



*San Francisco Public Library*

# SAN FRANCISCO PUBLIC LIBRARY

FY23 & FY24 Budget

February 3, 2022

Maureen Singleton, Chief Operating Officer

# Budget Calendar: FY23 & FY24

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

# Budget Background Review

## City budget surplus estimate of \$108.1M:

- FY23: \$26.2M
- FY24: \$81.9M

## Library Preservation Fund (LPF) estimates\*:

- FY23: \$173.1M (\$1.6M more than FY23 adopted budget)
- FY24: \$184.4M

## LPF Fund Balance estimate:

- FY22 year end: \$26.4M

## Mayor's budget instructions:

- Prioritize: restoring the City's vibrancy; recovery; accountability, & equity
- Self-Supporting departments must balance within their own revenue projections



# 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

**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: 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		-	320,000	320,000	-	-
Security Card Reader System Update		-	355,000	355,000	-	-
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	-	-
<a href="#">Major Capital</a> – Mission, Chinatown, & Ocean View <sup>(3)</sup>	One-Time	8,727,538	5,728,507	14,456,045	10,000,000	10,000,000

**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; (3) Includes major capital project investment proposal introduced at the January 20, 2022 Library Commission meeting.

# Strategic Priorities: Right-Sizing Operations

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
Poet Laureate Allocation Adjustment	Ongoing	5,000	30,000	35,000	-	35,000

**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: Summary of Proposed Investments\*

Strategic Priority	One-time/ Ongoing	FY 23	FY 23	FY 23	FY 24	FY 24
		Original Budget	Proposed Investment Amount	Proposed Budget Amount	Proposed Investment Amount	Proposed Budget Amount
Racial Equity	One-Time	-	475,000	475,000	-	-
	Ongoing	8,013,054	700,000	8,713,054	-	8,713,054
<b>Racial Equity Total</b>		<b>8,013,054</b>	<b>1,175,000</b>	<b>9,188,054</b>	<b>-</b>	<b>8,713,054</b>
Digital Access	One-Time	50,000	303,000	353,000	-	50,000
	Ongoing	10,514,976	731,249	11,246,225	-	11,246,225
<b>Digital Access Total</b>		<b>10,564,976</b>	<b>1,034,249</b>	<b>11,599,225</b>	<b>-</b>	<b>11,296,225</b>
Capital & Facilities	One-Time	8,727,538	9,793,507	18,521,045	10,750,000	10,750,000
	Ongoing	262,415	50,000	312,415	-	312,415
<b>Capital &amp; Facilities Total</b>		<b>8,989,953</b>	<b>9,843,507</b>	<b>18,833,460</b>	<b>10,750,000</b>	<b>11,062,415</b>
Ops. Right-Sizing	One-Time	866,500	420,000	1,286,500	715,000	1,196,500
	Ongoing	112,280	335,200	447,480	-	447,480
<b>Ops. Right-Sizing Total</b>		<b>978,780</b>	<b>755,200</b>	<b>1,733,980</b>	<b>715,000</b>	<b>1,643,980</b>
<b>Grand Total</b>		<b>28,546,763</b>	<b>12,807,956</b>	<b>41,354,719</b>	<b>11,465,000</b>	<b>32,715,674</b>

## Ongoing Investment Totals by FY:

- FY 23: \$1.82M
- FY 24: \$0

## One-Time Investment Totals by FY:

- FY 23: \$10.99M
- FY 24: \$11.47M

\*Investment proposal total as of 1.20.22

# On the Horizon: Children & Family Recovery Plan Investments

## Background:

- The Department of Children, Youth & Their Families (DCYF) tasked with developing a city-wide plan to help our children & families recover from the pandemic
- Community engagement began in July 2021
- Plan development began in September 2021

## Recovery Plan Goals:

- Create a 3 to 5-year, city-wide strategy for children and family COVID-19 recovery to align resources, steer implementation and coordinate advocacy efforts
- Capitalize on collaborative and barrier-busting approach of COVID response to bring together multi-sector partners and collective strategy
- Leverage relationships between children, family and youth-serving organizations across the City

## Partnership Opportunity:

- Build on SFPL-DCYF existing & prior services, including YouthWorks & hubs
  - Planned investments discussion: ongoing



# FY23 & 24 Proposed Budget: Option 1

## Option 1:

- Approve budget investment proposals presented January 20, 2022, and,
- Adjust as noted below:

