



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

FYs 22 & 23 Budget

January 21, 2021

Heather Green, Chief Financial Officer

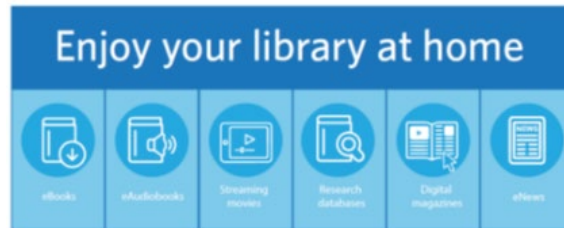


Budget Calendar: FY 22 & 23

Tasks	October	November	December	January	February	March	April	May	June	July	August
Budget Development											
Departmental Budget Proposal Development	→										
Commission Budget Priority Discussion		→									
City Work Order Development	→										
Commission Budget Proposal Discussions			→								
Commission Budget Proposal Approval					→						
Budget Submittal to Controller					→						
Budget Negotiations											
Mayor's Budget Office Negotiations						→					
Board of Supervisors Budget Negotiations								→			
Budget Finalization											
Board of Supervisors Budget Adoption									→		
Mayor Signs Budget										→	
Fund Availability										→	

Budget Background

- City budget shortfall estimate of \$653M over the next two years:
 - FY22: \$411M
 - FY23: \$242M
- Projected FY22 decrease in property tax revenue driven by decreased assessments in office, hotel, and other property types
- Mayor's budget instructions:
 - General Fund (GF) departments should:
 - Reduce GF support by 7.5% per fiscal year
 - Identify additional 2.5% for contingency if needed
 - Self-Supporting departments must absorb all cost increases

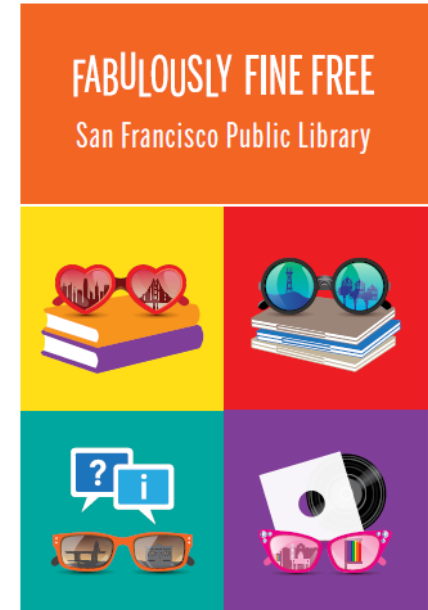


Budget Background & Climate

- Library Preservation Fund (LPF) estimates*
 - FY22: \$153.2M (\$3.4M less than FY22 adopted budget)
 - FY23: \$167.8M

*Controller's Office advises that they do another revenue projection in spring, which will further tweak these numbers, and in a bad year the estimates can go down.

- LPF Fund Balance estimate
 - FY21 year end: \$18.6M
- Pursuing commitments to make SFPL more accessible and equitable and to contribute to San Francisco's recovery



SFPL RACIAL EQUITY ACTION PLAN

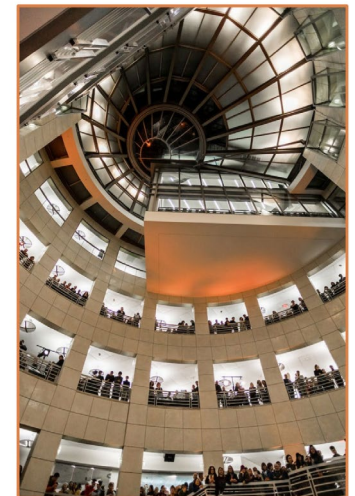
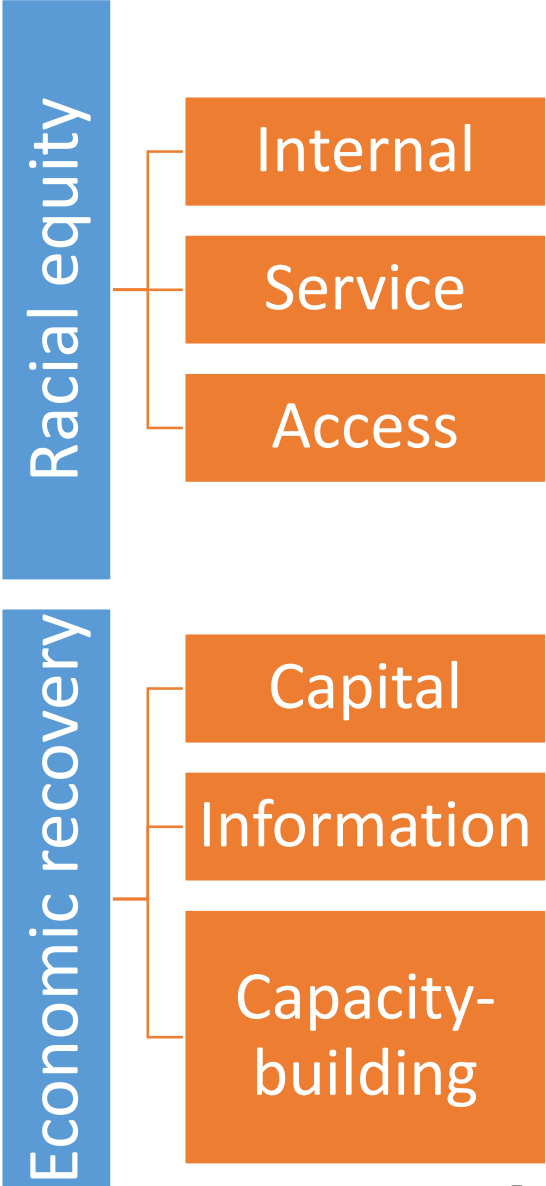


