulation Desk, Children's Desk, Reference Desk; reduce number to two?
 - b. Potentially consolidate main floor Reference and Circulation
 - c. Potentially combine the ground floor Circulation Desk with the Children's Desk. Access from both sides to monitor both main entrance and Children's area.
2. If teens are in a separate room, that room needs to be staffed.
3. Explore the idea of "layering"/shared security function between the staff. Multiple eyes on entry points and spaces. In general, wherever the public is, there should be staff eyes on the room.

D. Collection, Reading Room and Computing Stations:

Bookstacks - Second Floor:

1. Historic wooden shelving is at the perimeter. Current book stacks were added in the 1999 renovation.
2. Current book stacks are (7) seven shelves per section and dominate the Reading Room visually.
3. Only shelved on six shelves.
4. Replace main stacks with shorter/ lower shelving.
5. Consider moveable shelving units.

Seating:

1. Provide lounge or casual seating. There is none in the library.
2. Create seating "pockets" for comfortable seating.

Computing Stations & Catalogs:

1. Reduce number of desktop computers and increase number of checkout laptops.
2. Reduce number of OPAC's (computer catalogs). There are (5) five computer catalogs and they are at tables (not stand up or dispersed in library). Reduce number of catalogs and locate in more beneficial locations.

E. Flexible Program Space:

1. Program/flex space needs:
 - a. To be able to set up as a class room
 1. 5-6 tables
 2. 50-60 chairs
 - b. A/V equip on a cart (secured)

- c. Projection Screen (no fixed projector)
 - d. Storage
 - e. After-hours access and convenient access from the street
 - f. Ability to be secured from the rest of the library
 - g. Have access to restrooms
2. Provide space for performance - tiered seating beneficial.
3. Storage space:
 - a. Furniture – tables and chairs
 - b. AV closet/equipment; technology equipment
 - c. Stepped seating could possibly include storage
4. Good – Kitchen/Support space next to program room.
5. Activate the space visually with AV technology, etc.

F. Children's Room:

1. Staff open to the idea of reconfiguring the Children's Room.
2. Provide "play to learn" area.
3. Children's room is most used from 6 - 8PM.
4. Having the children's room double as a flex/meeting space does not work well.
5. Preferred location is on west side of building (current location).

G. Restrooms:

1. Where possible provide sight line to restrooms. Eyes on restroom is preferred but should not be a driver of overall plan - more discussion required.
2. Multi-user restrooms preferable to single user for safety and oversight.
3. Restrooms required:
 - a. Adjacent to Program Room for evening functions.
 - b. Separate Staff Restroom.
 - c. Public single user per recent City ordinance.

H. Conclusion:

General consensus preferring Option E plan:

- Explore the "pop out" addition on the Orange Alley side of building.
- Liked Program/ Flex Space on the Bartlett side of building.
- Explore inclusion of a combined Pantry/Staff Lounge.
- Explore how to open up the ground floor.
- Likes the relocation of main entry to 24th street.
- Likes idea of reintroducing stair.

I. Next Steps:

1. Quantify existing program for comparison to new layouts
2. Collaboration with engineers
3. Updated plan concepts

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By: Andrew Sohn - Architect

Date: 12 May 2017



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Meeting Notes

SUBJECT: Mission Branch Library Feasibility
DATE: 23 May 2017
LOCATION: 30 Van Ness, Fourth Floor

ATTENDEES:

San Francisco Public Library:

Cathy Delneo, Denise Schmidt, Mary Ellen Massa, Roberto Lombardi, Laura Tarango, Carlos Navarro, Maricela Leon-Barrera, Yemila Alvarez, Rebecca Alcala-Veraflor

Public Works:

Andy Sohn, Ruby Yu, Julia Groat, Rommel Taylor

CC: Julia Laue, Michael Lambert

PRESENTATION:

Public Works presented multiple First Floor layout options (see attached sketches):

A – Entry at 24th Street, return historic stair, Program/Flex Space at east side.

B – Entry at 24th Street, new central stair (not historic orientation), Program/Flex Space at east side.

C – Entry at 24th Street, stair remains as current, Children's remains on west side.

DISCUSSION:

A. Design discussion:

Scheme A (preferred concept)

Likes teen area in the corner

Likes central stair, clear entry to second floor.

Prefer having a "face/person" at top of stairs to greet patrons (either directly at the top or very nearby).

Prefer having a lounge area near windows (many elderly request having seats near natural light).

Scheme B

Does not like the "spiral" stair configuration, location or size.

Likes the circulation staff and librarian combined and centralized.

Does not like the limitation of fixed seating in the Flex Room

Scheme C

Does not like main stair at back of building

Unclear path to second floor

Likes the potential of the split level area in the Flex Room

Likes the circulation staff and librarian combined and centralized.

B. The Library of the Future

1. Imagine the uses of this building in 10-20 years. The last remodel was 2 decades ago and the next after this project will likely be as far out.
2. Flexibility!
3. Transparency
4. Reduced stacks
5. Intimate and public experiences, Loud and quiet experiences
6. Accommodate a variety of ways to inhabit the spaces
7. Explore possibility of developing “statement of principles” for branch libraries

C. Circulation Services:

1. The possibility of additional automated sorting at the Main Library may mean branches may receive pre-sorted bins (re-shelves and reserves in separate bins).
2. Reduction of space existing circulation staff work are can be explored

D. Staff Service Points

1. Consolidated Service Points preferred. Allows for efficient sharing of duties (I.E. circulation staff paired with librarian).
2. Consolidation of Staff Work Areas highly desirable.

E. Collection, Reading Room and Computing Stations:

1. Furniture
 - a. Explore providing more lounge type, multifunctional and highly mobile furniture
 - b. Some branches have more patrons than available seats
 - c. Explore replacing large multi-person/traditional library tables with work/seating that is more compact that seats fewer and maintains comfortable personal space.
 - d. collapsible/retractable seating and tables
 - e. Explore mobile book shelving
 - f. No tall shelves
2. Computers
 - a. Decrease the area dedicated to desktop computers
 - b. Increase laptop check out program
 - c. Provide improved seating area conducive to laptop use
 - d. Provide more outlets for mobile digital devices
3. Study Rooms:
 - a. This branch gets numerous request for quiet study areas

- b. Explore possibility of “flex” type space on second floor that can be reserved for quiet study area, staff meetings, etc.
- c. Explore possibility of locating a Quiet Room adjacent to the ground floor Flex Room.

F. Flexible Program Space:

- 1. High level of flexibility to use for a variety of functions including (but not limited to):
 - a. Community meetings
 - b. Story time (max 50 people per session) (multiple sessions are a possibility)
 - c. Overflow general reading area
 - d. Art exhibits
 - e. Cooking classes
 - f. Classes in general
 - g. Presentations
 - h. Library functions
 - i. Laptop kiosks
 - j. Quiet reading space
- 2. Space can be programmed for different functions throughout the day
- 3. Minimal to zero fixed seating

G. Children’s Room:

- 1. Current work room occupied by 2.5 FTEs
- 2. Staff Office currently used for dog story time (needs private/quiet area or room)
- 3. Work room also used for storage (need addition dedicated storage)
- 4. Provide dedicated stroller parking area
- 5. Provide more defined “Play to Learn” area

H. Restrooms:

- 1. Provide separate staff restroom in addition to the code required all gender restroom.
- 2. Multi-occupant men’s and women’s restroom very desirable

I. General Discussion:

- 1. Windows:
 - a. Can the glass in the arched windows be upgraded with energy efficient glass?
 - b. Can shading devices be added to the large arched windows?
 - c. Will the entire building have A/C or will the remodel generally improve air circulation?
- 2. Does the open stair contribute to air flow?
- 3. Carnegie Libraries
 - a. The Carnegie branch libraries often visited by architecture history buffs wanting to see original features.
 - b. Are all the book cases along the perimeter wall original?
- 4. Provide kitchen for staff use, public cooking classes.

J. Library Preferences:

1. Location of Flex Room on eastern wing of building (@ Bartlett St.)
2. Relocation main entry back to historic location @24th St.)
3. Reintroducing linear central stair in historic location
 - a. Honors the history of the architecture and the heritage of the Mission neighborhood

K. Next Steps:

1. Quantify existing program for comparison to new layouts
2. Collaboration with engineers
3. Design concepts for an addition

NOTE: These minutes will be relied upon as the approved record of matters discussed and conclusions reached during the meeting. If you disagree with the contents, please send the author a letter outlining your disagreement within seven calendar days of the issuance of these minutes.

By: Andrew Sohn - Architect

Date: 8 June 2017



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MEETING AGENDA

SUBJECT: Ocean View Branch Library
DATE: 11 July 2017
TIME: 3:00P – 4:30P
LOCATION: 30 Van Ness, 4th Floor

ATTENDEES:

San Francisco Public Library:

Cathy Delneo, Denise Schmidt, Lise Braden, Roberto Lombardi, Ruben Juarez, SuenYing Ng

Public Works:

Andy Sohn, Ruby Yu, Rommel Taylor, Yumeng Wang

Public Works discussed must-haves, wants, and present issues with the Library, and presented an initial design sketch.

DISCUSSION:

A. What are the Must-Haves?

1. Distinct staff work space and staff break space.
2. Street presence. Curb appeal.
3. Natural light / visibility into space.
4. Differentiate between circulation staff and librarian staff terminals.
5. Program/Flex Room accessible after hours.
6. More outlets for program room. (Child Proof?)

B. Program Room

1. Envision program room as nice, warm, comfortable lounge space.
2. On the first floor.
3. With connection to the street (visibility, possible circulation).
4. Concern about how to monitor program room if moved to first floor – would spread staff out between two floors.
5. Restrooms would need to be moved with Program Room to downstairs.
6. Want built-in storage.
7. Want sink, but maybe not full kitchen. Kitchen comes in “kit” from a box – burners, etc, possibly travelling between libraries.
8. Chair with school desk arm?
9. Sliding glass doors to divide program room from rest of the library?
10. Want multi-media capability; want ability to darken space.

C. Restrooms

1. Can we increase the number of restrooms?

2. Anticipate increasing use of library; increased use of restrooms to match.

D. Who Currently Uses the Library?

1. Large Asian population, mostly families, but also all ages. More than 50% of patrons.
2. African American seniors.
3. Asian seniors – constant use throughout the day.

E. Who does the Library want to Reach Out to?

1. Continue to reach out to Asian population.
2. College population underserved – SF State / City College. No place for them to study or congregate in groups.
3. Teens. “They just don’t come!”

F. Current Programming in the Program Room

1. Community events.
2. Library programming.
3. Group study “loud” space for groups when requested.
4. Quiet space for individual patrons when requested.
5. Staff lunch.

G. Wasted Space

1. Computer desktops counter (first floor) is too big.
2. Computer lab counters too big.
3. Computer lab storage is underutilized.
4. Custodial is too big.

H. Staff Space

1. Want two different, distinct spaces – one for break/lunch, one for work.
2. Surrounding community is food desert for staff – no other food options, also no other spaces to eat lunch. The break room is it.
3. Break room needs to hold at least two people at once.
4. Typically 3 people at the downstairs desk.
5. Proposed staff distribution: two upstairs, one downstairs.

I. Façade & Exterior

1. Ramsell Street façade is plain.
2. Could the arch doors be opened?
3. Street trees must be cared for.
4. Make sure street trees don’t obstruct view into interior.
5. Possibility and support of removing the tile panel on the exterior for increased visibility of program room.

J. Community Engagement

1. Community photographs in the library are very popular.
2. Incorporate community artwork in a movable way (bookshelf end panels?)

K. Other

1. Could be basement be finished, used for processing?

2. Make workstations adjustable for patrons and staff.
3. Storytime has around 45 attendees.

L. Children's Room

1. Children downstairs, closed in, would be tight and loud.
2. Would also increase need for staff downstairs.
3. Could the children's collection be moved upstairs?
4. If Children's moved upstairs, circulation of strollers and children up and down may be problematic.
5. Want to keep all collections together.
6. Want something fun and engaging for kids. Example of tree house in Black Bird Book Store.

M. Discussion of Retail-Style Libraries and Bookstores

1. Example: Idea Store. Ikea as inspiration. Community services (passports, etc) as well as books.
2. Example: Black Bird Book Store, in SF. Small, curated collection, rather than extensive one.

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By: AMS Date: 7/14/2017



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MEETING NOTES

SUBJECT: Ocean View Branch Library
DATE: 25 July 2017
TIME: 3:30P – 5:30P
LOCATION: 30 Van Ness, 4th Floor

ATTENDEES:

San Francisco Public Library:

Cathy Delneo, Denise Schmidt, Lise Braden, Roberto Lombardi, Ruben Juarez, SuenYing Ng

Public Works:

Andy Sohn, Ruby Yu, Rommel Taylor, Yumeng Wang

Public Works presented two new design schemes, and a few design considerations for the exterior. Public Works and Library discussed presented schemes.

DESIGN SCHEMES:

A: Current building, with new Program Room on the first floor with connection to the street, larger staff space, and all collections on the second floor.

B: Current building, with major existing components still in place, more open floor plan, collections mainly on first floor, program and staff on second floor.

DISCUSSION:

A. Staff Space

1. Repeated desire for distinct staff work and break space.
2. Possibility of divider/architectural element can be developed further.
3. “Private” staff space may be scheduled shared staff space.
4. Emphasized need for greater space behind staff desk to allow other staff to pass through behind, with cart.

B. Program Room

1. Repeated desire for storage space in program room.
2. Idea of sliding wall element that hides space / objects when not in use (e.g. collections hidden during programmed event, A/V equipment, etc).
3. Repeated concern about staff oversight of program room.
4. Idea of staff in program room on a mobile cart, or living room furniture – staff presence without something necessarily built in.

C. Third Floor

1. Discussed possibility of third floor, either above or below existing floors.

2. Very costly; would be better to spend effort on new building at that point.

D. Exterior

1. Current signage too high to read from street level, or train level.
2. Do not attach plants to building – will pull out the plaster.
3. Want projecting element to announce library's presence (e.g. blade sign).
4. Idea of all glass first floor.

E. Elevator

1. Would like to understand current condition of elevator, whether it needs maintenance/upgrades.

F. Collections

1. Collections in library is small. Very limited.
2. Dual language is important to user base.
3. Larger collections for children is important.

G. Building is Small

1. The building is very small. Need to keep in mind as we progress forward.
2. Show humans to scale in plans, to convey limitations of space.
3. Though schemes improve conditions, existing building imposes limitations because of size.
4. Scheme A seems like a lot of work for limited returns, because of size.

H. Other Buildings / Sites

1. Expressed interest in site adjacent to Minnie & Lovie Ward Recreation Center.
2. Expressed interest in exploring the option to purchase the site next to the library for potential expansion
3. Research SFMTA transit development plans for Ocean View neighborhood, specifically any modifications to the route for the M Line on Randolph Street.
4. Option of demolishing existing building and constructing a new library on existing site raised.

I. Conclusion

1. Scheme A makes one big move – creating a program room on the first floor.
2. Scheme B makes plays it safe and tweaks existing building for more open space.
3. Current building ultimately imposes limitations to amount of impact either renovation will have.

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By: AMS Date: 7/26/2017



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MEETING NOTES

SUBJECT: Chinatown Branch Library – Meeting No. 1
DATE: 23 August 2017
TIME: 10:00A – 12:00P
LOCATION: 30 Van Ness, 4th Floor

ATTENDEES:

San Francisco Public Library:

Cathy Delneo, Denise Schmidt, Roberto Lombardi, Rebecca Alcala-Veraflor, Michael Lambert, Lorna Chee, Aileen Kuo, Terri Carlson, Katrin Reimuller

Public Works:

Andy Sohn, Ruby Yu, Julia Groat, Rommel Taylor, Yumeng Wang

INTRODUCTION:

Project goal to go to the Library commission in September

Most complex design response of the three branches

Branch renovation was completed in 1996

Highest usage of all branches

A. Goals / Vision

1. How do we design a building now that will still be relevant in twenty years?
2. Make the branch relevant for a time 20 years in the future.

a. Current circulation is dropping approximately 5% per year.

Physical use of collections will be half of current use.

b. Example is Glendale in Southern California which embodies open space and flexibility of open space.

c. Vision to challenge the current collection size.

3. People come for the library experience.
4. Chinatown branch is much loved and used by its community – vibrant, lively – highest visitor count.
5. Reduce fixed computers.
6. Flexibility for future use of space.
7. Restore elegance of historical library.
8. Optimize the space so that it can accommodate more people comfortably.

DESIGN OPTIONS (“Bubble diagrams”):

Option A - “Light Touch”

- Restore historic access/entry
- Flexibility through movable walls
- Keep current elevator configuration
- Questions:
 - Can Story Time be mixed with the program room

Option B - “Mix and Match”

- Staff workroom space is needed
- Staff

Option C – “The Tesla”

- Entrances are equally used
- If Teen is located on the lower levels, clear separation is needed
 - Sight lines are required
- Children's area needs a “quiet” zone and

Owner design “Likes”:

1. Single, new elevator
2. Restore historic Carnegie Reading Room
3. Stair that is visible and passages that are easy to understand
4. Teen area located near the Children's area - possibility
5. Roof to be occupied, HVAC consolidated

PROGRAM AREAS:

B. Children’s – comments/ ideas

1. Is there need for separate story time if program room is very large and dividable?
2. Use current Storytime Room as play nook.
3. Desire for distinct space that is quieter and more separate, but still connected (special needs, small group reading, etc).

C. Teen

1. Teen and children can be on the same floor if clearly separated
2. Have staff available to both; staff serves ages 0-18 and is easier to have both teen and children on same floor

3. Teen can have mentoring/volunteering/etc opportunities with children
4. Teen can pop in and check on children's if adjacent
5. Teen area is loud and social
6. Some teens self-select for quieter, "adult" space

D. Staff

1. Need staff near front of spaces.
2. One combined service point,
3. Idea of centrally located service pod, with multiple points/directions of interaction, rather than monolithic counter with binary division
4. Idea of modular, movable staff units
5. Plus additional staff work space ("work room") and roving staff.
6. If necessary, skew towards better service / convenience for patrons, rather than convenience for staff
7. Okay to disconnect work desk/circ desk from work room
8. Historically, lack of trust towards patrons. Now, shift towards customer service model.
9. Rethinking / re-envisioning – what is reference?
10. Current combined desk in Children's works well.