Investment Category	Proposal	Ongoing/ One-Time	FY23 Est. Change Amt (\$)	FY24 Est. Change Amt (\$)
Capital & Facilities	Invest \$2M to Renewals – Interiors in FY 24 to advance the FY23 building systems renewal plan development	One-Time		- 2,000,000
Reserves	Reserve \$14.5M in FY24 as an investment source for FY24 budget proposals	One-Time		- 14,500,000

# FY23 & 24 Proposed Budget: Option 1

<i>All numbers in \$M</i>	FY22 Approved Budget	FY23 Base Budget	FY23 Proposed Budget (as of Jan 25, 2022)	Variance FY23 Proposed Budget to FY22 Budget	Variance FY23 Proposed Budget to FY23 Base Budget	FY24 Proposed Budget (as of Jan 25, 2022)	Variance FY24 Proposed Budget to FY23 Proposed Budget
<b>SOURCES</b>							
Property Tax Setaside	68.93	73.31	73.31	4.38	-	77.34	4.03
General Fund Baseline	87.94	99.76	99.76	11.82	-	107.07	7.31
<b>Total LPF</b>	<b>156.87</b>	<b>173.07</b>	<b>173.07</b>	<b>16.20</b>	<b>-</b>	<b>184.41</b>	<b>11.34</b>
Misc. Annual Sources	0.57	0.55	0.52	(0.05)	(0.02)	0.52	-
Library Fees	0.18	0.18	0.18	-	-	0.18	-
Fuhrman Trust	0.10	0.10	0.10	-	-	0.10	-
LPF Fund Balance	5.51	-	5.52	0.02	5.52	-	(5.52)
General Fund - Supplement for Capital	8.00	-	-	(8.00)	-	-	-
<b>Total Other Fund Sources</b>	<b>14.36</b>	<b>0.82</b>	<b>6.32</b>	<b>(8.03)</b>	<b>5.50</b>	<b>0.80</b>	<b>(5.52)</b>
<b>Grand Total Sources</b>	<b>171.22</b>	<b>173.89</b>	<b>179.39</b>	<b>8.17</b>	<b>5.50</b>	<b>185.21</b>	<b>5.81</b>
<b>USES</b>							
Salaries	66.55	69.07	69.43	2.88	0.36	71.31	1.88
Benefits	32.33	31.35	31.44	(0.88)	0.10	29.87	(1.58)
Health Service-Retiree Subsidy	6.08	6.05	6.05	(0.03)	-	6.33	0.28
<b>Total Labor</b>	<b>104.95</b>	<b>106.47</b>	<b>106.92</b>	<b>1.97</b>	<b>0.45</b>	<b>107.50</b>	<b>0.58</b>
Collections	21.15	21.76	23.05	1.89	1.28	22.16	(0.89)
Services of Other Depts.	13.50	13.57	13.57	0.07	-	13.57	-
Non-Personnel Services	7.43	7.59	8.99	1.56	1.40	7.93	(1.06)
BLIP Debt Service	1.72	1.72	1.72	0.01	-	1.72	-
Community Based Organization Services	0.50	0.50	0.64	0.14	0.14	0.64	-
Materials & Supplies	3.84	3.56	3.86	0.02	0.30	3.71	(0.15)
Capital	16.29	10.23	19.63	3.33	9.40	12.75	(6.88)
Equipment	1.83	0.80	1.02	(0.81)	0.22	0.72	(0.30)
Reserve	-	4.66	-	-	(4.66)	14.50	14.50
<b>Total Non-Labor</b>	<b>66.27</b>	<b>64.39</b>	<b>72.47</b>	<b>6.20</b>	<b>8.08</b>	<b>77.70</b>	<b>5.23</b>
<b>Grand Total Uses</b>	<b>171.22</b>	<b>170.86</b>	<b>179.39</b>	<b>8.17</b>	<b>8.53</b>	<b>185.21</b>	<b>5.81</b>
<b>Surplus/ (Shortfall)</b>	<b>-</b>	<b>3.03</b>	<b>-</b>			<b>-</b>	

# FY23 & 24 Proposed Budget: Option 2

## Options 2:

- Approve budget investment proposals presented January 20, 2022, and,
- Adjust as noted below:

Investment Category	Proposal	Ongoing/ One-Time	FY23 Est. Change Amt (\$)	FY24 Est. Change Amt (\$)
Capital & Facilities	Invest \$2M to Renewals – Interiors in FY 24 to advance the FY23 building systems renewal plan development	One-Time	-	2,000,000
Capital & Facilities	Enhance the FY24 Ocean View investment of \$7M by \$8M for a total investment of \$15M	One-Time	-	8,000,000
Reserves	Reserve \$6.5M in FY24 as an investment source for FY24 budget proposals	One-Time	-	6,500,000