Image by Jason Daly.

Strategic Budget Priorities



Premier Urban Library

Proposal	Ongoing/ One-Time	FY22 Original Budget (\$)	FY22 Proposed Investment (\$)	FY22 Proposed Budget (\$)	FY23 Proposed Budget (\$)
Hub book vending machines in underserved areas; SE locations in FY22 and Treasure Island in FY23; impact dependent on usage; currently hundreds of active patrons in each of the 2 proposed expansion areas	One-Time and Ongoing	460,000	560,000 (Additional machine + annual service for both)	1,020,000	600,000 (Additional machine + annual service for three)
YELL (Youth Engaged in Library Leadership); expansion to 80 more youth (in addition to 60 served through the original budget)	Ongoing	30,000	40,000	70,000	70,000
Restore Collections supplies budget after one-time cut; impact to basic ops/state of good repair	Ongoing	50,000	50,000	100,000	100,000
Bookmobile supplies; impact to basic ops/state of good repair	Ongoing	N/A	10,000	10,000	10,000
Fleet end-of-life replacements: Engineering truck and Delivery Services van; impact to basic ops/state of good repair	One-Time	N/A	90,000	90,000	N/A
Resilience investments in facilities; scalable impact, basic life/safety investment	One-Time	71,900	312,000	393,300	N/A

Note: The proposed investments are additive to the baseline budget or new one-time investments

Library Hub Detail

Self-contained book vending machines with curated library collections and patron holds

\$460K already budgeted in FY22 base budget

Proposed \$1.02M in FY22 (2nd machine in Hunters View) and \$600K in FY23 (3rd machine on Treasure Island)

- Base model costs \$290K, comes with 500 trays
- Expansion units cost \$224K, adds 1,600 trays
- Ongoing annual service costs of \$29K per machine

Smaller investment alternative is to pilot two smaller models in FY22 first, expand in FY23 if popular

Collections Detail

Proposed LPF Library Collections Budget Allocations

Item	FY22 Base Budget	FY22 Proposed Investment	FY22 Proposed Budget	Annual Growth FY22 Proposed vs FY22 Base	FY23 Proposed Investment	FY23 Proposed Budget	Annual Growth Proposed FY23 vs. Proposed FY22
Adult Physical Budget	\$ 7,213,054	\$ (550,000)	\$ 6,663,054	-8%	\$ 550,000	\$ 7,213,054	8%
Youth Physical Budget	\$ 3,116,474	\$ (300,000)	\$ 2,816,474	-10%	\$ 300,000	\$ 3,116,474	11%
Scholars at Home	\$ 100,000	\$ 700,000	\$ 800,000	700%	\$ 700,000	\$ 800,000	0%
eCollections All Ages	\$ 10,964,976	\$ (500,000)	\$ 10,464,976	-5%	\$ -	\$ 10,464,976	0%
Digitization	\$ 50,000	\$ -	\$ 50,000	0%	\$ -	\$ 50,000	0%
Total	\$ 21,444,504	\$ (650,000)	\$ 20,794,504	-3%	\$ 1,550,000	\$ 21,644,504	4%

FY22

- Reductions of \$550K in Adult and \$300K in Youth to realign with Mission opening schedule
- Increase of \$700K in Youth to support Scholars at Home ongoing
- Reduction of \$500K in eCollections anticipating return to in-person service in FY22

FY23

- Restores Mission opening collection funds
- Continues Scholars at Home

Note:

The budget above is only LPF monies and does not include \$0.10M in Fuhrman or \$0.02M in other gift monies for the Collections budget.