E. Restrooms

1. Preference for multi-user restrooms.
2. Need for restrooms on both ground and main floors.

F. Miscellaneous

1. Where is the book drop?
2. Bins transit occurs in ground floor.
3. Want more merchandising of books / books on display / retail-bookstore atmosphere.
4. Want a space for seniors.

G. New and Old Portions

1. Strongly want to restore old historic portion of building.
2. Quieter historic, louder new; or vice versa.
3. Idea of program front and center in main reading area (new portion of building), while historic remains quieter more traditional reading

H. Vertical Circulation

1. 50/50 split between using external grand stairs, and entering on ground floor to use elevator, to reach main floor.
2. Want visible connecting stair between ground and main floors.
3. Want only one elevator in the newer portion of the building.

I. Mezzanine

1. Option: Mezzanine as staff only?
2. Option: Mezzanine as public, but combined with staff area? Gives staff to go up there (e.g. staff break room).
3. Mezzanine as senior lounge? Is this quiet or loud?

J. Roof

1. Currently an underutilized missed opportunity.
2. Can be used for special programs and events.
3. Possible great view for lectures.
4. Options for monitoring – staff, volunteers, camera + buzzer
5. Need built in storage (cooking classes, computers)
6. Move HVAC to allow views and improve space
7. Possible space for senior lounge
8. Shade is important.
9. Lots of green – roof as luscious respite – but would need built in irrigation.
10. Planting:
 - a. Community planted area?
 - b. Utilize water conservative planting, natives.
11. Non-climbable – safety for kids.
12. If mezzanine is regularly used by staff the roof is less out of the way to monitor.

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By: AMS Date: 9/29/2017

Landmark Nomination
Carnegie Branch Libraries
of San Francisco



January, 2001

ORIGINS OF THE SEVEN SAN FRANCISCO CARNEGIE BRANCH LIBRARIES 1901-1921

CARNEGIE LIBRARY GRANT PROGRAM

Beginning in 1886, Andrew Carnegie, then one of the wealthiest industrialists in America, commenced what he later referred to as his “retail period” of library philanthropy. Carnegie had earlier advocated the disposal of surplus wealth to further social goals during the lifetime of the donor, a philosophy he committed to publication in 1889.¹ Although he financed a variety of public facilities, including schools, swimming pools, and New York’s Carnegie Hall, Carnegie favored libraries because they encouraged the active participation of the “deserving poor” for self improvement, a process with which he strongly identified due to his own early circumstances.

At first, he operated well within an established tradition of paternalistic library donorship, in which wealthy benefactors, typically on their own initiative, constructed monumental buildings in locales where they themselves either lived, did business, or were otherwise associated. Nominally dedicated to public use, these institutions were usually closely controlled by trustees drawn from the social elite and beholden to the donor. In practice, access to them was often limited. Operating expenses were met by private endowments, supplemented occasionally with public monies. However, continuity of funding was usually uncertain.²

Carnegie first donated library buildings in his Scottish birthplace, Dunfermline, followed by several Pennsylvania towns where his steel mill operations were concentrated. In Homestead, the last of these mill towns, he encountered, for the first time, public opposition to acceptance of his largesse. This resistance, strongest among union workers, stemmed from the virulent political conflict of the day between capital and labor in general, and particularly from the legacy of a bitter, violent strike and lockout that had occurred at the Carnegie Homestead Mill in 1892. During four months of conflict, armed company guards had killed several striking workers, and the Pennsylvania National Guard had been called out to protect strikebreakers. For years after this, organized labor fiercely resisted the use of Carnegie’s “tainted money” — even for public benefit.³

Stung by the growing resistance to his benevolence, Carnegie reorganized his approach to philanthropy. In 1898, he announced that he would no longer initiate library grants himself, but instead would entertain funding requests from interested

¹ Andrew Carnegie, “Wealth” (1889), quoted in Kortum, Lucy Deam. “Carnegie Library Development in California and the Architecture It Produced, 1899-1921”. M.A. Thesis, Sonoma State University, 1990, p27

² For a discussion of 19th century library philanthropy prior to Carnegie, see : Van Slyck, Abigail A. *Free to All, Carnegie Libraries and American Culture: 1890-1920*, The University of Chicago Press, Chicago, IL, 1995, Chapter One

³ Kortum, Lucy Deam. “Carnegie Library Development in California and the Architecture It Produced, 1899-1921”. M.A. Thesis, Sonoma State University, 1990, p28, also Van Slyck, 19, 102

municipalities, thus shifting the initiative for the creation of a library to the community itself. In addition, he began to require successful applicants to supply the building site, and commit to levying a tax of at least 10% of the grant amount *per annum*, specifically allocated to the continued operation of the new library. This new system had the effect of displacing political controversy away from Carnegie himself by requiring the basic commitment, and the necessary political decisions, to be resolved at the local level prior to his involvement.

At the same time, the new Carnegie system strengthened the role of elected officials and the public *vis a vis* unelected boards of trustees. Since, at the very least, a municipality was required to institute a tax for library support, trustees—generally drawn from the social and cultural elite—were forced to negotiate with elected officials in order to receive Carnegie money.⁴ In large cities, these officials were often members of recent immigrant groups who had not previously had any influence in cultural matters.

With the advent of this new system, Carnegie entered his “wholesale” period of giving. Beginning with 26 libraries funded in 1898, he went on to build an average of more than sixty per year until the program effectively ended in 1917. The peak years of activity were 1901-1903, when the now-retired Carnegie financed nearly 500 libraries. In all, he was responsible for the construction of 1,681 libraries in the United States, as well as 828 others worldwide.⁵

Carnegie’s private secretary, James Bertram, conducted most of the day-to-day business of evaluating requests and administering grants. Although there were no rigid requirements governing the architecture of a Carnegie library, Bertram, with the support of his employer, eventually came to exercise greater and greater influence over design, in the avowed interests of cost control and the avoidance of wasted space. By 1907, Bertram began to require that building plans be submitted for prior approval. He often demanded changes in order to avoid what he saw as wasted space or money. In 1911, he codified his views on library design in a pamphlet titled “*Notes on the Erection of Library Buildings*.”⁶ In the same year, the newly created Carnegie Corporation of New York took over administration of the library program, with Bertram remaining the principal administrator.⁷

EVOLVING ARCHITECTURE OF BRANCH LIBRARIES

The earliest buildings designed as libraries in this country were typically monumental structures, often in the Richardsonian Romanesque style, usually located in the business or governmental center of a municipality. Their asymmetrical plans and high ceilinged spaces were ill suited to library use, but reflected a hierarchical social order in

⁴ Van Slyck, Abigail A. *Free to All, Carnegie Libraries and American Culture: 1890-1920*, The University of Chicago Press, Chicago, IL, 1995, 65

⁵ Carnegie Corporation of New York, website, “Andrew Carnegie’s Legacy”

⁶ Reproduced in appendix to this report, pages 31-35

⁷ Kortum, 30

which trustees were accorded spacious, elegant private rooms; books were guarded from unsupervised public contact; and the public reading space was often dominated by a large portrait of the benefactor or founder. These buildings frequently housed non-library cultural facilities as well, such as art and natural history collections, concert rooms, or theaters.⁸

Carnegie's early libraries were constructed in this mode, one even containing a gymnasium and swimming pool. However, as he entered his "wholesale period" Carnegie came to adopt the views of professional librarians, which emphasized more practical aspects of design, e.g. efficient handling of books, even heating of spaces, adequate storage and work space, etc. At the same time he espoused the theories of social Progressives concerned with the growing masses of foreign immigrants in American cities. Progressive theories saw libraries as sites for acculturation and education of both immigrants and native born members of the lower social classes. For those purposes, Progressives called for libraries located convenient to immigrant and working class neighborhoods, featuring open stacks, good lighting and ventilation, and an official attitude both welcoming and, at the same time, ordering.⁹

However, most early branch libraries were actually housed in rented or donated spaces—commercial storefronts, offices, or unneeded storage areas—spaces that generally lacked the qualities sought by Progressives. With his extensive program of grants, Andrew Carnegie ultimately came to be the single most influential force giving shape to the new branch library, a building type that had not previously existed. He increasingly favored the construction of branches over central libraries—after 1905 he refused to fund central libraries at all — and the branch buildings he financed were expected to conform to social-progressive concepts.

These views, ultimately codified by Bertram in *Notes on the Erection of Library Buildings*,¹⁰ called for a symmetrical rectangular plan, a single story with basement, and windows six feet above the floor to allow continuous open shelves beneath them. On the main floor were to be a large reading room, entered through a small vestibule, and the librarian's service desk. The library collection was to be housed in open shelves lining the walls beneath the windows, and in low freestanding shelves which could be used as room dividers without restricting the librarian's ability to oversee the entire space from the service desk.¹¹ The basement was to contain a public lecture room, toilets, and service spaces. Eventually, Carnegie also came to require a separate children's reading room, again in accordance with Progressive social theory.

⁸ Van Slyck, 4

⁹ *ibid*, 65

¹⁰ Here and elsewhere, the bothersome simplified spelling used by both Carnegie and Bertram has been modified to standard usage, hence 'building' rather than 'bilding' and 'are' not 'ar.'

¹¹ Although the librarian's desk location is not specified by *Notes*, it is centrally located in the San Francisco Carnegie branches, perhaps because staffing levels were typically lower here than in other parts of the country. In the Carnegie designs, a decline in levels of comfort for staff work space coincides with a redefinition of the librarian's profession from male to female work. See Van Slyck, Chapter 5

No such detailed guidelines governed the exterior design. Instead, *Notes on the Erection of Library Buildings*, states:

“It will be noted that no elevations are given or suggestions made about the exteriors. These are features in which the community and architect may express their individuality, keeping to a plain, dignified structure and not aiming at such exterior effects as may make impossible an effective and economical layout of the interior.”

The interpretation of these guidelines would lead repeatedly to disagreement between Bertram and local authorities, who were frequently more interested in the exterior appearance than the interior functionality. It would also involve Bertram and Carnegie in conflict between librarians and architects, two groups then engaged in professionalizing their respective fields. Bertram, speaking for Carnegie in these situations, declared a clear bias for the needs of librarians. However, he was also deferential to the generally greater social standing of local elites and their architects.¹²

Most Carnegie libraries utilized Beaux-Arts historic revival styles. The “Carnegie Classical” style, a somewhat stripped down version of Classical Revival, evolved especially to enable the use of a classical vocabulary within a usually limited budget. These styles were thought to impart an appropriate dignity to the building, to make it immediately recognizable as an important civic structure. They generally feature a three part vertical composition, with base, body, and capital clearly delineated by cornices or string courses. The entrance, usually elaborated with columns, pediments, and ornate surrounds, is located in the center of the main facade. Windows and doors are deeply inset. Masonry construction is favored, using the best materials affordable in the budget.¹³

INSTITUTIONAL ORIGINS OF PUBLIC LIBRARIES IN SAN FRANCISCO

The earliest libraries in San Francisco derived institutionally from American models that had existed since colonial times in the eastern states. These were usually organized around a collection of books made available by an individual or family, and were described as “social”, “membership”, or “subscription” libraries, the distinctions resting on how significant a fee was charged for use.¹⁴ Membership was typically limited along social or professional lines. Early examples of the type in San Francisco include the 1851 Mercantile Association, the 1855 Mechanics Institute, and the 1853 Athenaeum, organized for African Americans.

Public financial support and broad general access to libraries in this country was first instituted in mid-nineteenth century New England. The earliest authorizing legislation

¹² In the case of San Francisco, many of Bertram’s decisions were influenced by the personal intervention of former mayor James D. Phelan or G. Albert Lansburgh, architect of four branches.

¹³ Jones, Theodore. *Carnegie Libraries Across America, a Public Legacy*. Washington, D.C. Preservation Press; New York: John Wiley, 1997.

¹⁴ Kortum, 3

was passed by Massachusetts in 1851, with the 1854 Boston Public Library becoming the first tax supported institution open to all.¹⁵ These early public libraries were commonly created with the donated collection of a social or subscription library. In California, the Rogers Act of 1878 authorized municipalities to levy taxes for the support of libraries, and to accept contributions of books. However, the legislation specifically barred San Francisco from accepting donated collections.¹⁶

The Rogers Act also spoke to a recurring question in the evolution of the American public library system, that is the nature of the governing bodies. Social and subscription libraries were usually controlled by self-perpetuating boards of trustees, often dominated by the founding family. As government funding became available, these elite bodies typically acted to preserve their authority over the newly public institutions, which they continued to see as preserves of high culture. However, especially in large cities, the advent of tax support gave rise to demands for more democratically selected governing bodies. The Rogers Act undertook to preserve libraries as elite cultural bastions by requiring tax-funded California libraries to be administered by self-perpetuating boards of trustees—purportedly to remove them from politics. But the new libraries were, by their nature, political creations, and were to remain contentious in many localities, certainly including San Francisco.¹⁷

In large cities, this basic political tension often translated also into a question of priority between a central library—usually favored by entrenched elites—or branch libraries—seen as a more accessible and democratic distribution plan by both Progressives and ward-based political leaders. Librarians, then just emerging as a professionalized group, tended to favor systems of branches. In most cases, early public libraries, both central and branches, were housed in makeshift quarters, either rented or made available in existing public buildings.

POLITICS OF THE SAN FRANCISCO CARNEGIE GRANT

In 1901, Mayor James D. Phelan secured a commitment from Andrew Carnegie for a grant of \$750,000 to be used for the construction of a central main library and an unspecified number of branches. In a rare personal letter, Carnegie stipulated that “About half (not more, I think less) of this sum should be expended on the central library and the remainder on branch libraries.”¹⁸ The grant also included the standard Carnegie stipulations that the city furnish building sites and commit \$75,000 per year for maintenance and operations.

Carnegie’s grant offer was immediately caught up in what was the beginning of a

¹⁵ *ibid* 6

¹⁶ *ibid* 22

¹⁷ Van Slyck, 65

¹⁸ Carnegie letter to Phelan, 20th June 1901, (reproduced p 36 of this report) All correspondence citations are from the Carnegie Corporation of New York Archives, Rare Book and Manuscript Library, Columbia University, unless otherwise noted.

decade of tumultuous political conflict in San Francisco.¹⁹ As a result, its implementation was to be delayed for eleven years. Organized labor opposed acceptance of the money on grounds that had been voiced elsewhere across the country—that it was unseemly to put the city in the debt of a man such as Carnegie, who had acquired his fortune through the ruthless exploitation of working people, and had used lethal force against them when they struck for improved work conditions. Phelan and his supporters, on the other hand, stalled any action on the Carnegie branch libraries, and instead focused entirely on their cherished main library, eventually even attempting to usurp the funds set aside for branches.

The whole library question was further complicated by near simultaneous local events. In the summer of 1901, as Andrew Carnegie was making his initial offer, Mayor Phelan, who had until then enjoyed some support from working class neighborhoods, interjected the police force into a strike by teamsters and waterfront workers. Police dispersed picket lines with billy clubs, hounded strikers off the streets, and rode as guards on non-union wagons, thus helping to break the strike.²⁰ Phelan, quoted as warning strikers “If you don’t want to be clubbed...go back to work,” now came to be seen as anti-labor, a local version of Carnegie himself—which further stiffened opposition to accepting the grant.

That November, largely as a result of Phelan’s anti-labor image, Eugene Schmitz, president of the Musicians Union and candidate of the newly formed Union Labor Party, was elected mayor. The Phelan Democrats, who retained control of the Board of Supervisors, were reluctant to cooperate with Schmitz. They did, however, formally accept the Carnegie grant, enact a charter amendment to increase the annual minimum library budget to \$75,000, in accordance with Carnegie’s requirements—and sponsor a \$1.6 million bond issue to cover land acquisition and supplemental construction costs for a new main library. The bond issue contained no supplemental funding for branch libraries.²¹

This political standoff continued until 1912. During that time nothing was done to move forward the Carnegie branch libraries, despite all necessary conditions apparently having been met. When the Main Library bond issue failed to sell—due partially to a low interest rate, but probably also to a nationwide boycott of San Francisco bonds issued under the Union Labor regime²²—Phelan personally intervened with local bankers to arrange their sale. Enough bond revenue was obtained to finance the acquisition of land for the new main library. However, the remaining bonds rapidly became even less saleable with a rise in the market rate.

¹⁹ For a discussion of the conflict, see especially—Kahn, Judd. *Imperial San Francisco; Politics and Planning in an American City, 1897-1906*. Lincoln, NB, University of Nebraska Press. 1979 and Issel, William and Robert W. Cherny. *San Francisco 1865-1932; Politics, Power, and Urban Development*. Berkeley, Los Angeles, London, University of California Press. 1986

²⁰ Kazin, Michael. *Barons of Labor*. University of Illinois Press. Urbana and Chicago. 1987 p54

²¹ *San Francisco Municipal Reports 1901*

²² Kahn, p46-47

During this period, five purpose-built branch libraries were erected, none of them utilizing the Carnegie money. Two were donated to the city, one South of Market by Phelan,²³ the other in Eureka Valley by businessman Andrew J. McCreery.²⁴ Both were built on city owned land. Two more, one in the Mission and one in North Beach were privately constructed as libraries, and leased back from the private owners. The fifth, the Park Branch, was built on Page Street, near Cole. Building and land costs for the latter were met by city funds, with no Carnegie money involved.²⁵

Despite the Union Labor government's removal from office in 1907,²⁶ relations between the Library Trustees and the Board of Supervisors continued to be antagonistic. Although he was a long time Library Trustee, Dr. Edward R. Taylor, installed as interim mayor to replace Schmitz, was personally opposed to accepting the Carnegie funds. His opposition, plus a dispute over the location of a new main library, meant continued inaction on the Carnegie branches. In 1910, Taylor was succeeded as mayor by the new Union Labor candidate, Patrick H. McCarthy, President of the Building Trades Council. Under McCarthy, relations between Trustees and Supervisors deteriorated even further.