# FY23 & 24 Proposed Budget: Option 2

<i>All numbers in \$M</i>	FY22 Approved Budget	FY23 Base Budget	FY23 Proposed Budget (as of Jan 25, 2022)	Variance FY23 Proposed Budget to FY22 Budget	Variance FY23 Proposed Budget to FY23 Base Budget	FY24 Proposed Budget (as of Jan 25, 2022)	Variance FY24 Proposed Budget to FY23 Proposed Budget
<b>SOURCES</b>							
Property Tax Setaside	68.93	73.31	73.31	4.38	-	77.34	4.03
General Fund Baseline	87.94	99.76	99.76	11.82	-	107.07	7.31
<b>Total LPF</b>	<b>156.87</b>	<b>173.07</b>	<b>173.07</b>	<b>16.20</b>	<b>-</b>	<b>184.41</b>	<b>11.34</b>
Misc. Annual Sources	0.57	0.55	0.52	(0.05)	(0.02)	0.52	-
Library Fees	0.18	0.18	0.18	-	-	0.18	-
Fuhrman Trust	0.10	0.10	0.10	-	-	0.10	-
LPF Fund Balance	5.51	-	5.52	0.02	5.52	-	(5.52)
General Fund - Supplement for Capital	8.00	-	-	(8.00)	-	-	-
<b>Total Other Fund Sources</b>	<b>14.36</b>	<b>0.82</b>	<b>6.32</b>	<b>(8.03)</b>	<b>5.50</b>	<b>0.80</b>	<b>(5.52)</b>
<b>Grand Total Sources</b>	<b>171.22</b>	<b>173.89</b>	<b>179.39</b>	<b>8.17</b>	<b>5.50</b>	<b>185.21</b>	<b>5.81</b>
<b>USES</b>							
Salaries	66.55	69.07	69.43	2.88	0.36	71.31	1.88
Benefits	32.33	31.35	31.44	(0.88)	0.10	29.87	(1.58)
Health Service-Retiree Subsidy	6.08	6.05	6.05	(0.03)	-	6.33	0.28
<b>Total Labor</b>	<b>104.95</b>	<b>106.47</b>	<b>106.92</b>	<b>1.97</b>	<b>0.45</b>	<b>107.50</b>	<b>0.58</b>
Collections	21.15	21.76	23.05	1.89	1.28	22.16	(0.89)
Services of Other Depts.	13.50	13.57	13.57	0.07	-	13.57	-
Non-Personnel Services	7.43	7.59	8.99	1.56	1.40	7.93	(1.06)
BLIP Debt Service	1.72	1.72	1.72	0.01	-	1.72	-
Community Based Organization Services	0.50	0.50	0.64	0.14	0.14	0.64	-
Materials & Supplies	3.84	3.56	3.86	0.02	0.30	3.71	(0.15)
Capital	16.29	10.23	19.63	3.33	9.40	20.75	1.12
Equipment	1.83	0.80	1.02	(0.81)	0.22	0.72	(0.30)
Reserve	-	4.66	-	-	(4.66)	6.50	6.50
<b>Total Non-Labor</b>	<b>66.27</b>	<b>64.39</b>	<b>72.47</b>	<b>6.20</b>	<b>8.08</b>	<b>77.70</b>	<b>5.23</b>
<b>Grand Total Uses</b>	<b>171.22</b>	<b>170.86</b>	<b>179.39</b>	<b>8.17</b>	<b>8.53</b>	<b>185.21</b>	<b>5.81</b>
<b>Surplus/ (Shortfall)</b>	<b>-</b>	<b>3.03</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

# Next Steps

## FEBRUARY

- Approve a budget option:
  - **Option 1:**
    - FY23 Proposed Budget: \$179.4M
      - Estimated LPF Fund Balance use: \$5.5M
      - Estimated remaining LPF Fund Balance: \$20.9M
    - FY24 Proposed Budget: \$185.2M
      - Estimated LPF Fund Balance use: \$0
  - **Option 2:**
    - FY23 Proposed Budget: \$179.4M
      - Estimated LPF Fund Balance use: \$5.5M
      - Estimated remaining LPF Fund Balance: \$20.9M
    - FY24 Proposed Budget: \$185.2M
      - Estimated LPF Fund Balance use: \$0
- Submit budget to Controller & Mayor: 2.21.22





# Questions?