Literacy and Learning

Physical Collections

- Continued Support for Main, Branch, Bookmobile and Jail & Reentry Services Collections
- Mission Opening Day Collection to FY23
- Lucky Day Collection @ all branches restart post-reopen

Literacy Promotion

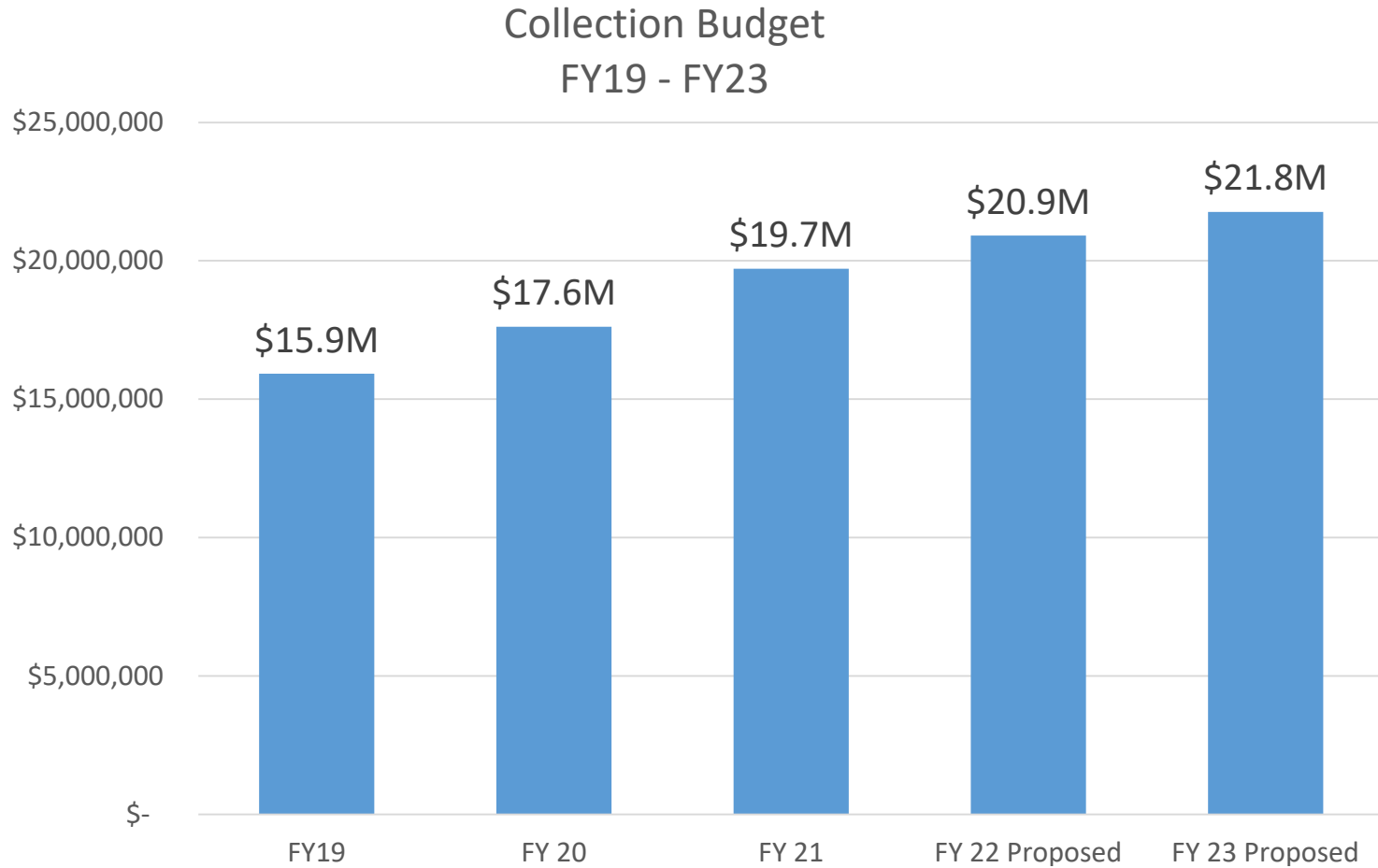
- Scholar at Home collection engagement

eCollections

- Popular Demand: eBooks & eMedia usage up 39% year over year from 2019 to 2020
- Supporting Economic Recovery: Increase our Jobs and Career offerings
- BCAF.digital! – BETA test this year, with a full launch FY22



5-Year Collections View



Racial Equity

Proposal	Ongoing/ One-Time	FY22 Original Budget (\$)	FY22 Proposed Investment (\$)	FY22 Proposed Budget (\$)	FY23 Proposed Budget (\$)
DHR racial equity and diversity training initiative for LIB staff; department-wide impact	One-Time	60,000	240,000	300,000	N/A – ongoing staff training
Outreach to immigrant communities near the Main; 63,000 households in Main service area, 25,000 active	One-Time	N/A	N/A	N/A	\$100,000
Increase technology lending for Career Online High School (COHS) and Project Read; last year annual enrollment for COHS was 102 and 64 for Project Read	One-Time	30,000	27,000	57,000	N/A – occasional tech need
Teen Racial Equity Project: 6-part engagement, facilitated by the SF Human Rights Commission; small cohorts of teen participants and their communities, exact # TBD	One-Time	N/A	35,000	35,000	N/A
SFPL Scholars at Home initiative to seed home libraries and encourage library use in low-income families; 10,000 children served annually	Ongoing	100,000	700,000	800,000	800,000

SFPL will also use existing temp salaries to support a temporary hire in support of internal RE work and promote Libraries for All. Racial Equity Action Plan Phase 1 recently submitted, and that work will continue.