Shortly after McCarthy's election, Phelan, once again serving on the Board of Trustees, attempted to secure the entire Carnegie grant moneys for construction of a new main library, thereby eliminating any branches. He appears to have claimed that Carnegie had agreed to modify the original grant conditions. Rebuffed by Bertram,²⁷ Phelan and the trustees continued to pursue this end until Carnegie himself delivered a stinging rebuke in a letter to R. B. Hale, President of the Trustees, on April 16, 1910.²⁸ If the city wanted to erect a monumental central library, Carnegie remonstrated, it should finance that project itself, and use his money entirely for branches. He declined also to assist in the sale of the bonds for the trustee-favored main library.

McCarthy and his supporters then placed a measure on the ballot to make the Library Trustees an elected body. This was defeated at the polls, whereupon the Board of Supervisors promptly cut the library budget to the minimum allowable under the charter—which nevertheless remained high enough to satisfy the Carnegie requirements. Still, Phelan and the Trustees took no action to build the much-needed branches.

In 1912, with the Union Labor Party again out of office—this time through a legitimate election—the Trustees placed a measure on the ballot to increase the interest rate on

²³ *Reports 1901*

²⁴ *Reports 1904*

²⁵ *Reports 1909*

²⁶ Schmitz and the entire Board of Supervisors were forced from office as the result of a privately financed graft investigation led by Phelan and Rudolph Spreckels. Schmitz was convicted, but his conviction was reversed on appeal. See Bean, Walton. *Boss Ruef's San Francisco*. U.C. Press. 1952

²⁷ Bertram to Phelan Feb. 11, 1910 — "You only refer to the modification of the promise or the conditions attached to it. You should send us copy of the letter making such modifications." (reproduced p 46 of this report)

²⁸ Carnegie to Hale April 15, 1910 (reproduced p 47 of this report)

the yet unsold main library bonds. Edward Taylor, Trustee, former mayor, and opponent of the Carnegie grant, took this opportunity to put the underlying question of accepting the grant money directly to the voters. His measure calling for refusal of the grant was soundly defeated, while the bond rate increase passed. After this, Phelan again approached Carnegie to revalidate the original grant offer. Carnegie agreed to stand by his 1901 terms, with half the money to go for the planned main building, although he reminded the Trustees that he had since then ceased funding any central libraries, saying:

"I attach most importance to branch libraries, bringing books close to the homes of the people, and have for many years confined my library gifts to branch libraries exclusively..."²⁹

Finally, between 1914 and 1921, seven new branch libraries were built, using \$375,000 in Carnegie money. The new (now old) Main Library was also opened in 1917, financed with the other half of the Carnegie funds, supplemented by \$780,000 in bond money. The branch construction budget received no local funds. Branch locations chosen, in chronological order, were: The Richmond (1914), Mission (1915), Noe Valley (1916), Sunset (1918), Golden Gate Valley (1918), North Beach, now Chinatown (1921)³⁰, and Presidio (1921). These locations were at least partially determined by the influence of district "Improvement Clubs" which had arisen in the mainly middle class newer neighborhoods, and had proven valuable allies in ousting the Union Labor Party. The names chosen for the buildings reflect both the political impossibility of using the Carnegie name in San Francisco³¹ and the Progressive desire to label urban geography without reference to political wards or precincts. Previous practice in San Francisco, and in other large cities, had been to designate branch libraries by number.

PRE-CARNEGIE BRANCH LIBRARIES IN SAN FRANCISCO

The earliest branch libraries in San Francisco were opened in 1888, the same year the nine year old Main Library was moved from rented space on Bush Street to the new City Hall building. The first branches were located in rented spaces in North Beach, the Mission, and Potrero Hill. By 1901, their number had grown to six, with additions in the Richmond district, South of Market, and the Western Addition/Fillmore. Both branches and main were under the direction of the self-perpetuating board of trustees, with George H. Rogers, author of the Rogers Act, as President.

In 1901, the city acquired its first purpose-built library structure, donated by James D. Phelan and located at 4th and Clara streets. Phelan was still serving as mayor and was a member *ex officio* of the board of library trustees. The new building was architecturally derived from the emerging Carnegie library type found all across the country by this time. It was a rectangular plan, single story over basement masonry structure, classical

²⁹ Carnegie to Phelan December 28, 1912

³⁰ The name change took place in 1958, reflecting both a shift in the composition of the neighborhood and the construction of a new North Beach branch.

³¹ Not a requirement of the grants, although many smaller communities, where political resistance was less intense, did incorporate the Carnegie name into the new buildings.

revival in styling, with a central entrance framed in a monumental pediment. Phelan had donated the \$16,000 construction costs, and the site was obtained from the Public School Department. In San Francisco, all of the early purpose-built branch libraries conformed, in general, to the Carnegie guidelines. The 1904 McCreery branch cost \$50,000 and featured finer detailing and finishes than the Phelan, but was designed in the same mode. The Park branch, opened in 1909, the first to be built with City funds, (\$30,000) was designed by the McDougall Brothers, again to the Carnegie recommendations.

Indeed, the Carnegie guidelines had by that time become generally accepted as the standards for branch libraries nationally. However, actual Carnegie projects continued to experience some tension between local sponsors, with their architects, and James Bertram, who insisted, on behalf of the Carnegie Corporation, on the most efficient use of Carnegie money.

THE SAN FRANCISCO CARNEGIE BRANCHES

In San Francisco, when Phelan and the trustees were finally forced to use half of the \$750,000 grant on branches rather than on their coveted Main Library, the result was a fairly lush branch budget. At an average of over \$50,000 each, the seven buildings were conceived as stately adjuncts of the City Beautiful movement, although their fine exteriors were somewhat squandered by their mid-block or secondary corner placement—site acquisition being the financial responsibility of the trustees.

All seem to conform to the basic Carnegie prescription. Plans are rectangular, except for the Golden Gate Valley branch which is rounded at one end with an apse, and entrances are centrally located in symmetrical compositions. Entry is via a small, generally wood paneled, vestibule. All seven buildings have two levels, with a community meeting room, toilets, and service spaces on the lower floors. The upper floors all contain a grand, high ceilinged reading room occupying most of the floor, illuminated by natural light from tall windows. Perimeter shelving runs under the windows and low shelving is used to divide the space and control circulation, as prescribed in *"Notes on the Erection of Library Buildings"*. The main rooms are embellished with ornate plaster ceilings and, in some, plaster pilasters and arches. Delivery or checkout desks are centrally located.

The first two Carnegie branches, the Richmond (1914) and Mission (1916), were built without separate children's rooms. In 1923, both were retrofitted with children's rooms on the lower levels.³² The latter five, Noe Valley (1916), Golden Gate Valley (1918), Sunset (1918), Presidio (1921) and North Beach (now Chinatown, 1921) were designed with children's rooms on the main level. In all but Golden Gate Valley, these occupied rear extensions of the main building, and were divided from the main rooms by wood paneled partitions with glazed upper portions, again in accord with Carnegie guidelines

³² *San Francisco Municipal Reports 1923*

which allowed the glass for sound deadening, while preserving the sight lines, so that one librarian could supervise both rooms.

Despite general conformity to Carnegie standards, there were near constant disagreements over design throughout the period of construction, between James Bertram on the one hand, and the San Francisco Trustees and their architects on the other. Matters began well, with Bertram assuring Phelan in a letter of August 13, 1913, regarding the Richmond branch, designed by Bliss and Faville—

"As far as I remember the plans they were admirably simple and practicable, and I hope that the other plans will follow the same line."³³

But the honeymoon was brief. The design for the Mission branch, second to be built, did not please Bertram, who complained to George Mullin, Secretary of the Trustees —

"The exterior plans you sent are attractive pictorially, but cannot commend the scheme of accommodation. It does not appear to be a good plan to project a two-story building, and make the second story the main floor."³⁴

In fact, he had already sent the plans to W. H. Brett, Chief Librarian of Cleveland, as well as to several eastern architects, for comment. All dutifully criticized the location of the main spaces up one flight, and all agreed that the central stairway protruding in to the middle of the reading room both wasted precious space and created a potential nuisance.

Mullin defended the design, claiming it would be unwise to locate the main room on a basement level because of lighting and ventilation concerns—and noting that there had been no complaints about the stairs at the Richmond branch, which were mostly exterior. He also mentioned that the Mission branch architect, G. Albert Lansburgh, would soon be in New York, and would be pleased to discuss the plans with Bertram.³⁵

Thus was established a pattern that would be repeated—disapproval by Bertram, followed by a visit from Lansburgh—who was to design four of the buildings, and maintained an office in New York—and finally acquiescence. Constant points of contention were the placement of the main spaces upstairs and the height of the ceilings in those spaces. Both problems stemmed, in Bertram's view, from giving priority to architectural effects over practical concerns—as expressed in his letter of October 11, 1916 to the President of the Trustees—

"Rather than conceive his exterior architectural scheme first and then make his interior accommodation fit it, you will agree that the contrary should be the process of the architect, but generally speaking one does not get this impression from the San Francisco Branch Library plans."³⁶

The Noe Valley branch, next to be constructed, was designed by John Reid Jr. with a

³³ Bertram to Phelan August 13, 1913

³⁴ Bertram to Mullin, January 14, 1915

³⁵ Mullin to Bertram, January 29, 1915

³⁶ Bertram to O'Connor, October 11, 1916 — Although these aspects of the San Francisco designs vexed James Bertram, and today continue to present problems of access, the resulting verticality of the compositions clearly enhances the grandeur and civic presence of the buildings.

central interior stairway like the Mission's. It elicited the same objections from Bertram. Edward Taylor, then serving as President of the Trustees, replied forcefully, citing Carnegie libraries in Massachusetts and New Jersey with more stairs than the Noe Valley plan.³⁷ Bertram retreated, but sent the plans to Edward L. Tilton, a New York architect, who criticized the lack of librarian work space, and recommended a side entrance to avoid the need for the stairway.³⁸ Bertram finally approved the plans, but sniffed—

“One is somewhat disposed to think that an architectural achievement has been aimed at.”³⁹

Bertram raised the same complaints about Lansburgh's subsequent design for the Sunset branch and Ernest Coxhead's Golden Gate Valley basilica model. In the case of the Sunset, he was additionally offended by the wasted space of the loggia.⁴⁰ Another personal visit from Lansburgh seemed to smooth the way for both projects, but six months later, after construction had begun, Bertram grumbled that the Sunset ceiling was too high.⁴¹ Lansburgh paid another visit to him in New York, and explained in a follow up letter—

“I feel that the proportions of the exterior could not be conveniently altered...”⁴²

Bertram again reluctantly acceded. Virtually the same dialogue accompanied approval of the last two branches, Presidio and North Beach (now Chinatown) both Lansburgh's designs.⁴³

ARCHITECTS

As can be seen in the correspondence regarding the San Francisco Carnegie branches, James Bertram and the Carnegie Corporation were impatient with architectural adventures they perceived as detrimental to the functioning of a library. Nonetheless, they expected a measure of architectural distinction that would suitably communicate the importance of the building—and they insisted on the use of trained architects for each building they financed. Nationwide, this led several firms to specialize in Carnegie libraries, with Bertram eager to recommend those with a successful track record.

However, the pool of architectural talent in San Francisco by the time these branches were built, having been augmented by the needs of the post-earthquake reconstruction, was quite adequate without outside help. However, the branch libraries were relatively small projects compared to the simultaneous building of the new Civic Center, including

³⁷ Taylor to Bertram, October 27, 1915

³⁸ Tilton to Bertram, December 8, 1915

³⁹ Bertram to Taylor, December 10, 1915

⁴⁰ Bertram to O'Connor, October 11, 1916; In an intriguing aside, Bertram also comments “The octagonal plans put forward are quite impossible and need not have been sent here.”

⁴¹ Bertram to O'Connor, March 23, 1917

⁴² Lansburgh to Bertram, March 29, 1917

⁴³ Bertram to Mullin, February 3, 1920: “The clearance of the main floor in the North Beach Branch is unnecessarily high, architectural affect having evidently been the controlling factor.”

the new main library, and to the Panama Pacific International Exposition (PPIE), as well as to the growing downtown area. The architects who designed the branches were all quite prominent in the profession, and, with the exception of Ernest Coxhead, they were all involved in the larger projects of the day.

G. ALBERT LANSBURGH

G. (Gustave) Albert Lansburgh, designer of the Mission, Sunset, North Beach, and Presidio branches, was one of the chosen finalists in the competition for the Main Library. His proposal there was rejected because of what the judges considered a dysfunctional plan, with the delivery room located one floor below the reading room.⁴⁴

Lansburgh was born in Panama, and immigrated to this country in 1882, at the age of six. He attended the University of California, Berkeley, but left after two years to enroll in the Ecole des Beaux Arts in Paris, on the strong encouragement of Bernard Maybeck, with whom he had worked in the summers. He graduated from the Ecole in 1906 with highest honors and was awarded a medal for his design of a projected new Temple Emanu-El in San Francisco.⁴⁵ He returned to San Francisco just in time to participate in the rebuilding of the city after the earthquake and fire of April 18.

In practice on his own by 1908, he also continued to study under Maybeck for a period of time. Lansburgh is remembered largely for his numerous theater designs, which often displayed his Beaux Arts training and made copious use of polychrome terra cotta—traits that his branch libraries here share. His Wiltern Theater in Los Angeles is a designated landmark. Locally, his best known theater works are the adjacent Golden Gate and Fox Warfield at Golden Gate, Taylor and Market. Lansburgh's theater work included a sophisticated understanding of acoustics as well. His design for the interior of the San Francisco War Memorial Opera House was highly praised for its acoustical qualities and innovative stage arrangements.

In addition to theaters, Lansburgh, a Jew himself, did a number of projects for Jewish organizations. These include the Jewish Concordia Club on Van Ness Avenue; the B'nai B'rith Grand Lodge; the Sinai Temple in Oakland, and a second unexecuted design for Temple Emanu-El. Lansburgh consulted with Arthur Brown in the design of the present temple at Lake and Arguello.

Lansburgh practiced for over 40 years. Headquartered in San Francisco, he also maintained offices in New York and Los Angeles. His theater work, especially for the Orpheum chain, where his brother was a corporate officer, kept him busy nationwide. He also executed public auditoriums in widespread locations, including Sacramento and Salt Lake City. During World War II, with theater and auditorium work generally on hold, he made drawings for seaplanes and naval vessels, before going into semi-retirement.

⁴⁴ Cahill, B. J. S. "The San Francisco Public Library Competition". The Architect and Engineer of California, May 1914.

⁴⁵ Never built due to the post-earthquake relocation of the congregation

He died in San Francisco in 1969.⁴⁶

BLISS & FAVILLE

Designers of the Richmond Branch, this firm consisted of Walter D. Bliss and William B. Faville, both native Californians and MIT graduates. The two trained under McKim, Mead & White before establishing their own firm in 1898.⁴⁷

One of the partnership's earliest triumphs was the Carnegie-financed Oakland Public Library (1901).⁴⁸ This was followed by their original St. Francis Hotel (1904), which they rebuilt in 1907 and added to in 1913.⁴⁹ In the downtown rebuild following the earthquake and fire of 1906, the firm was also responsible for the Bank of California building (1907), the Geary Theater (built as the Columbia in 1909), the Geary Theater Annex (1909), the Savings Union Bank at Grant, O'Farrell & Market (1910), and the Masonic Temple (1911) at Van Ness & Market. The Bank of California, Geary Theater, and Savings Union Bank are San Francisco Landmarks, while the Geary is also listed individually on the National Register.

Bliss and Faville were also active in the design of several PPIE pavilions from 1913 to 1915. Their work for the exposition included an innovative design for the "great wall" which surrounded the fair grounds. A temporary structure covered with ice plant, the wall was intended to shelter the bay front site from the blustery San Francisco summer weather.⁵⁰

The partners were unsuccessful competitors, with a massively domed entrant, in the Main Library competition. They nonetheless contributed magnificently to the new Civic Center with their State Building (1926), at 350 McAllister. Throughout the teens and 20s, they continued to establish a strong presence in the emerging downtown, with their 1916 Southern Pacific Building at 1 Market, the Bank of America at 1 Powell (1920), and the National Register listed Matson Building (1921) at the corner of Main & Market. In addition to the Masonic Temple, their club work includes the University Club, 800 Powell (1912), and the Metropolitan Club (1916).⁵¹ Much of their best work incorporates polychrome terra cotta ornament, as does their Richmond Branch Library.

William B. Faville served as president of the San Francisco Chapter of the American Institute of Architecture from 1922 to 1924. The Bliss and Faville firm dissolved in 1925,

⁴⁶ Stern, Norton B. & William M. Kramer. "G. Albert Lansburgh, San Francisco's Jewish Architect from Panama" *Western States Jewish Historical Quarterly*. April-May 1981

⁴⁷ Longstreth, Richard W. *On the Edge of the World: Four Architects in San Francisco at the Turn of the Century*. New York. Architectural History Foundation; Cambridge, Mass. MIT Press. 1983

⁴⁸ Cahill, B. J. S. "The Work of Bliss & Faville" *The Architect and Engineer of California*. Jan 1914

⁴⁹ Corbett, Michael R. & The Foundation for San Francisco's Architectural Heritage. *Splendid Survivors; San Francisco's Downtown Architectural Heritage*. San Francisco. California Living Books. 1979

⁵⁰ Faville, W. B., F. A. I. A. "Phases of Panama-Pacific International Exposition Architecture" *The American Architect*. January 6, 1915

⁵¹ Corbett. *op. cit.* Of the St. Francis Hotel, which is not a designated landmark, Corbett says, "...almost as much as any other building, it serves as the architectural image of the city of San Francisco."

with both partners pursuing separate careers.

JOHN REID JR.

Reid, a native San Franciscan, was educated at the University of California and the Ecole de Beaux Arts. Upon returning to San Francisco, he was associated with Willis Polk and the Daniel Burnham firm, before opening his own office in 1911. His work was mainly public buildings—for many years he was the City Architect or Consulting Architect. The most prominent of his many school buildings is the former High School of Commerce (1927)⁵², now the Unified School District Administrative Building, at 135 Van Ness Avenue (San Francisco Landmark #140). Others include the Twin Peaks School⁵³ and Mission High School (1926).

