



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY

FY23 & FY24 Budget

December 16, 2021

Heather Green, Chief Financial Officer



Budget Background

- Rolling two-year budget
 - FY23: July 1, 2022 – June 30, 2023
 - FY24: July 1, 2023 – June 30, 2024
- Expected mid-December:
 - Mayor’s budget instructions
 - Library Preservation Fund (LPF) estimate
 - LPF Fund Balance estimate
 - City budget shortfall estimate update
- Current budget unknowns:
 - Departmental Work Order Agreements
 - Capital project needs



Budget Calendar: FY23 & FY24

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										→	

FY23 Uses by Division and Cost Category

SFPL Division (Budget in \$ Millions)	FY23 Budget
Branches	35.64
Main	25.27
Collections & Technical Services	30.81
Community Programs & Partnerships	6.88
Facilities	26.39
Facilities: Capital Projects	10.23
IT	14.34
Administration (including Debt Service)	22.76
Total	172.32

Use Type (Budget in \$ Millions)	FY23 Budget	% of Total Budget
Labor	108.24	62.8%
Collections	21.76	12.6%
Svcs. of Other Depts.	13.26	7.7%
Capital	10.23	5.9%
Non-Personnel Svcs.	7.59	4.4%
Reserves	4.66	2.7%
Materials & Supplies	3.56	2.1%
BLIP Debt Service	1.72	1.0%
Equipment	0.8	0.5%
City Grant to CBOs	0.5	0.3%
Total	172.32	100.0%

Strategic Budget Priorities



Principles & Annual Priorities

Advancing racial equity through collections

Digital access

Capital & facilities

Right-sizing our operations

On the horizon: Children & Families Recovery Plan

Strategic Priorities: Racial Equity

Proposal	Ongoing/ One-Time	FY23 Original Budget (\$)	FY23 Proposed Investment (\$)	FY23 Proposed Budget (\$)	FY24 Proposed Budget (\$)
Collections Investment in BIPOC Representation	Ongoing	7,213,054	200,000	7,413,054	7,413,054
Book Giveaways: Scholars@Home, Everybody Reads, Summer Together	Ongoing	800,000	500,000	1,300,000	1,300,000
Facilitation Services	One-Time	-	75,000	75,000	-
Racial Equity Action Plan Implementation	One-Time	-	300,000	300,000	-
Open Hours Assessment	One-Time	-	100,000	100,000	-

Notes: (1) The budget proposals are additive to the baseline budget or new one-time investments; (2) If a FY23 proposal is ongoing the cost is assumed in the FY24 proposed budget amount

Strategic Priorities: Digital Access

Proposal	Ongoing/ One-Time	FY23 Original Budget (\$)	FY23 Proposed Investment (\$)	FY23 Proposed Budget (\$)	FY24 Proposed Budget (\$)
Assistive Technology (TBBC)	One-Time	-	100,000	100,000	-
	Ongoing	-	100,000	100,000	100,000
Bookmobile 5G Connectivity	One-Time	-	95,000	95,000	-
Digi Center	One-Time	50,000	48,000	98,000	50,000
	Ongoing	50,000	25,000	75,000	75,000
eCollections	Ongoing	10,464,976	523,249	10,988,225	10,988,225
Virtual Programming: Hybrid Program Kits	One-Time	-	60,000	60,000	-
Virtual Programming: Zoom licenses and registration software	Ongoing	-	83,000	83,000	83,000

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Strategic Priorities: Capital & Facilities

Proposal	Ongoing/ One-Time	FY23 Original Budget (\$)	FY23 Proposed Investment (\$)	FY23 Proposed Budget (\$)	FY24 Proposed Investment (\$)	FY24 Proposed Budget (\$)
Security Cameras & Server Replacement		-	TBD	TBD	-	-
Security Card Reader System Update		-	TBD	TBD	-	-
Renewals – Building Envelopes	One-Time	-	250,000	250,000	250,000	250,000
Renewals – Elevators	One-Time	-	100,000	100,000	500,000	500,000
Renewals – Fire Life Safety	Ongoing	262,415	50,000	312,415	-	312,415
Renewals – Interiors	One-Time	-	500,000	500,000	-	-
Renewals – Park Branch Exterior	One-Time	-	2,500,000	2,500,000	-	-
FAC Truck Replacement	One-Time	-	40,000	40,000	-	-

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Strategic Priorities: Ops. Right-Sizing

Proposal	Ongoing/ One-Time	FY23 Original Budget (\$)	FY23 Proposed Investment (\$)	FY23 Proposed Budget (\$)	FY24 Proposed Investment (\$)	FY24 Proposed Budget (\$)
Information Governance Policy Development	One-Time	-	150,000	150,000	-	-
IT - Cloud-Hosted Innovative Libraries	Ongoing	-	132,500	132,500	-	132,500
IT - Messaging Communications Capability	Ongoing	-	22,000	22,000	-	22,000
IT – Network Switches and Servers	One-Time	385,000	185,000	570,000	715,000	715,000
Supplies & Other Small Recurring Needs	One-Time	481,500	85,000	566,500	-	481,500
	Ongoing	56,000	90,700	146,700	-	146,700
Uniforms	Ongoing	51,280	60,000	111,280	-	111,280

Notes: (1) The budget proposals are additive to the baseline budget or new one-time investments; (2) If a FY23 proposal is ongoing the cost is assumed in the FY24 proposed budget amount

Next Steps

- December
 - Process Mayor's budget instructions
 - Controller's revenue & expenditure baseline data
 - Refine budget proposals in light of targets
- January
 - Continuing refining budget proposals
 - Library Commission budget review
- February
 - Library Commission budget approval
 - Budget submittal to Controller & Mayor



Questions?

