














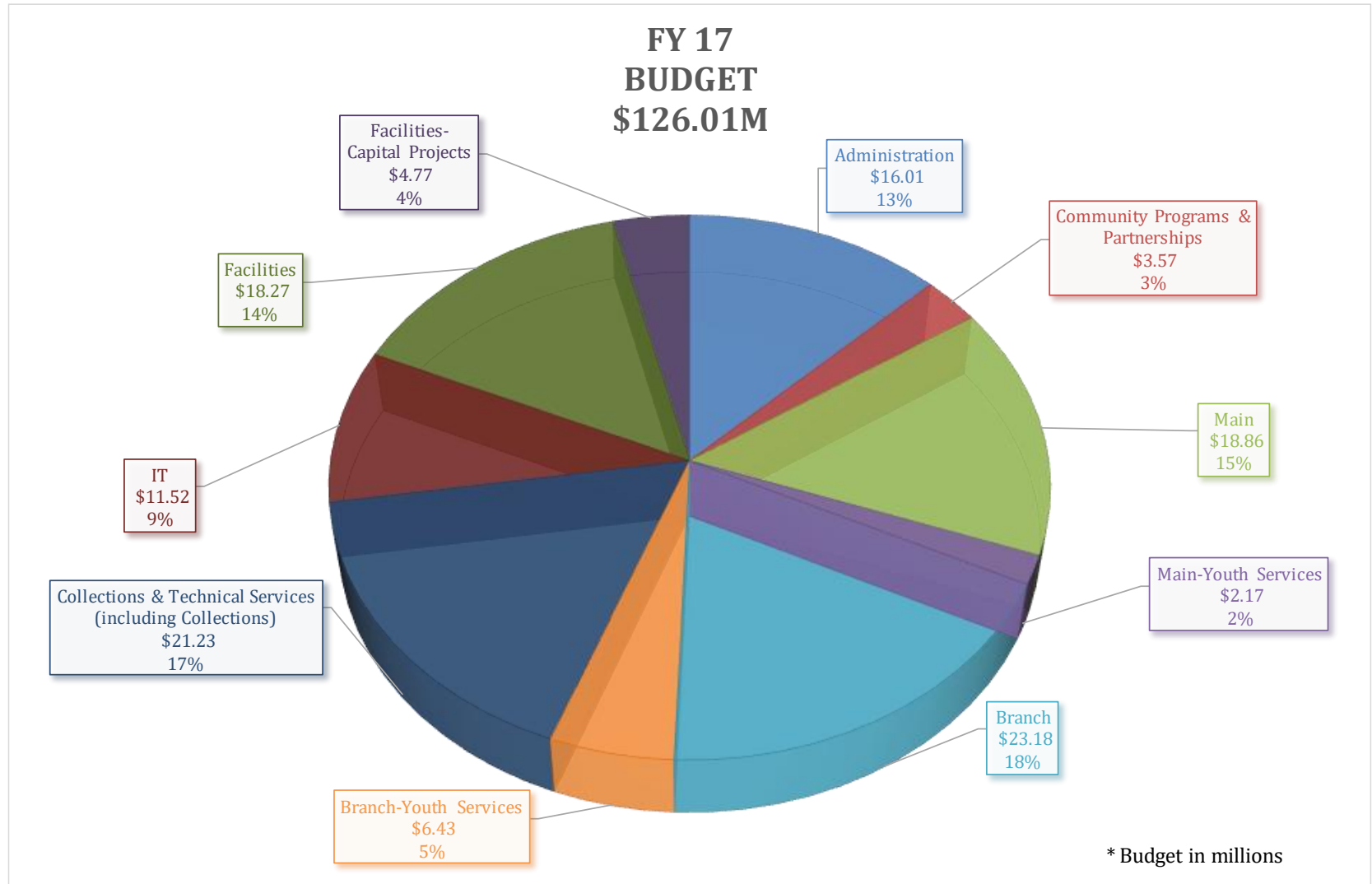
San Francisco Public Library

FYs 2018 & 2019 Budget Presentation
December 15, 2016

Budget Calendar

| 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 | | | | | | | | | |  | |

SFPL Budget by Division



Branch Budget Samples

| Branch Size Classification | Branch Library | 2016 Annualized FTE Count & Statistics | 2017 Annualized FTE Count & Operating Hrs | Est FY 17 Annualized Labor Cost (salary & benefits) |
|--|--|--|---|---|
| Small | Eureka Valley | | | |
| | Total Weekly Hours of Operation | 45 | 55 | |
| | Library Visits | 137,867 | | |
| | Reference Questions | 23,524 | | |
| | Total Questions | 49,629 | | |
| | Circulation | 201,420 | | |
| | 3632 Librarian II | 1.00 | 1.00 | \$138,830 |
| | 3632 Librarian II - Youth | 0.00 | 0.00 | \$0 |
| | 3630 Librarian I | 0.50 | 1.00 | \$126,635 |
| | 3630 Librarian I - Youth | 1.00 | 1.00 | \$126,635 |
| | 3618 Library Technical Assistant II | 1.00 | 1.00 | \$119,161 |
| | 3616 Library Technical Assistant I | 0.00 | 0.50 | \$55,351 |
| | 3610 Library Assistant | 1.00 | 1.00 | \$95,994 |
| | 3602 Library Page | 1.00 | 1.50 | \$122,989 |
| | Eureka Valley Labor Totals | 5.50 | 7.00 | \$785,595 |
| | | | | |
| Eureka Valley Branch Gross Square Feet | | | | 6,465 |
| Facilities FY 17 Average Operation Cost Per Square Foot | | | | \$26.07 |
| Total Eureka Valley Branch Facilities Operation Cost | | | | \$168,543 |
| Total Eureka Valley Branch Labor & Facilities Operation Costs | | | | \$954,137 |