As a member, with John Galen Howard and Frederick H. Meyer, of the Board of Consulting Architects for the design of the Civic Center, Reid had a great deal of influence over the most important project of that era. The three architects are jointly credited with the Exposition Auditorium (1914), one of the key buildings in the National Register and local Civic Center historic districts. The Board also oversaw the design of smaller school and Fire Department buildings throughout the city, and Reid designed many of these himself. His Noe Valley Branch Library shares with them a proclivity for classically derived design and lavish polychrome terra cotta ornament.

ERNEST COXHEAD

English born and educated, Coxhead first came to San Francisco in 1890. His most notable early works here were a number of churches done for the Episcopal diocese. Of these, only the Church of the Holy Innocents at 455 Fair Oaks (1890) survives. Later, he specialized in residential work.⁵⁴

⁵² Corbett. *op. cit.*

⁵³ Morrow, Irving F. "Work by John Reid, Jr., A. I. A." *The Architect and Engineer*. February 1920

⁵⁴ "The Bay Region Styles: 1890-1930; Ernest Coxhead and the Regional Scene: The Transformation Game & Other Delights". The Foundation for San Francisco's Architectural Heritage.(no date or author)

By 1918, when he designed the Golden Gate Valley branch, Coxhead was still well regarded, although his career was in a period of eclipse.

His library, which many consider the jewel of the seven Carnegie branches, is somewhat atypical of his work. To begin with, he most often used shingled rustic styles, quite unlike this terra cotta clad basilica. Even his other classically inspired work, such as his 1908 Home Telephone Building at 333 Grant Avenue (San Francisco Landmark #141) often featured surprising outsized elements that tweak the classical sense of order. Such departures are absent in the Golden Gate Valley building, which instead presents a studied elegance.

PROPERTY TYPES AND IDENTIFYING CHARACTERISTICS

The seven San Francisco Carnegie branch libraries are the only property type significant under this context. All seven remain in use as branch libraries.

The physical characteristics that unite and define the property type include those promulgated in *“Notes on the Erection of Library Buildings”*, the Carnegie sponsored guidelines first published in 1911:

- symmetrical rectangular plan
- single story with basement
- large windows six feet above the floor
- small vestibule
- large main floor reading room
- open shelves lining the walls beneath the windows
- low free-standing shelves used as room dividers
- basement level public lecture room

Other defining physical characteristics specific to the San Francisco Carnegie branches include:

- high ornamental plaster ceilings in the main reading spaces
- smaller rear extensions of the main rectangular volume, often containing children’s rooms in the later buildings, some now converted to staff space
- glazed and paneled partitions separating main room from rear spaces
- decorative paneling in vestibules and at main desk
- three part vertical facade compositions defined by cornices and plinths
- glazed terra cotta, sometimes polychrome, used for ornament and/or cladding
- deep-set wooden windows with ornate surrounds

The Carnegie branch libraries are significant as:

- examples of early 20th century development in library design
- manifestations of social goals of political progressives in the same time period
- indicators of the political, cultural, and architectural history of San Francisco, also in the same period.

The buildings convey their significance in several ways:

- By their conformance to the general Carnegie guidelines in *“Notes on the Erection of Library Buildings”* they typify the state of library design during the period. The inclusion of separate main floor children’s rooms in the later buildings also contributes in this category.
- By their neighborhood locations, incorporation of open stacks, lecture rooms, and large comfortable common reading spaces, as well as their symbolic entry sequences, they speak to Progressive social goals of acculturation.
- By their delayed dates of construction, and the absence of the Carnegie name in their historical designations, they represent the political and class conflict of their historical period in San Francisco.
- By their rich exteriors, they represent the cultural and architectural history of San Francisco, especially the importance of the City Beautiful movement, during the period of construction.

The physical characteristics described above, which are almost entirely intact in the seven Carnegie branches, are the attributes necessary to list these buildings as local landmarks.

GOALS AND PRIORITIES

The main goal is to nominate the seven San Francisco Carnegie branch libraries as local landmarks, significant not only for their national and state historical associations, but also for their specific connections with the cultural, political and social history of San Francisco. The intention is to encourage historical understanding and respect for the buildings, while embracing extensive necessary alterations related to safety, accessibility, modern information technology, and shifts in the social role of public libraries.

DEFINING FEATURES

Priority should be given to the preservation of the exteriors, and retention of the high ceilinged main reading rooms and symbolic entrances, which are major interior architectural features. Interior spaces other than the main reading rooms and vestibules are not defining features.

Within the reading rooms, the ornate ceilings, high windows, peripheral shelving, and pilasters are defining features. The introduction of free standing shelving, elevator structures, modern furniture, etc., as has already taken place, does not diminish the historic integrity of these spaces. Overhead lighting, if replaced, should respect historic models and should not destroy the fabric of the ceilings. Low shelving used for space division and to direct circulation, while historically significant, could be realigned or removed if necessary to accommodate changing usages, as could librarian’s desks. The conversion of main floor children’s rooms to other uses may also take place without reducing historic integrity. However, the glazed and paneled partitions should be preserved if possible. Although disabled access must be provided, care should be taken

also to preserve the historically significant entry sequences where possible.

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Richmond Branch Exterior

Top left: *East façade*

Top right: *Historic photo, circa 1920s*

Above left: *West façade*

Above right: *North façade*

Historic photo, San Francisco Public Library. All others, author, 2000



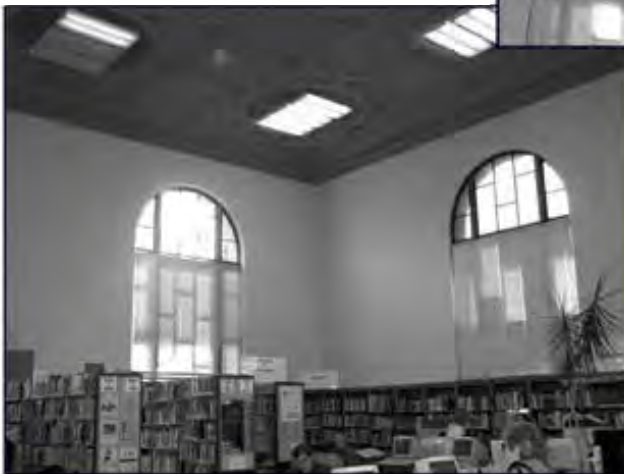
Richmond Branch Interior

Above: Main reading room, paneled vestibule, low shelving as barrier

Right: Main reading room, ornamental ceiling

Below: Main reading room, view northwest

All photos, author, 2000





Mission Branch Exterior

Top left: View to southwest

Top right: Historic photo, circa 1930s

Above left: Historic main entrance, doors altered

Above right: Detail west façade

Left: New main entrance

Historic photo, San Francisco Public Library. All others, author, 2000



Mission Branch Interior

Above: Main reading room, view east

Right: Circulation desk

Below: Detail, ornamental ceiling

All photos, author, 2000





Noe Valley Branch Exterior

Above left: *Detail, cornice, front windows & pilasters*

Above right: *Main entrance*

Right: *View to southeast*

All photos, author, 2000





Noe Valley Branch Interior



Top left: Entrance stairway from vestibule

Top right: Main reading room, foreground stairway & low shelving as barrier, center glazed partition, children's room beyond

Right: Main reading room, view northeast

Below: Main reading room, view north, stairway foreground



All photos, author, 2000





Golden Gate Valley Branch Exterior

Above: Collage, Green Street façade

Right: Historic photo, Green & Octavia streets facades, circa 1950s

Below: Octavia Street façade

Historic photo, San Francisco Public Library. All others, author, 2000





Golden Gate Valley Exterior Details

Top Left: *Cornice*

Middle left: *post & wall, east end*

Bottom left: *gate & post, west end*

Top, middle, bottom right: *northeast corner bay*

All photos, author, 2000



Golden Gate Valley Branch Interior

Above: Main reading room, view east to apse

Right: Vestibule & main entrance, low shelving as barrier

All photos, author, 2000





Sunset Branch Exterior

Above: Historic photo, circa 1920s
Left: East façade, window repairs in progress
Below: Detail, main entrance loggia



Historic photo, San Francisco Public Library. All others, author, 2000





Sunset Branch Interior

Top left: Main reading room, view southeast, paneled vestibule

Top right: Main reading room, view northeast, elevator structure

Above left: Main reading room, detail, ornamental ceiling

Above right: Main reading room, glazed partition, children's room beyond

Right: Main reading room, glazed partition, shelving



All photos, author, 2000



Presidio Branch Exterior

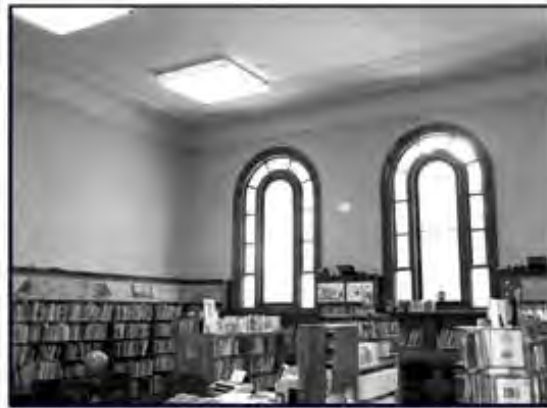
Top: South façade

Above: Historic photo, circa 1950s

Right: North façade

Historic photo, San Francisco Public Library. All others, author, 2000





Presidio Branch Interior

Top left: Main reading room, view to southeast, paneled vestibule center

Top right: Children's Room

Above left: Main reading room, elevator structure

Above right: Main reading room, glazed partition, children's room beyond

All photos, author, 2000



Chinatown Branch Exterior



Top left: *Powell Street façade*
Top right: *Detail, historic main entrance*
Left: *Detail, balustrade*
Below: *Historic photo, circa early 1950s*

Historic photo, San Francisco Public Library.
All others, author, 2000





Chinatown Branch Interior

Top left: *Main reading room, seismic bracing, mezzanine addition, elevator housing*

Top right: *Historic children's room entrance, modern addition beyond*

Bottom left: *Mezzanine addition stepped back from historic windows*

Bottom right: *Paneled vestibule structure*

All photos, author, 2000

*Appendix I*Notes on the Erection of Library Buildings
[Version 3, c. 1915]

This memorandum is sent to anticipate frequent requests for such information, and should be taken as a guide, especially when the proposed architect has not had much library building experience. It should be noted that many of the buildings erected years ago, from plans tacitly permitted at the time, would not be allowed now.

Library committees, especially in small towns, are frequently composed of busy men who, having lacked time or opportunity to obtain a knowledge of library planning, are led to select a design which, if built, would yield an inadequate return of useful accommodation for the money invested, and would unwarrantably increase the expense of carrying on the library.

Some architects are liable, unconsciously, no doubt, to aim at architectural features and to subordinate useful accommodation. Some are also apt, on account of a lack of practical knowledge of the administration of a library, to plan interiors which are entirely unsuited for the purposes of a free public library. Small libraries should be planned so that one librarian can oversee the entire library from a central position.

The amount allowed by the Carnegie Corporation of New York to cover the cost of a library building is according to a standard based on (a) the population which is to pay the tax for carrying on the library, and (b) a specified minimum revenue from such tax. The donation is sufficient only to provide needed accommodation and there will be either a shortage of accommodation or of money if this primary purpose is not kept in view, viz.: TO OBTAIN FOR THE MONEY THE UTMOST AMOUNT OF EFFECTIVE ACCOMMODATION, CONSISTENT WITH GOOD TASTE IN BUILDING.

The amount allowed is intended to cover cost of the building, complete and ready for use with indispensable furniture and fixtures, and including architect's fees.

In looking over hundreds of plans for small and medium-sized buildings, costing about \$10,000, more or less, we have noted some features

*"Notes on the Erection of Library Buildings" page 1
Facsimile of 1915 edition taken from Van Slyck*

leading to a wasting of space, especially in connection with the entrance feature, which, when not wisely planned, leads also to waste in halls, delivery room, etc.

The economical layout of the building is sacrificed or subordinated at times to minor accessories, such as too much or too valuable space allotted to cloak rooms, toilets and stairs.

The building should be devoted exclusively to: (main floor) housing of books and their issue for home use; comfortable accommodation for reading them by adults and children; (basement) lecture room; necessary accommodation for heating plant; also all conveniences for the library patrons and staff.

Experience seems to show that the best results for a small general library are obtained by adopting the one-story and basement rectangular type of building, with a small vestibule entering into one large room subdivided as required by means of bookcases. In cases where it is necessary, to secure quiet, glass partitions may be put above the bookcases. By a one-story and basement building is meant a building with the basement about four feet below the natural grade, the basement being from say 9 to 10 feet and the main floor from say 12 to 15 feet high in the clear. Plans have at times been submitted for "one-story and basement" buildings, which differed from two-story buildings only by having the stair to the upper floor outside instead of inside!

The rear and side windows may be kept about six feet from the floor, to give continuous wall space for shelving. A rear wing can be added for stack-room (when future need demands it) at a minimum expense, and without seriously interfering with the library service during its construction. The site chosen should be such as to admit light on all sides, and be large enough to allow extension, if ever such should become necessary.

The accompanying diagrams [see figs. 1.21 and 1.22] are offered as suggestions in planning the smaller library buildings most commonly required, and will be found to include a maximum of effective accommodation relative to total area.

While these diagrams are suggestive rather than mandatory, nevertheless, since they are the result of experience, those responsible for building projects should pause before aiming at radical departures, and see whether their alternative is to provide as much effective accommodation and have as little waste space.

An important cause of alleged inadequacy of accommodation in buildings erected years ago, when less supervision was exercised, has frequently been found to be uneconomical plan with bad layout. When

"Notes on the Erection of Library Buildings" page 2

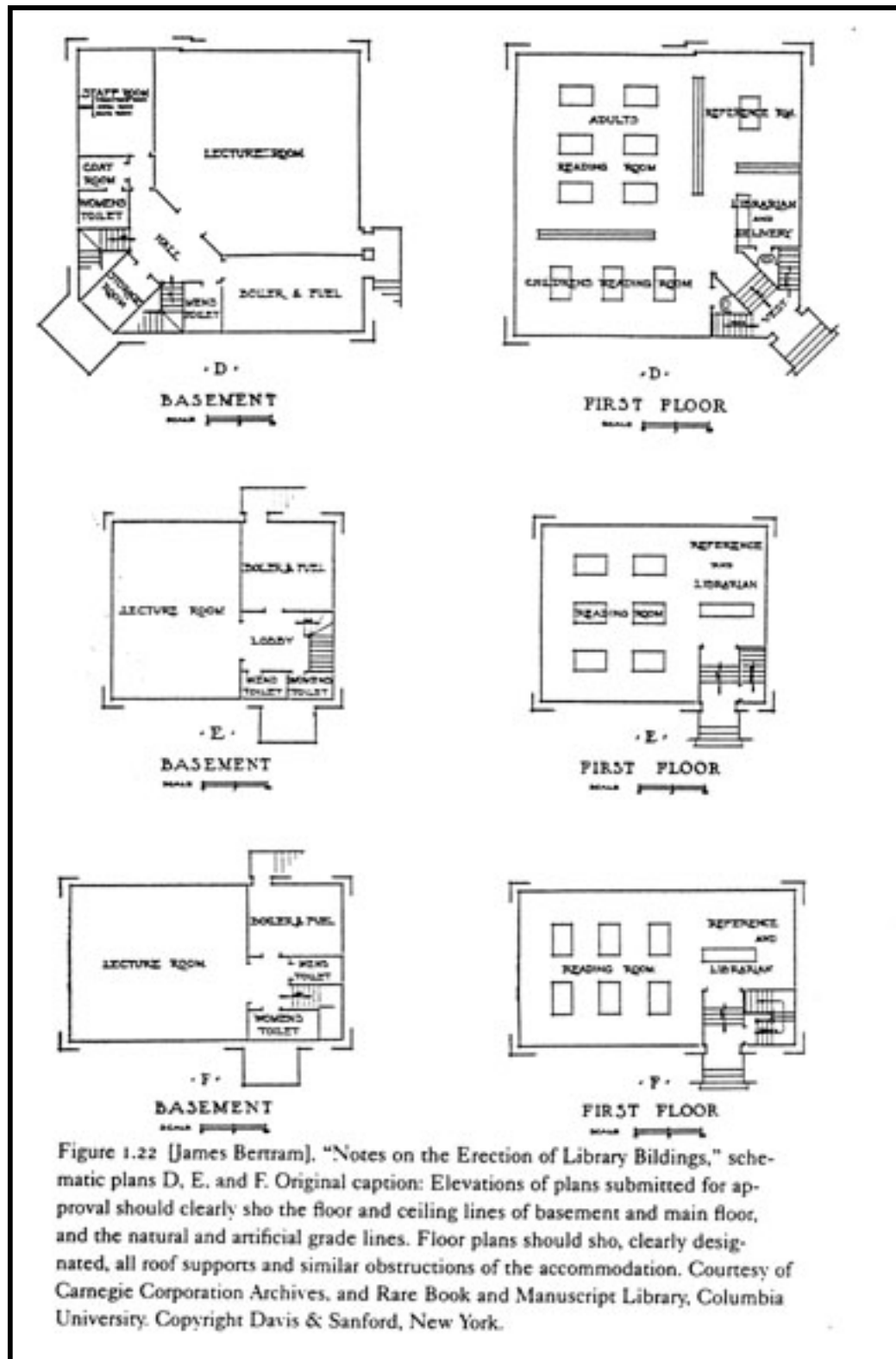
applications (based on growth of population) have been received for aid in extending such buildings, it has often been impossible to entertain the idea of making a grant, owing to the prohibitive cost of demolition and re-erection relative to net gain of superficial area.

It may not be desirable to have library buildings planned from ready-made patterns, and yet a certain standardization of the main requirements of accommodation is as necessary for library buildings as for school buildings, which have been advantageously subjected to strict regulations both in plan and construction. Where architecture is best appreciated there are recognized types established for the various buildings of a public or semi-public character.

It will be noted that no elevations are given or suggestions made about the exteriors. These are features in which the community and architect may express their individuality, keeping to a plain, dignified structure and not aiming at such exterior effects as may make impossible an effective and economical layout of the interior.

These notes are of course written with the smaller buildings in mind; larger buildings require larger and more varied treatment, but no modification of the primary purpose.