Strategic Priorities: Economic Recovery

Proposal	Ongoing/ One-Time	FY22 Original Budget (\$)	FY22 Proposed Investment (\$)	FY22 Proposed Budget (\$)	FY23 Proposed Budget (\$)
Capital investment to reconfigure workspaces at the Main; impact to regular ops	One-Time	N/A	350,000	350,000	N/A
Capital allocations for state of good repair and emergency projects needed at Branch and Civic Center locations to deliver HVAC, roof, flooring, and other basic subsystem renewals; impact to basic ops/state of good repair	One-Time	\$500,000	\$1,000,000		\$1,500,000

SFPL also supports San Francisco’s economic recovery with ongoing jobs and skills programs such as Work It and Tech Time, as well as ongoing literacy programs for youth and adults. SFPL has also engaged with DCYF to improve the Youth Works program to contribute to the City’s Opportunities for All initiative, TTX to support financial coaching, and ARTS to support local writers through Writers Corps.



Economic Recovery: Major Capital Projects

- Ocean View (new construction)
 - Estimated budget: \$47M
 - \$13M appropriated so far
- Chinatown (renovation)
 - Estimated budget: \$29M
 - \$9.5M appropriated so far



- Difficult to self-fund in current climate, pursuing Citywide debt support through the 10-Year Capital Plan
- Meanwhile propose \$1M additional in FY22 and \$TBD in FY23 for each site

Strategic Priorities: Summary of Proposed Investments

Strategic Priority	One-time/ Ongoing	FY22 Original Budget	FY22 Proposed Investment Amount	FY22 Proposed Budget Amount	FY23 Proposed Investment Amount	FY23 Proposed Budget Amount
Economic Recovery	One-Time	-	350,000	350,000	-	-
		500,000	1,000,000	1,500,000	1,500,000	1,500,000
Economic Recovery Total		500,000	1,350,000	1,850,000	1,500,000	1,500,000
Facilities Maintenance & Infrastructure	One-Time	58,000	352,000	410,000	-	58,000
Facilities Maintenance & Infrastructure Total		58,000	352,000	410,000	-	58,000
Literacy & Learning	One-Time	549,001	502,670	1,051,671	542,750	631,751
	Ongoing	30,000	40,000	70,000	-	70,000
Literacy & Learning Total		579,001	542,670	1,121,671	542,750	701,751
Premier Urban Library	Ongoing	65,000	60,000	125,000	-	125,000
Premier Urban Library Total		65,000	60,000	125,000	-	125,000
Racial Equity	One-Time	90,000	302,000	392,000	-	90,000
		-	-	-	100,000	100,000
	Ongoing	100,000	700,000	800,000	-	800,000
Racial Equity Total		190,000	1,002,000	1,192,000	100,000	990,000
Grand Total		1,392,001	3,306,670	4,698,671	2,142,750	3,374,751

Ongoing Investment Totals by FY:

- FY 22: \$800,000
- FY 23: No new ongoing investment

One-Time Investment Totals by FY:

- FY 22: \$2,506,670
- FY 23: \$2,142,750

Budget Planning during COVID-19

Library Steps Up in City's Time of Need

As employees of the City and County of San Francisco, all Library staff are required to work as a Disaster Service Worker to serve in a variety of capacities to support the City and its citizens in a time of extraordinary need. The last major crisis faced by the City was the 1989 Loma Prieta earthquake, but that does not compare to the arrival of the coronavirus, which instigated the largest disaster service response in the City's history.

With the closure of our buildings, many staff found themselves furloughed; however, soon they were reassigned to various roles supporting all facets of the City's disaster response.



SFPL staff at the SF-Marlin Food Bank.

"A lot of people in SF are in need right now of basic food items and it feels good to be helping the SF Marin Food Bank meet this need... As a librarian I try to help people and I am glad for the opportunity to

Major budget variables:

- FY21 revenue revisions
- Departmental work order agreements
- COVID-related response and recovery developments
- Capital investments in major projects

Next Steps

- January:
 - Confirm work order entries
 - Balance to Controller targets in the budget system
- February:
 - Library Commission budget approval
 - Budget submittal to Controller & Mayor by 2/22



Questions?