"Notes on the Erection of Library Buildings" page 3



"Notes on the Erection of Library Buildings" page 4

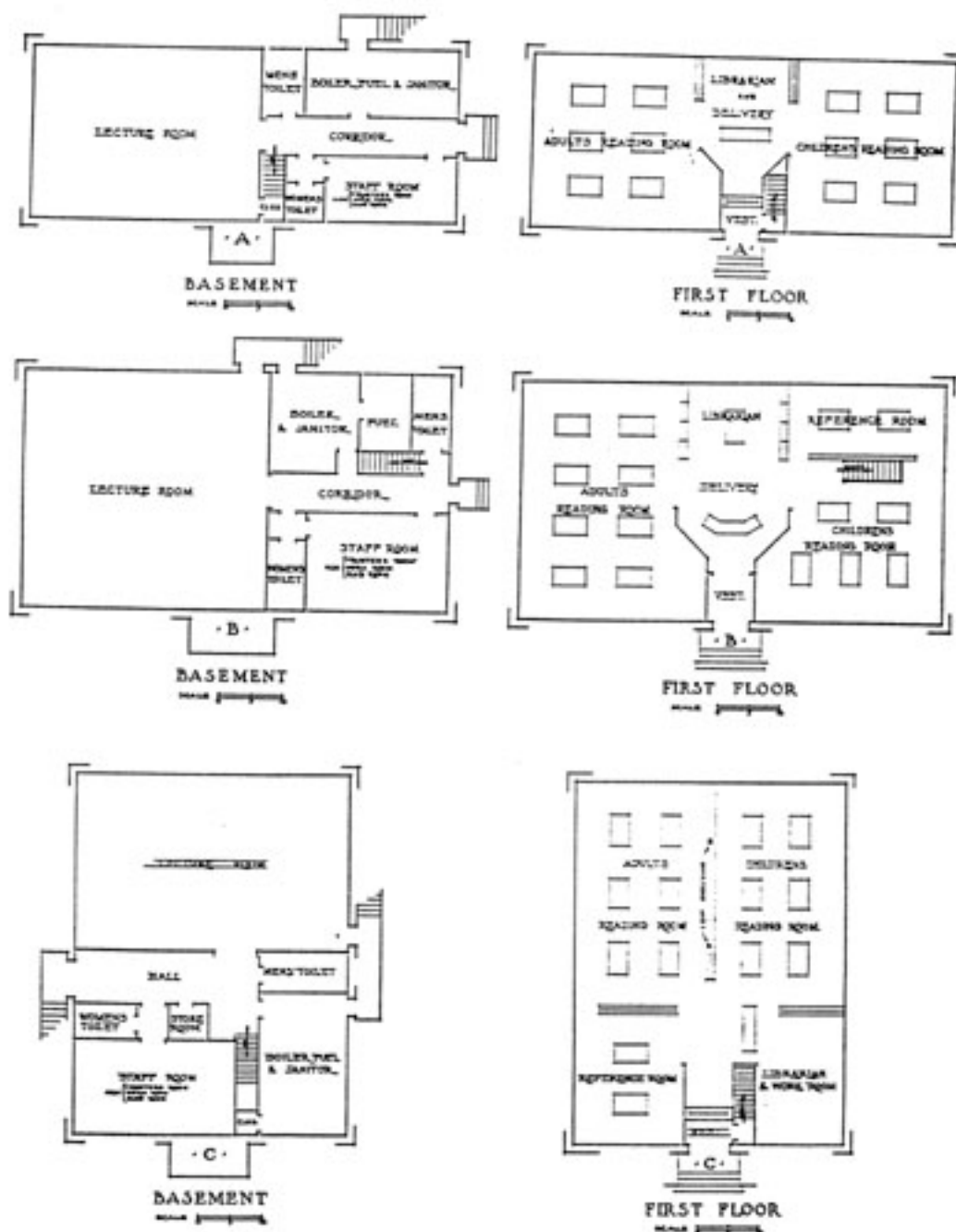


Figure 1.21 [James Bertram], "Notes on the Erection of Library Buildings," version 3, c. 1915, schematic plans A, B, and C. Courtesy of Carnegie Corporation Archives, and Rare Book and Manuscript Library, Columbia University. Copyright Davis & Sanford, New York.

"Notes on the Erection of Library Buildings" page 5

Skibo Castle

Ardgay, N. B.

20th June, 1901.

Mayor James D. Phelan,

San Francisco.

Dear Mr. Mayor:

Your letter of March 22 is before me this morning.

If San Francisco will furnish proper sites for libraries and agree to spend \$75,000 a year in their maintenance, I shall be very glad to give \$750,000 as needed to pay for the buildings. About half (not more, I think less) of this sum should be expended on the central library and the remainder on branch libraries. The site for the central library should be amply sufficient to provide for additions in the future for San Francisco is a growing city.

Very truly yours,

(Signed) Andrew Carnegie

Feb. 11, 1910

Hon. James D. Phelan
Phelan Bilding,
San Francisco, Cal.

Dear Sir,

Yours of February 5th receivd. You send copy of letter of Mr. Carnegie making the original promise of money for Library Bildings for San Francisco. You only refer to the modification of the promise or the conditions attacht to it. You should send us copy of the letter making such modifications.

Mr. Carnegie made the promise to San Francisco before he had decided not to give central library bildings for large cities, leaving that to the community. Of course his promise to San Francisco stands as made, but he will not add to the amount allowed for Central Bilding.

Respectfully yours,

(James Bertram

P. Secretary

April 15, 1910

Dear Mr. Hale -

Please consider this letter personal and unofficial, because I wish to understand the situation fully.

I read, while at Santa Barbara, a speech by the Mayor saying That there would never be a Carnegie Library accepted by San Francisco, or words to that effect. I supposed the whole matter was off and concluded to say nothing about it. The gentleman who waited on me only asked me to take the bonds or arrange in some way to sell bonds for the main Library Building, which the city had undertaken to build, I supposed entirely independent of any offer from us. I replied that I could not engage in any business transaction of that kind.

Now it appears that the city undertook the building of a great Main Library Building. Such Library Buildings as these do not present themselves to me as proper objects for gifts from private individuals. They should be erected by the cities themselves.

Should San Francisco instead of spending the half million I promised, which should be ample to pay for a suitable Central Library Building, conclude to spend a million and a half, I naturally supposed that my money would all go to branches, and this I hope will be done. I am ...? sure that the seven hundred and fifty thousand dollars that I undertook to give will be spent in

the ...? and all that I saw of that vigorous community. We cannot hold San Francisco back.

...? talk this over among yourselves and see whether you cannot devote my \$750,000. to Branch Library Buildings as they are needed, a policy I pursued with New York, Baltimore, Philadelphia, Cleveland and Cincinnati.

We see a sad example in New York upon the great Central Library question. I believe that its cost, ready for occupancy, will reach ...? think will stagger people.

There is one point which I wish you to consider. The half million I agreed to devote to the erection of a Main Library Building was to be the whole cost of the Library Building. I was not to be a partner with the city in the Main Building to the extent of a third. On the contrary, it was to be a building furnished by me. When the city resolved on an extravagant architectural ornament that will be entered only by the well-to-do who have books of their own, my heart is not in it.

Do let us provide your Branch Library Buildings and the city take its grand architectural monument in its own hands and relieve us.

Very truly yours,

(signed) A. Carnegie

Prepared by





Memorandum from the SFMTA

Brotherhood Way/Alemaný Blvd/Sagamore St/Orizaba Ave



TO: Supervisor Ahsha Safai, District 11

THROUGH: Jeff Tumlin,  SFMTA Director of Transportation

FROM: Tom Maguire,  SFMTA Streets Director

CC: Tilly Chang, SFCTA Maureen Singleton, SFPL
David Long, SFCTA Andrew Sohn, PW
John Cunha, SFPL Casey Hildreth, SFMTA
Roberto Lombardi, SFPL Jamie Parks, SFMTA
Jessica Roberts SFPL

DATE: February 28, 2023

SUBJECT: Intersection Improvement at the intersection of Brotherhood Way,
Alemany Boulevard, Sagamore Street, and Orizaba Avenue

This memorandum describes the San Francisco Municipal Transportation Agency's (SFMTA) conceptual planning for improvements to the Brotherhood Way/Alemaný Blvd/Sagamore St/Orizaba Ave intersection and adjacent roadways. Because of the intersecting roadways, multiple travel lanes on many approaches, and unusual geometry, the current configuration could be modified for improved pedestrian access and safety to the Brotherhood Way Open Space, and improved general pedestrian and traffic safety. Implementation of these improvements will require dedicated funding, which is not currently identified. Funding, planning, and implementation can be fully independent of any adjacent land use changes, including potential siting of a San Francisco Public Library branch nearby.

BACKGROUND AND OBJECTIVES

Stakeholders in the vicinity of this intersection have shared concerns about pedestrian and traffic safety, most recently at the Library Commission meeting on February 2, 2023. At that meeting, the San Francisco Public Library (SFPL) received numerous public comments expressing concerns about pedestrian safety, parking, future development, and encroachment on the greenway for a prospective new branch library site at Orizaba and Brotherhood Way. Completing intersection work would improve pedestrian access and allow for a wider range of future opportunities to improve the Brotherhood Way Open Space. This work has independent value, regardless of whether the new Ocean View Branch Library ultimately locates nearby or not.

The SFMTA's objective is to complete feasibility analysis and concept designs for the intersection as soon as possible, which would allow for near-term intersection reconfiguration to be

Memorandum from the SFMTA

Brotherhood Way/Alemaný Blvd/Sagamore St/Orizaba Ave



completed by 2028, pending available funding. Near-term recommendations will be closely coordinated with the San Francisco County Transportation Authority (SFCTA) to ensure that near-term improvements do not preclude potential recommendations of the long-range planning study that the SFCTA is leading for the Brotherhood Way corridor, nearly all of which is on the Vision Zero High Injury Network (HIN).

RELATIONSHIP TO LIBRARY DEVELOPMENT

As part of an effort to construct a new library in the area, the “Ocean View Branch Library Feasibility Report” dated October 2019 studied various sites around Brotherhood Way. Figure 1 shows a preliminary sketch of a library footprint on “Site D,” a potential site identified in the report. While the report deemed pedestrian access safe, with walkable connections to the site from the north, there remained concerns about pedestrian access and safety from the south across Brotherhood Way, Sagamore Street, and Alemany Boulevard. An aerial photo of the site and surrounding streets can be found in the appendix. These concerns and issues exist regardless of whether the library is sited here.

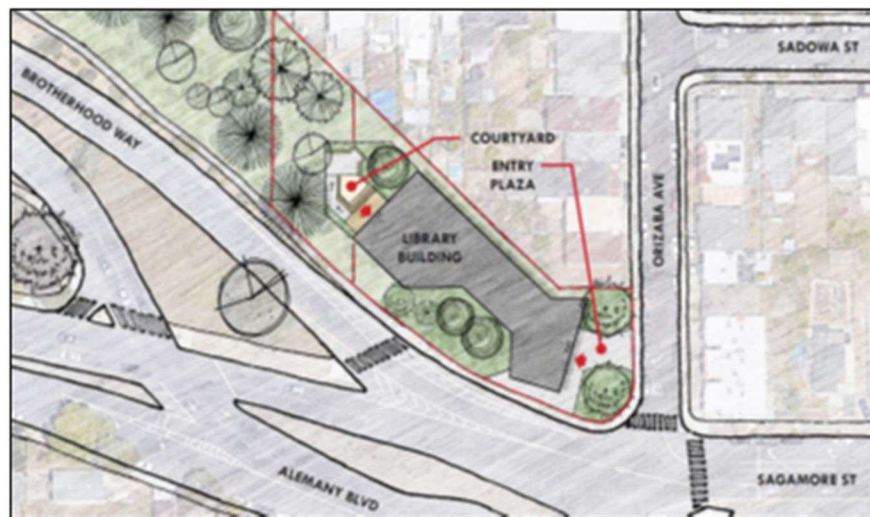


Figure 1. Draft Sketch of a Possible Ocean View Branch Library at Site D

INTERSECTION IMPROVEMENT PROJECT

Following an on-site meeting with the SFPL, Public Works (PW), and the SFCTA, the SFMTA created a project team to outreach, plan, design, and construct improvements for pedestrian safety and access across Brotherhood/Alemaný/Sagamore/Orizaba. Funding to begin the effort was received in January 2023. The project has the following goals so far:

- Work with the District 11 office and local stakeholders

Memorandum from the SFMTA

Brotherhood Way/Alemaný Blvd/Sagamore St/Orizaba Ave



- Coordinate with city partners (SFCTA and PW, among others as needed)
- Aim for a phased approach that delivers a medium-term project that does not preclude ideas generated by longer term planning effort led by the SFCTA
- Potentially provide additional open space along Site D while avoiding major traffic rerouting/detours unsupported by community
- Complete implementation by 2028 (pending funding)

The project team anticipates studying at least two options: a “lighter touch” design that keeps island/curb work to a minimum and a more aggressive approach that realigns a short segment of westbound Brotherhood Way to create more room in front of Site D. Both options would likely include a new traffic signal, and neither is expected to result in major traffic diversion. Additional options may also be explored if they arise during the outreach/planning effort. Determining the cost of changes like these first requires planning and design, but a traffic signal at an intersection of this size, along with likely changes to curbs, islands, and potentially utilities, is expected to cost at least \$2 million and perhaps substantially more.

Following the completion of conceptual design and a preferred alternative, the SFMTA will work the SFCTA to seek funding opportunities including but not limited to competitive grants.

IMMEDIATE NEXT STEPS

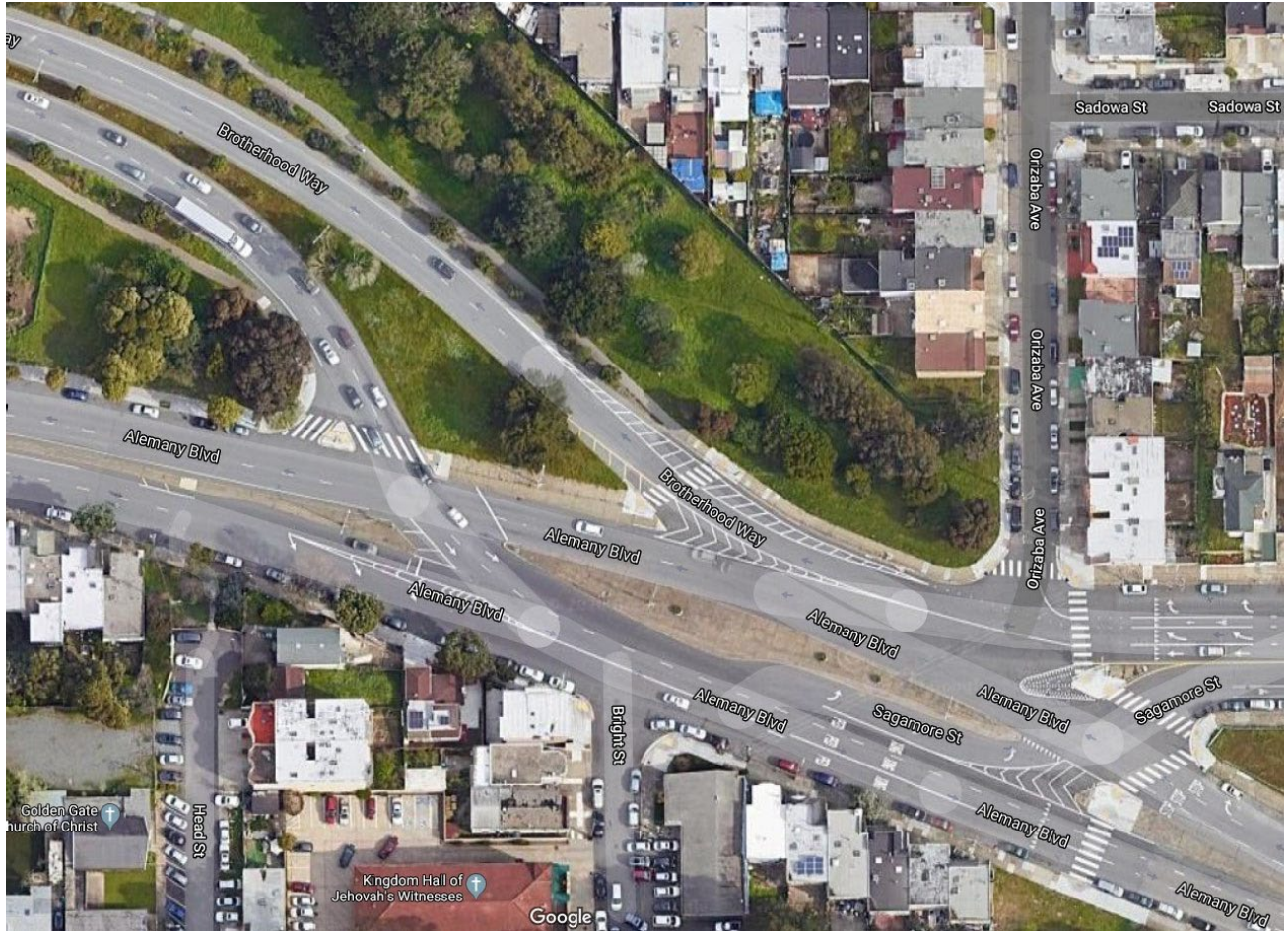
The project team will collect updated traffic counts, survey site conditions, and meet with the District 11 Office to determine what stakeholders should be included in the outreach and planning phase of the project. If you have any questions, please feel free to contact the SFMTA’s point person, Mike Sallaberry (mike.sallaberry@sfmta.com).

Memorandum from the SFMTA

Brotherhood Way/Alemaný Blvd/Sagamore St/Orizaba Ave



SFMTA



APPENDIX – Aerial Photo of Site D, from Google Maps



London N. Breed
Mayor

Alaric Degrafinried
Acting Director

Julia Laue, AIA, LEED AP
Principal Architect
and Bureau Manager

Public Works BDC – Architecture
49 South Van Ness Ave
Suite 1100
San Francisco, CA 94103
Tel 628-271-2868

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

May 21, 2021

Maureen Singleton
Chief Operating Officer
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94103

SUBJECT: PROPOSAL FOR ARCHITECTURAL SERVICES

PROJECT: OCEAN VIEW BRANCH LIBRARY, CONCEPT DESIGN & PRELIMINARY PLANNING APPLICATION

Dear Maureen:

Public Works Building Design and Construction (BDC) is pleased to present this proposal for Architectural Services for the creation of the Preliminary Planning Application (PPA) for a potential new library building to replace the existing Ocean View Branch Library.

I. PROJECT UNDERSTANDING

This MOU assumes that the project will be the development of the site boundary approximately comprising the site Option D as depicted in the *Ocean View Branch Library Feasibility Report*, published October 2019. Public Works will define the assumed site boundary in a dimensioned drawing as part of this project.

There are potential larger site options that are contingent on a potential reconfiguration of Brotherhood Way. Recognizing this, the building design we create for the Preliminary Planning Application (PPA) will be such that with modifications it can be site adapted to the two site options previously under discussion with the San Francisco Municipal Transportation Agency (SFMTA) in the eventuality that roadway reconfiguration becomes a viable project.

Recognizing that Brotherhood Way is a Vision Zero roadway, Public Works engaged SFMTA in 2019 to explore safety measures at the corner of Orizaba Avenue and Brotherhood Way. Workshops with MTA generated two options for reconfiguring Brotherhood Way which are intended to improve safety at the intersections nearest the proposed new library project. The SFMTA roadway schemes remove redundant roadway which results in the creation of additional site area that could be used for the library building or as adjacent open space. *Although, these roadway realignment proposals differ in magnitude and could be implemented in phases, these expanded site proposals will not be studied as part of this proposal.*

II. Work to Date

- a. Branch Capital Projects Feasibility Study, January 2018
- b. Ocean View Branch Library Feasibility Report, October 2019
- c. Preliminary planning with SFMTA 2019/2020

San Francisco Public Works – Memorandum of Understanding
Ocean View Public Library Preliminary Planning Application

III. SCOPE OF SERVICES

CONCEPTUAL DESIGN & PRELIMINARY PLANNING APPLICATION (PPA)

Library Building Program:

The site evaluations for the *Ocean View Branch Library Feasibility Report* were premised on a prototype library of two-stories and 20,000 square feet. The program elements that we used to establish the building area were developed with the Library and are exemplary of current, innovative, small county or large branch libraries in the San Francisco Bay Area. During development of the PPA Public Works will work with Library staff to create a project specific building program.

Building Design:

Public Works will create a conceptual design for the proposed new library building. We will develop architectural designs sufficient to establish project's goals and design direction, scope, budget and that meet Library programmatic requirements and as required for submission of the PPA.

Deliverables are based on the requirements of the PPA and include the following:

- a. Site Diagrams
- b. Photographs of existing conditions
- c. Site Plan (existing and proposed)
- d. Site Sections
- e. Floor Plans and Roof Plans (proposed, with options)
- f. Building Elevations (exterior)
- g. Building Sections
- h. 3D Rendered design views

Landscape Design:

Public Works will create conceptual designs for the landscape design through design meetings with the Library and as required for the PPA. These will include dimensioned site plan, tree locations, and site access.

Community Engagement:

Public Works will participate in community engagement events with the Library. These may include presentations to neighborhood organizations, community outreach meetings held by the Library, tabling events, patron surveys, and presentations to the Library Commission. It is understood that events may be held in person or virtually.

San Francisco Public Works – Memorandum of Understanding
Ocean View Public Library Preliminary Planning Application

Preliminary Planning Application (PPA):

Public Works will work with our Regulatory Affairs staff and the San Francisco Planning Department on creation of the PPA and all documents required for submission. These include but are not limited to the following:

- a. Site photographs
- b. Site planning concepts including site access, relationships to transit, access for deliveries, pedestrian drop-off
- c. Lot lines, open space, adjacent lots, driveways, dimensions and north arrows
- d. Trees and site contours (as required)
- e. Conceptual building design including 3D representations

Budget:

Public Works will employ a consultant to create a cost estimate suitable to establish project budgets. The cost estimate will account for project schedules and assumed cost escalations over time. At this early stage of design costs may be stated in ranges and represent Rough Order of Magnitude (ROM) pricing. Public Works will use the cost estimate for updates to the project budget.

Deliverables:

- a. Meeting notes
- b. 11 x 17 landscape format documents and drawings as required for the Preliminary Planning Application
- c. Preliminary Planning Application forms and required submittals
- d. Presentation materials for community meetings
- e. Building Program Document [Room Specific Narrative and Space Summary]
- f. Estimate of Probable Cost

Client Meetings:

- a. Four (4) programming meetings with Library staff
- b. Six (6) meetings with Library management
- c. Six (6) community presentations
- d. Two (2) Library Commission presentations
- e. One (1) Planning Commission presentation

San Francisco Public Works – Memorandum of Understanding
Ocean View Public Library Preliminary Planning Application

Work not anticipated at this time (exclusions):

- a. San Francisco Arts Commission Civic Design Review (CDR)
- b. Meetings beyond those listed in this agreement
- c. Requested design revisions after client approvals and conclusion of PPA
- d. Requested design revisions or value engineering after cost estimating

IV. SCHEDULE

We anticipate an approximately 18 week schedule duration. A detailed schedule with proposed meetings and deliverables will be generated in coordination with the Library. Preliminary milestones:

Notice to Proceed	Immediately after funds transfer
Kick-off meeting	Within 2 weeks after NTP
Community outreach	To be decided with Library
Tentative Project duration	Late-Summer 2021 – Winter 2022*

*Note-We will work with the Library to establish priorities and adjust the schedule accordingly

V. PROFESSIONAL FEES

Professional Fees for the work covered by this proposal, are as follows:

Project management (BOA)	\$5,500.00
Architectural services (BOA)	\$198,000.00
Landscape architecture (BOLA)	\$67,110.00
Regulatory Affairs (BDC)	\$20,000.00
Cost Estimator (Consultant)	\$12,400.00
Contract Admin (PW)	\$1,240.00

Other costs:

Planning fees	Not included – determined at time of submission
Reprographics allowance	\$3,500

Total	\$307,750.00
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We will update the Library on status of the expenditure of fees. In no case will changes in cost or scope of design services be allowed to exceed \$10,000 without prior approval from the Library.

VI. Attachments

Exhibit A – GENERAL PROVISIONS

Exhibit B - 2020/2021 PW Bureau of Architecture Billing Rates Schedule

San Francisco Public Works – Memorandum of Understanding
Ocean View Public Library Preliminary Planning Application

VII. Approvals

Department of Public Works

Recommended By:

DocuSigned by:
Andrew Sohn
8BC84CE22B66416...

Andrew Sohn
Architect - Project Lead

Date

Reviewed By:

DocuSigned by:
Lourdes Garcia
78AA19ECDBC2412...

Lourdes Garcia
Senior Architect - Section Manager

Date

Approved By:

DocuSigned by:
Julia Laue
BA768D78B79E4A2...

Julia Laue AIA, LEED-AP
Principal Architect & Manager

San Francisco Public Library

Recommended By:

DocuSigned by:
Roberto Lombardi
8BBA026BEA0E4BA...

Roberto Lombardi
Director of Facilities

Date

Approved By:

DocuSigned by:
Maureen Singleton
15A14EAA965B43F...

Maureen Singleton
Chief Operating Officer

Date

San Francisco Public Works – Memorandum of Understanding
Ocean View Public Library Preliminary Planning Application

Exhibit A
General Provisions

A. MOU Amendment Process

1. All services to be rendered by PW pursuant to this MOU shall fall within the scope of services and budget as the same shall be modified from time-to-time as agreed by both parties. In the event it is determined that the Budget needs to be revised for any reason, such revisions shall be addressed as set forth in this MOU. The Client Agency(ies) may, however, in its sole discretion, periodically choose to review the Budget, and taking into consideration any relevant information, may agree to intervening revisions of the Budget.
2. PW shall inform the Client Agency in advance of any costs that exceed 10% per fee budget line item amount where PW's total fee remains unchanged, and (ii) any work that PW anticipates will exceed the agreed-upon scope of services set forth in this MOU. Upon receipt of any such information from PW regarding additional scope of services, The Client Agency shall review the submittal and, as set forth below, either provides written authorization for the additional scope of services or denies the request and set forth the reason(s) for the denial.
3. PW will notify the Client Agency immediately when decisions, comments or requests change the scope or schedule of the project. PW will submit any proposed fees and a project agreement modification for written approval prior to proceeding with new work;
4. Separate projects for additional work will be under separate MOUs.

B. Financial Oversight and Audits

1. According to Controller's requirements, funding shall be made in advance of expenditures and encumbrances. If Client Agency elects to fund projects in phases, a mutually agreed upon funding plan will be executed and described in the project agreement.
2. PW and the client Agency agree to City accounting methods and procedures per which is intended to serve as a guideline for accounting activities and communication by and between the Client Agency and PW.
3. Funding: Upon final determination of the People soft (PS) codes related to the Project or Program, The Client Agency agrees to make the funds available in PS so that PW can charge to these PS projects and funding source. The approved budget should be recorded in PS before PW services commence and before a contract is advertised. PW will provide supporting documentation, such as copies of invoices from vendors, labor reports, proof of payments, etc. as requested by the Client Agency.
4. Work Authorization: For capital projects, The Client Agency agrees to use a work authorization allowing PW to directly charge to PS Project using a PW account code.

San Francisco Public Works – Memorandum of Understanding
Ocean View Public Library Preliminary Planning Application

5. Only actual and verifiable costs including allocable indirect costs that are reasonable and directly allocable and related to the work and/or services provided for each project will be charged.

Mutual Assistance and Dispute Resolution

1. The Client Agency and PW agree to collaborate toward mutual success, defined as achieving project scope, within budget, and on schedule.
2. PW and Client Agency agree that this MOU provides a general description and understanding of the services to be provided, and of the schedule and costs associated with these services.
3. Program management staff from the Client Agency and PW shall work in good faith to address disputes that may arise. If disagreements cannot be resolved among staff, they shall proceed to the PW Bureau Manager and Client Agency Managers for resolution. Any remaining disagreements shall be resolved by the City Administrator or his designee and the decision shall be final.
4. If the case of a dispute involving the transfer of monies to PW to resolve insufficient funds, a temporary stop date will be placed on the job order preventing PW staff from working on the project until the funds are received.
5. PW will rely on accuracy and completeness of information furnished by the client agency or the Client Agency's consultants;
6. Information and approvals shall not be unreasonably withheld or delayed by either party to this MOU. No rejection shall be given without prior consultation with the affected party and the opportunity to affect a solution to the issue.

Cancellation

1. The MOU will continue until terminated in writing by either party. Any remaining funds allocated to a terminated project shall be returned within 30 days, minus funds necessary to close and archive the project.

Record Retention

1. Unless PW is notified in writing, the Client Agency agrees to follow PW's record retention policy.

Governing Law

1. All transactions described herein are subject to and must be conducted in accordance with the applicable requirements of the City's Charter and codes and applicable state and/or federal laws.

Severability

1. The invalidity or unenforceability of a particular provision of this MOU shall not affect the other provisions hereof.

San Francisco Public Works – Memorandum of Understanding
Ocean View Public Library Preliminary Planning Application

Effective Date and Signatories

1. This MOU shall commence upon signature of both parties and funding. It shall terminate upon the final completion of the project or an earlier date as provided in the terms and conditions above.

Project Budget Conditions

1. Scope of Services is based on available project information at time of the preparation of the Proposal. Budget estimate is for the specified duration of service with specific start and completion date. Changes will impact budget and schedule. Any change in duration, start, and/or completion date will impact budget.
2. No allowance for increase in the overhead cost rate, overtime, late starts, schedule acceleration or deceleration, demobilization or remobilization has been included. Fee increases due to annual billing rate increases will be anticipated at a rate of 5% per year and incorporated into future phase fee estimates at this rate. However, future fees billed will be based on actuals and PW will inform Client Agency what the rate changes are and the budget impact if any. Additional service fee requests due to changes in project conditions will be made prior to commencement of work. Notification to the client of intent to request additional services will be made at the earliest possible time after changes in project conditions.
3. Fee Budget for the current phase of the project is based on estimated expenses (labor and non-labor). Future project phase fees are projected and based on reasonable rule-of-thumb estimates. It is assumed that fees for future phases will be revisited, negotiated, and finalized prior to beginning service on a new phase. PW will track costs separately related to owner-requested change orders, code changes, and errors and omissions.
4. Service proposals, project agreements and modifications expire after 90 days if not funded.
5. Salary rate for PW staff is based on Step 5 (highest) of current classification with known adjustment of salary within the period covered by the current Union and City MOU. Salary adjustment beyond the duration of current MOU, promotion of assigned staff to higher classifications, and reassignment of staff to higher classification are not accounted for.

End of Attachment

**EXHIBIT B: Billing Rate Schedule for Fiscal Year 2020-2021 ***

London N. Breed
Mayor

Alaric Degrafinried
Acting Director

Julia Laue, AIA, LEED AP
Principal Architect
and Bureau Manager

Public Works BDC – Architecture
49 South Van Ness Ave
Suite 1100
San Francisco, CA 94103
Tel 628-271-2868

sfpublicworks.org
facebook.com/sfpublicworks
twitter.com/sfpublicworks

Team	Classification	Billing Rates*
Senior Architect	5211	\$267
Design Manager	5211	\$267
Technical Manager	5211	\$267
Project Architect	5268	\$228
Architectural Administrator / BIM Manager	5120	\$201
Arch. Associate II	5266	\$197
Arch. Associate I	5265	\$169
Arch. Assistant II	5261	\$148
Arch. Assistant I	5260	\$134
QA/QC	5211	\$267
Analyst	1822	\$147
Student Trainee 2 (Intern)	5381	\$95
Student Trainee I (Intern) (CC)	5380	\$88

* We reserve the right to adjust hourly rates, applicable to all projects in accordance with Public Works' salary increases. We will provide an adjusted hourly rate schedule for your records.



San Francisco Public Library

100 Larkin Street, San Francisco, CA 94102 - 4733

MEMORANDUM

DATE: October 10, 2019
TO: Library Commission
FROM: Michael Lambert, City Librarian
RE: Update on Ocean View Branch Library – Capital Project

At the Library Commission meetings on April 18 and July 18, 2019, library staff provided updates on Branch Capital Projects, which included information about a series of community meetings with Ocean View neighborhood residents regarding the prospective renovation of the Ocean View Branch Library. The three community meetings in February and March 2019 yielded valuable feedback regarding residents' level of support for and concerns about renovating the existing Ocean View Branch Library facility. Community members shared that the existing building had numerous deficiencies including:

- very limited space for physical collections
- lack of adequate seating and study tables
- lack of a defined area for teens
- lack of spaces for individual or group study
- an inadequate meeting room that is unable to accommodate attendees of library events

In summary, community members expressed serious reservations about the efficacy of renovating the existing space to address the community's needs for library services. Ocean View residents strongly conveyed the need for a new branch library to be constructed to serve their growing population and to address the historical inequity in the level of library services available to residents in this area of the city. With the support from District 11 Supervisor Safai to identify city owned property in the neighborhood, the Library has partnered with the Department of Public Works to draft a Site Feasibility Report for undeveloped land parcels along Brotherhood Way.

At the October 17, 2019 Library Commission meeting, Public Works architects will present the Site Feasibility Report for Ocean View. The presentation will include details on the viability of the different sites, along with a range of preliminary cost estimates for building construction. This information and discussion will help inform the Commission for considering additional budget allocations for the Ocean View Branch Library project as part of the FY21/22 budget process.

The current FY20 budget includes a total of \$10.5M in funding for the Ocean View Branch Library project. As part of the FY 19/20 budget, the Library Commission funded the Ocean View Branch Library renovation at \$8.5M for FY20. Subsequently the Library included \$2M in additional funding for the project with Educational Revenue Augmentation Fund (ERAF) revenues that were redistributed by the State of California to the City and County of San Francisco. Library staff is encouraged by the clarity of the Public Works Site Feasibility Report in setting criteria for assessing the city owned parcels along Brotherhood Way and the resulting recommendation. Library staff intends to leverage this report in developing budget proposals for the FY21/22 budget cycle in order to continue building the capital budget for the Ocean View Branch Library project.

We look forward to a productive discussion and input at the Commission meeting.

OCEAN VIEW PUBLIC LIBRARY

BROTHERHOOD WAY/ORIZABA AVENUE, SAN FRANCISCO

PLANNING DEPARTMENT PRELIMINARY PROJECT ASSESSMENT PACKAGE
PREPARED BY SAN FRANCISCO PUBLIC WORKS BUREAU OF ARCHITECTURE
JANUARY 2022

DRAFT
01/31/2022 12:52:47



TABLE OF CONTENTS

- 1. Cover
- 2. Existing Condition at Project Location
- 3. Neighborhood Context
- 4. Neighborhood Context
- 5. Existing Trees
- 6. Existing Trees
- 7. Process
- 8. Proposed Site Plan
- 9. Precedents
- 10. Precedents
- 11. Precedents
- 12. Precedents
- 13. Precedents
- 14. Proposed Design Options
- 15. 2-Story Option: Maximum Building Envelope Volume Diagram
- 16. 3-Story Option: Proposed Site Aerial View
- 17. 3-Story Option: Maximum Building Envelope Volume Diagram
- 18. Other Planning Initiatives





PARCEL SIZES

Proposed Project Boundary 31,620 SF

Parcel 7136 / 060 23,100 SF

Right of Way 8,520 SF

Parcel 7135 / 045 18,670 SF

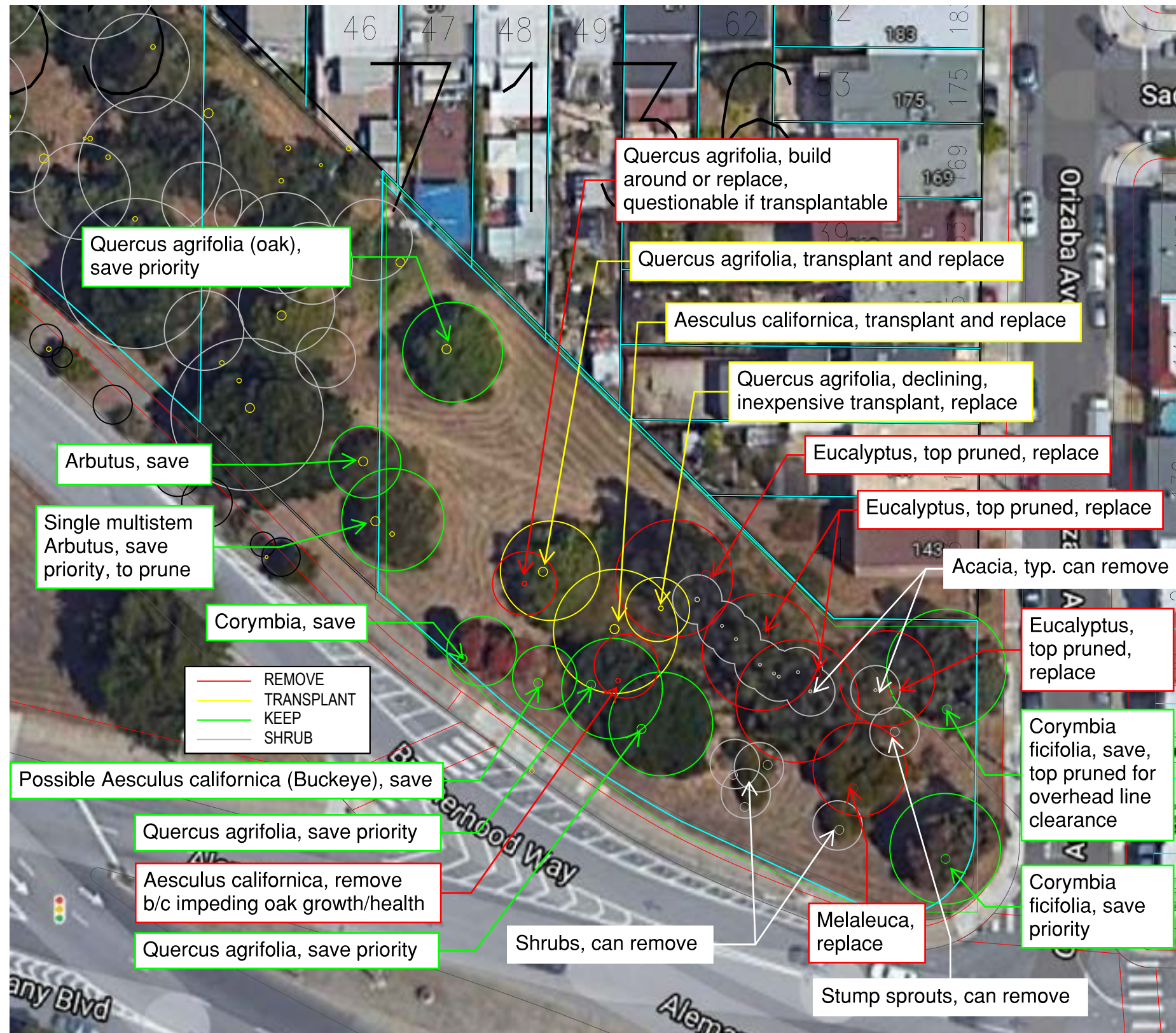
ZONING

San Francisco Zoning District	(P) Public
San Francisco Height & Bulk District	(OS) Open Space
Planning District	District 13, Ingleside
Supervisor District	District 11
Special Use District	Oceanview Large Residence & Within 1/4 Mile of Existing Fringe Financial Service Required
Streetscape & Pedestrian Improvements	
Setbacks	None Required







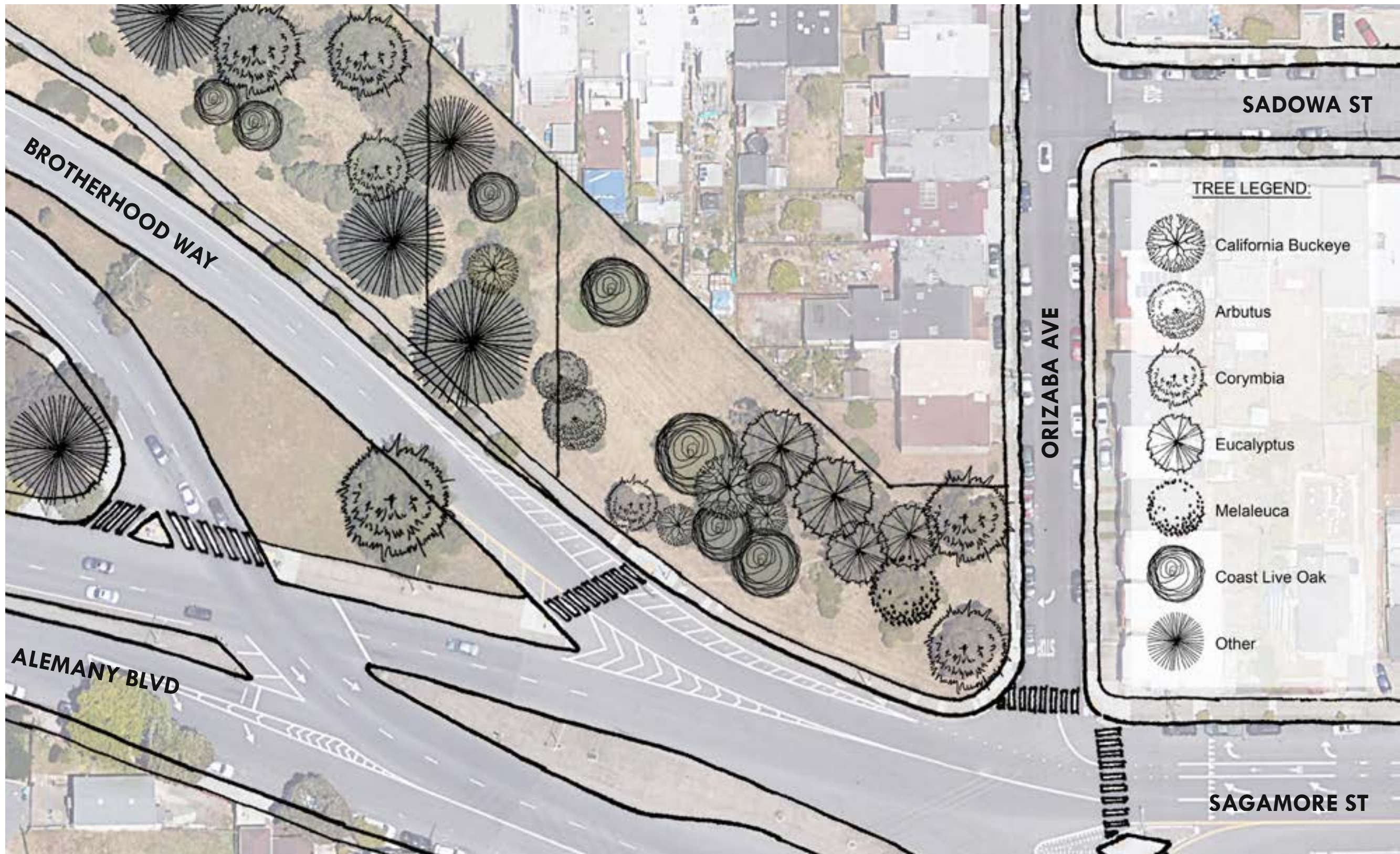


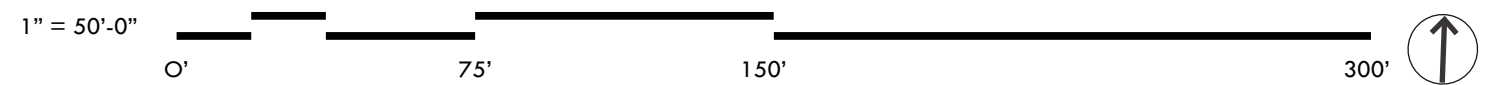
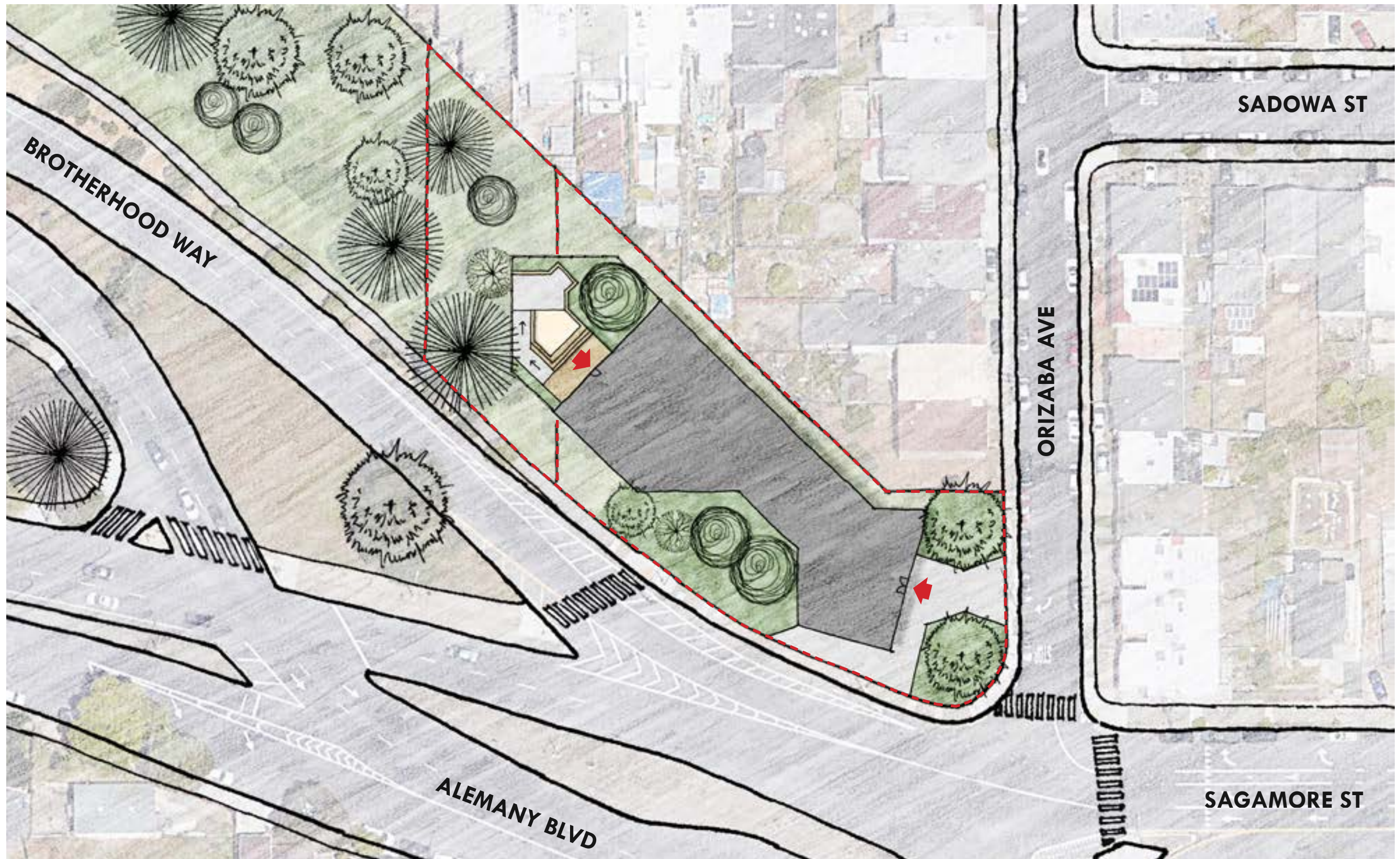
INITIAL TREE ASSESSMENT, PER WALKTHROUGH
ON 11/04/2021 WITH NICK CRAWFORD (BUF)

1" = 75'-0"

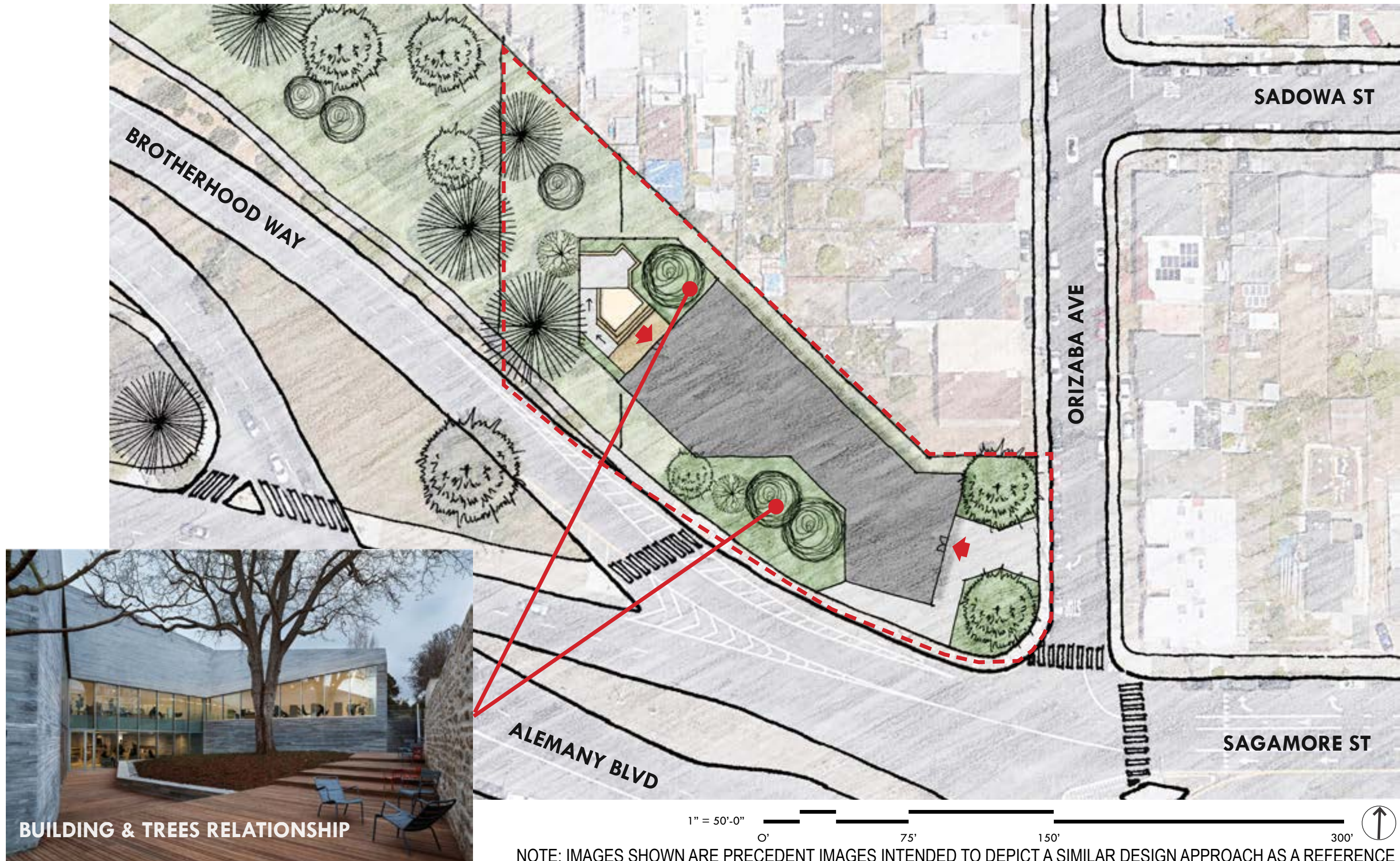
0' 75' 150' 300'





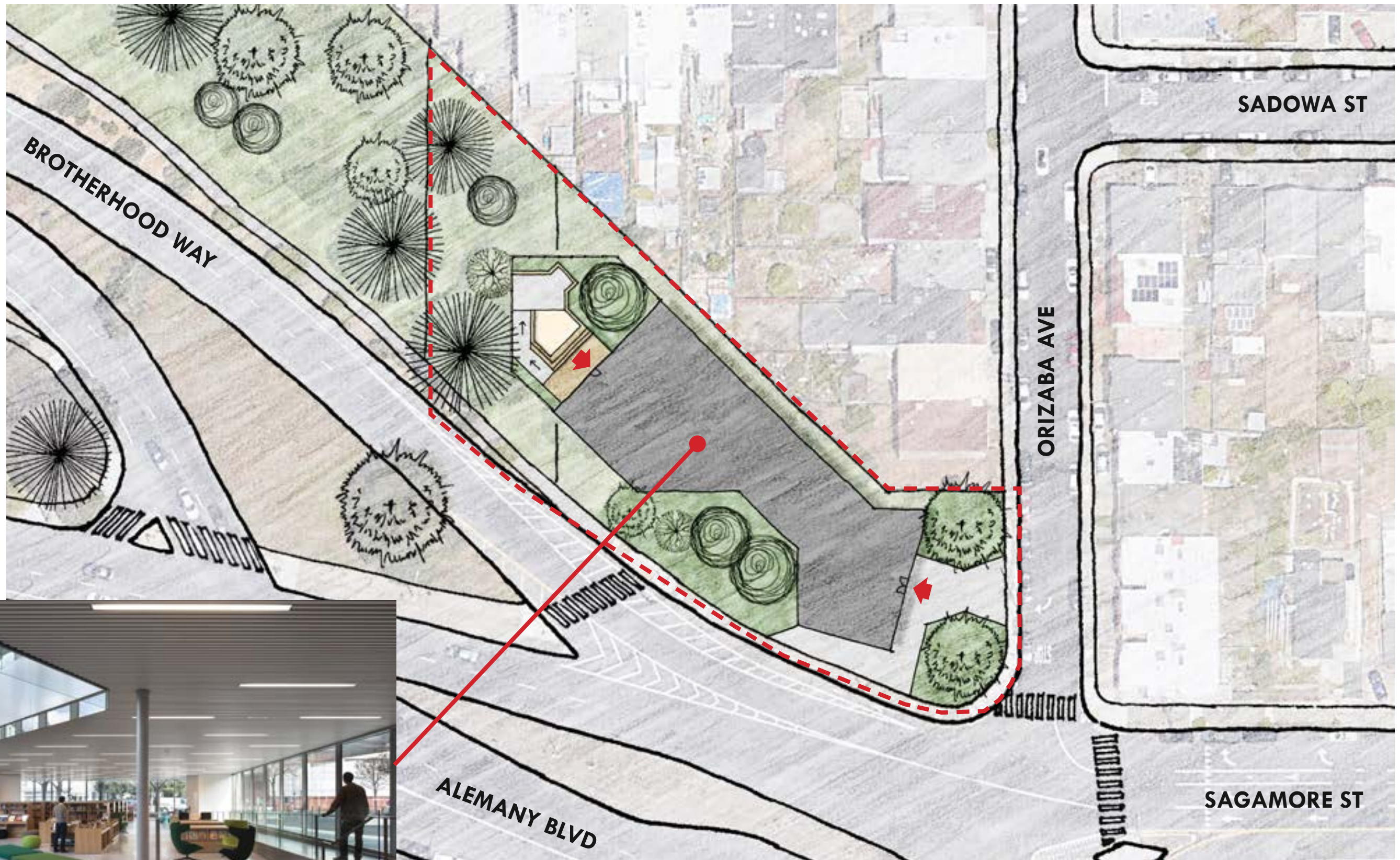






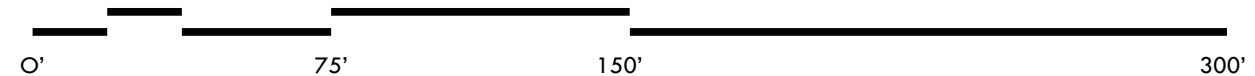






BUILDING STEPPING DOWN TO GRADE

1" = 50'-0"

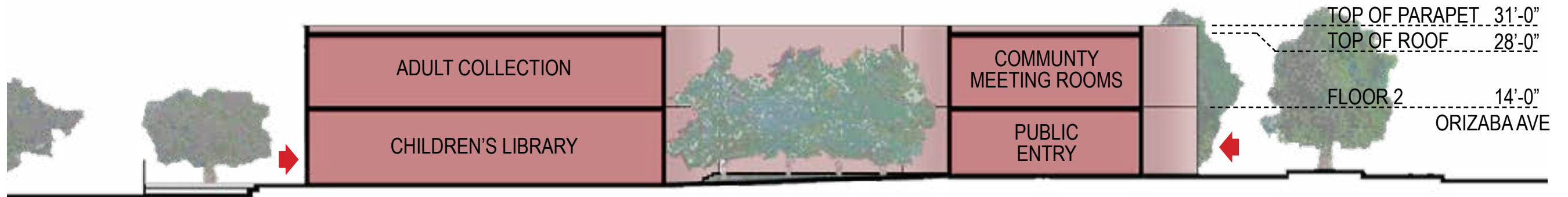


NOTE: IMAGES SHOWN ARE PRECEDENT IMAGES INTENDED TO DEPICT A SIMILAR DESIGN APPROACH AS A REFERENCE





2-STORY OPTION	20,000 SF
FLOOR 1 & 2:	10,000 SF

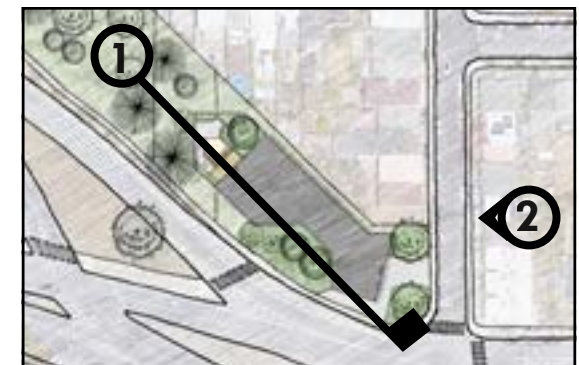


1 - SECTION



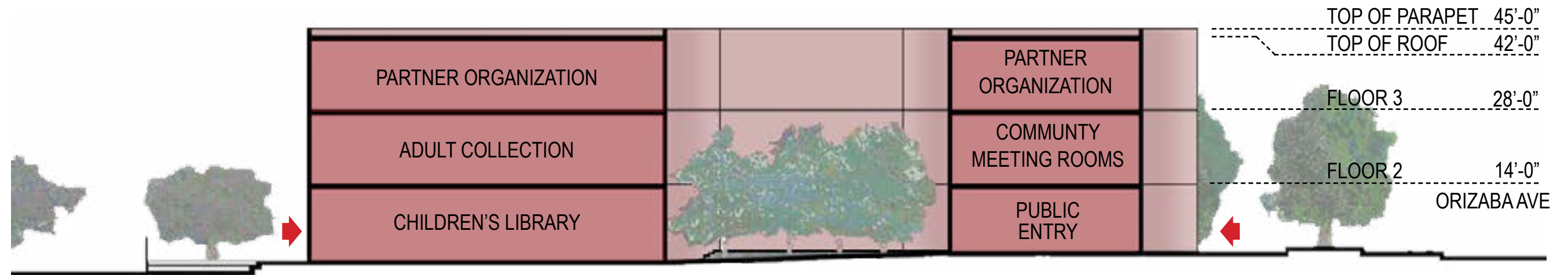
2 - ELEVATION FROM ORIZABA AVE

2-STORY OPTION	20,000 SF
FLOOR 1 & 2:	10,000 SF





3-STORY OPTION	30,000 SF
FLOOR 1 & 2:	10,000 SF
FLOOR 3 (PARTNER ORG.):	10,000 SF



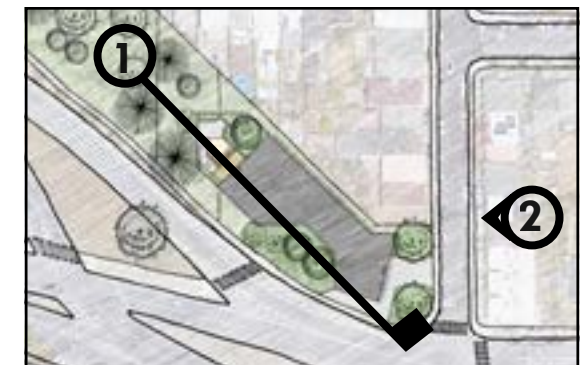
1 - SECTION

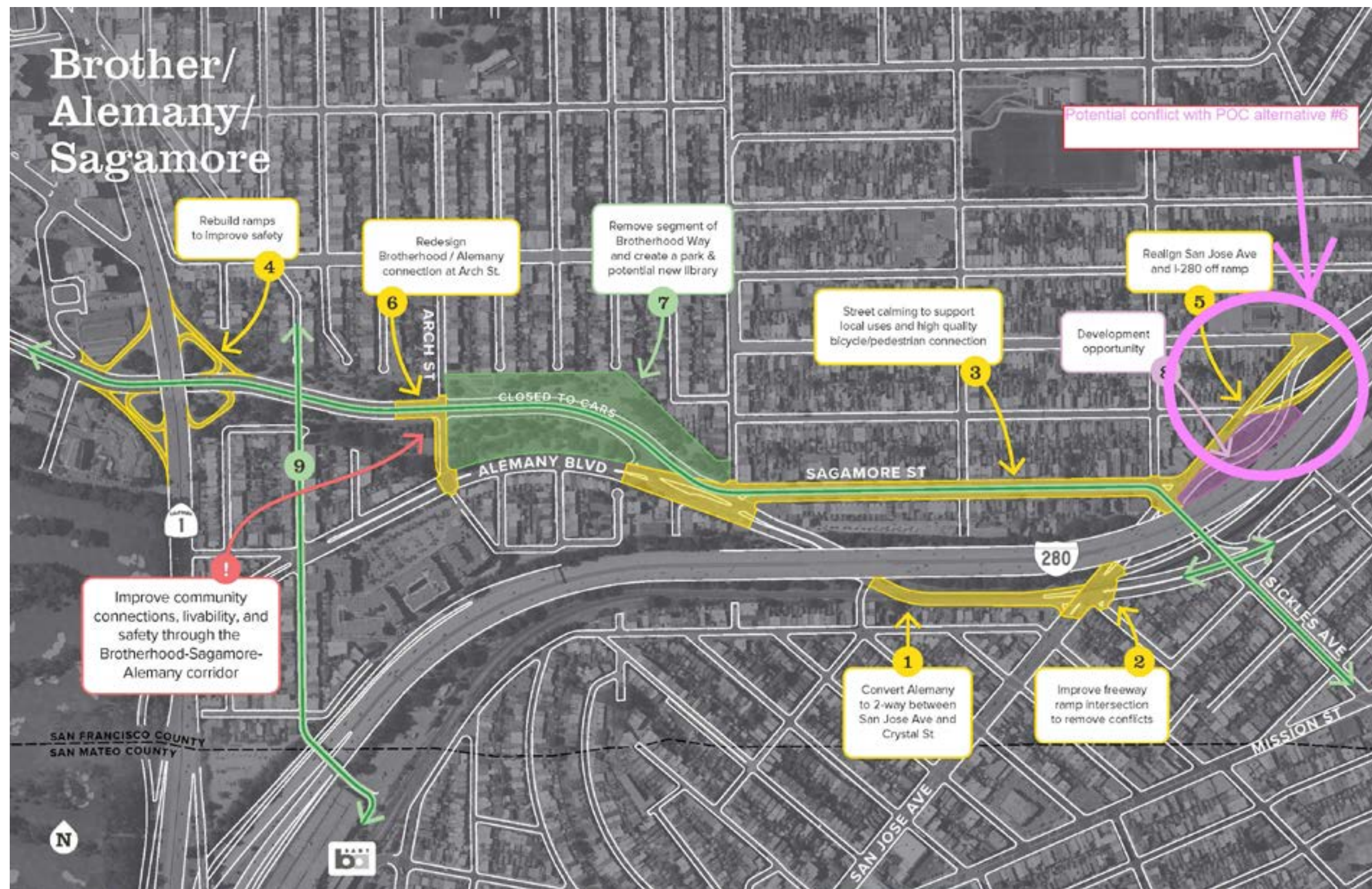


2 - ELEVATION FROM ORIZABA AVE

3-STORY OPTION	30,000 SF
FLOOR 1 & 2:	10,000 SF
FLOOR 3 (PARNTER ORG.):	10,000 SF

1" = 25'-0"





Introduction Form

(by a Member of the Board of Supervisors or the Mayor)

I hereby submit the following item for introduction (select only one):

- ☒ 1. For reference to Committee (Ordinance, Resolution, Motion or Charter Amendment)
- ☐ 2. Request for next printed agenda (For Adoption Without Committee Reference)
(Routine, non-controversial and/or commendatory matters only)
- ☐ 3. Request for Hearing on a subject matter at Committee
- ☐ 4. Request for Letter beginning with "Supervisor [] inquires..."
- ☐ 5. City Attorney Request
- ☐ 6. Call File No. [] from Committee.
- ☐ 7. Budget and Legislative Analyst Request (attached written Motion)
- ☐ 8. Substitute Legislation File No. []
- ☐ 9. Reactivate File No. []
- ☐ 10. Topic submitted for Mayoral Appearance before the Board on []

The proposed legislation should be forwarded to the following (please check all appropriate boxes):

- ☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission
- ☐ Planning Commission ☐ Building Inspection Commission ☐ Human Resources Department

General Plan Referral sent to the Planning Department (proposed legislation subject to Charter 4.105 & Admin 2A.53):

- ☐ Yes ☐ No

(Note: For Imperative Agenda items (a Resolution not on the printed agenda), use the Imperative Agenda Form.)

Sponsor(s):

Safai

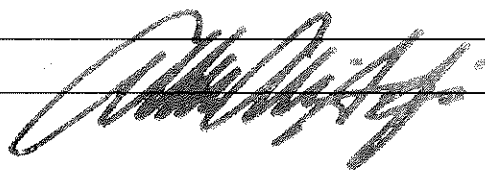
Subject:

[Site for New Library Branch for Oceanview, Merced Heights, Ingleside, and Lakeview Neighborhoods]

Long Title or text listed:

Ordinance requiring that the new Public Library branch serving the Oceanview, Merced Heights, Ingleside, and Lakeview neighborhoods be built on the City-owned parcel of land at 100 Orizaba Avenue, subject to environmental review, required approvals, and other applicable laws; and prohibiting the expenditure of City funds to explore, pursue, or plan construction of a new Public Library branch serving those neighborhoods at any alternate location, except as required by the environmental review process, required approvals, or other applicable laws.

Signature of Sponsoring Supervisor:



BOARD of SUPERVISORS



City Hall
1 Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. (415) 554-5184
Fax No. (415) 554-5163
TDD/TTY No. (415) 554-5227

MEMORANDUM

TO: Alondra Esquivel-Garcia, Director, Youth Commission

FROM: John Carroll, Assistant Clerk,
Public Safety and Neighborhood Services Committee

DATE: January 17, 2024

SUBJECT: LEGISLATIVE MATTER INTRODUCED

The Board of Supervisors' Public Safety and Neighborhood Services Committee has received the following hearing request, introduced by Supervisor Stefani on January 9, 2024. This item is being referred for comment and recommendation.

File No. 230030

Hearing to evaluate the lockdown and other safety procedures of the San Francisco Unified School District (SFUSD); and requesting the SFUSD to report.

Please return this cover sheet with the Commission's response to John Carroll, Assistant Clerk, Youth, Young Adult, and Families Committee.

RESPONSE FROM YOUTH COMMISSION Date: _____

_____ No Comment
_____ Recommendation Attached

Chairperson, Youth Commission

Introduction Form

By a Member of the Board of Supervisors or Mayor

Time stamp
or meeting date

I hereby submit the following item for introduction (select only one):

- ☐ 1. For reference to Committee. (An Ordinance, Resolution, Motion or Charter Amendment).
- ☐ 2. Request for next printed agenda Without Reference to Committee.
- ☒ 3. Request for hearing on a subject matter at Committee.
- ☐ 4. Request for letter beginning : "Supervisor inquiries"
- ☐ 5. City Attorney Request.
- ☐ 6. Call File No. from Committee.
- ☐ 7. Budget Analyst request (attached written motion).
- ☐ 8. Substitute Legislation File No.
- ☐ 9. Reactivate File No.
- ☐ 10. Topic submitted for Mayoral Appearance before the BOS on

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- ☐ Small Business Commission ☐ Youth Commission ☐ Ethics Commission
- ☐ Planning Commission ☐ Building Inspection Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use the Imperative Form.

Sponsor(s):

Stefani

Subject:

Evaluation of SFUSD's safety procedures

The text is listed:

Joint hearing between the Public Safety and Neighborhood Services Committee and the Civic Engagement and Education Committee of the Youth Commission to evaluate SFUSD's lockdown and other safety procedures

Signature of Sponsoring Supervisor: /s/ Catherine Stefani

For Clerk's Use Only

[Schools and Communities First]

Resolution to support the mission of Schools & Communities First, an organization whose mission is to reclaim over 12 billion dollars for schools and communities across California.

WHEREAS, Schools across the state of California have overcrowded classrooms and some of the worst ratios of counselors, librarians, and nurses per student; and

WHEREAS, Large corporations are to blame for these issues that schools face throughout the state as they find loopholes to avoid paying property taxes; and

WHEREAS, As large corporations avoid paying taxes that can be used for school funding, the local tax revenue per person has experienced a steady decline since 1978 despite years of economic growth; and

WHEREAS, However, by reforming the commercial property tax system, 12 billion dollars could be reclaimed, with 60% allocated to local governments and 40% to public education, with priority given to the most underresourced schools; and

WHEREAS, Under the vision of Schools & Communities First, the highest-value properties will pay the most in taxes, exempting small business owners and all commercial property owners whose property is less than 3 million in value from the ballot measure; and

WHEREAS, Provided that the constitutional amendment proposed by the California Schools and Local Communities Funding Act passes, there will be annual public reports on how funds are distributed and spent to hold elected officials accountable: ; now, therefore, be it

1 RESOLVED, That the San Francisco Youth Commission will support the mission
2 of Schools & Communities First to ensure that schools and local governments receive
3 proper funding; and be it

4 FURTHER RESOLVED, That large corporations must pay the necessary
5 property taxes to support students and youth across the state.

[Recognition of February as Teen Dating Violence Awareness and Prevention Month]

Resolution recognizing February as Teen Dating Violence Awareness and Prevention Month

WHEREAS, 1 in 3 high schoolers will experience dating abuse before high school graduation; and

WHEREAS, Young people are impacted by abusive relationships as they are threatened with or subjected to physical violence, sexual violence, psychological aggression, or stalking from a current or former intimate partner; and

WHEREAS, Dating violence can also occur digitally through social media and other electronic communication in the form of cyberstalking, non-consensual distribution of intimate images, and other technology-facilitated harms; and

WHEREAS, Young people experiencing violence are more likely to be vulnerable to long-term behavioral and health consequences, including mental trauma and drug abuse; and

WHEREAS, Trauma from adolescent domestic violence increases the risk of violence in adulthood and future relationships; and

WHEREAS, It is crucial to educate young people about the signs of domestic violence, to set them up for success by allowing them to recognize for themselves what healthy, nonviolent relationships look like; and

WHEREAS, Black Women Revolt Against Domestic Violence and Black Women Revolt Against Domestic Violence's Youth Advisory Council shall partner with the San Francisco Youth Commission to host the "Love Like That" Teen Dating Violence

1 Awareness Month (TDVAM) 2024 Event and raise awareness about the impact of teen
2 dating violence for San Francisco Youth; and therefore be it

3 RESOLVED, That the San Francisco Youth Commission recognizes the month of
4 February as Teen Dating Violence Awareness and Prevention Month to affirm the right
5 of all young people to experience healthy relationships free from dating abuse in
6 adolescence and beyond; and therefore be it

7 FURTHER RESOLVED, That the San Francisco Youth Commission introduce
8 and urge the Mayor and Board of Supervisors to recognize the month of February as
9 Teen Dating Violence Awareness and Prevention Month to encourage and facilitate the
10 education of teen dating violence for all young people in the City and County of San
11 Francisco; and therefore be it

12 FURTHER RESOLVED, That San Francisco Youth Commission staff are
13 directed to transmit copies of this resolution to the Office of the Mayor and Board of
14 Supervisors.