Branch Budget Samples

| Branch Size Classification | Branch Library | 2016 Annualized FTE Count & Statistics | 2017 Annualized FTE Count & Operating Hrs | Est FY 17 Annualized Labor Cost (salary & benefits) |
|---|--|--|---|---|
| Medium | Western Addition | | | |
| | Total Weekly Hours of Operation | 50 | 50 | |
| | Library Visits | 170,278 | | |
| | Reference Questions | 16,449 | | |
| | Total Questions | 64,480 | | |
| | Circulation | 304,329 | | |
| | 3632 Librarian II | 1.00 | 1.00 | \$138,830 |
| | 3632 Librarian II - Youth | 0.00 | 0.00 | \$0 |
| | 3630 Librarian I | 1.50 | 1.50 | \$189,952 |
| | 3630 Librarian I - Youth | 1.00 | 1.50 | \$189,952 |
| | 3618 Library Technical Assistant II | 1.00 | 1.00 | \$119,161 |
| | 3616 Library Technical Assistant I | 0.50 | 0.50 | \$55,351 |
| | 3610 Library Assistant | 1.00 | 1.00 | \$95,994 |
| | 3602 Library Page | 2.50 | 2.50 | \$204,981 |
| | Western Addition Labor Totals | 8.50 | 9.00 | \$994,222 |
| Western Addition Branch Gross Square Feet | | | | 8,000 |
| Facilities FY 17 Average Operation Cost Per Square Foot | | | | \$26.07 |
| Total Western Addition Branch Facilities Operation Cost | | | | \$208,560 |
| Total Western Addition Branch Labor & Facilities Operation Costs | | | | \$1,202,782 |

Branch Budget Samples

| Branch Size Classification | Branch Library | 2016 Annualized FTE Count & Statistics | 2017 Annualized FTE Count & Operating Hrs | Est FY 17 Annualized Labor Cost (salary & benefits) |
|---|--|--|---|---|
| Large 1-Floor | Ortega | | | |
| | Total Weekly Hours of Operation | 50 | 50 | |
| | Library Visits | 337,480 | | |
| | Reference Questions | 24,313 | | |
| | Total Questions | 79,348 | | |
| | Circulation | 534,938 | | |
| | 3632 Librarian II | 1.00 | 1.00 | \$138,830 |
| | 3632 Librarian II - Youth | 0.00 | 0.00 | \$0 |
| | 3630 Librarian I | 1.00 | 1.00 | \$126,635 |
| | 3630 Librarian I - Youth | 2.00 | 2.00 | \$253,269 |
| | 3618 Library Technical Assistant II | 1.00 | 1.00 | \$119,161 |
| | 3616 Library Technical Assistant I | 1.00 | 1.00 | \$110,703 |
| | 3610 Library Assistant | 1.50 | 1.50 | \$143,991 |
| | 3602 Library Page | 4.00 | 4.00 | \$327,970 |
| | Ortega Labor Totals | 11.50 | 11.50 | 1,220,559 |
| Ortega Branch Gross Square Feet | | | | 9,300 |
| Facilities FY 17 Average Operation Cost Per Square Foot | | | | \$26.07 |
| Total Ortega Branch Facilities Operation Cost | | | | \$242,451 |
| Total Ortega Branch Labor & Facilities Operation Costs | | | | \$1,463,010 |

Branch Budget Samples

| Branch Size Classification | Branch Library | 2016 Annualized FTE Count & Statistics | 2017 Annualized FTE Count & Operating Hrs | Est FY 17 Annualized Labor Cost (salary & benefits) |
|--|---|--|---|---|
| Large 2-Floor | Mission | | | |
| | Total Weekly Hours of Operation - Adult | 55 | 55 | |
| | Total Weekly Hours of Operation - Children's | 55 | 55 | |
| | Library Visits | 240,988 | | |
| | Reference Questions | 20,097 | | |
| | Total Questions | 82,187 | | |
| | Circulation | 345,817 | | |
| | 3632 Librarian II | 1.00 | 1.00 | \$138,830 |
| | 3632 Librarian II - Youth | 1.00 | 1.00 | \$138,830 |
| | 3630 Librarian I | 2.50 | 2.50 | \$316,587 |
| | 3630 Librarian I - Youth | 1.50 | 1.50 | \$189,952 |
| | 3618 Library Technical Assistant II | 1.00 | 1.00 | \$119,161 |
| | 3616 Library Technical Assistant I | 1.00 | 1.00 | \$110,703 |
| | 3610 Library Assistant | 3.50 | 3.50 | \$335,979 |
| | 3602 Library Page | 3.50 | 3.50 | \$286,974 |
| | Mission Labor Totals | 15.00 | 15.00 | \$1,637,015 |
| Mission Branch Gross Square Feet | | | | 10,479 |
| Facilities FY 17 Average Operation Cost Per Square Foot | | | | \$26.07 |
| Total Mission Branch Facilities Operation Cost | | | | \$273,188 |
| Total Mission Branch Labor & Facilities Operation Costs | | | | \$1,910,203 |

Budget Background & Climate

- Rolling two-year budget
 - FY 18: July 1, 2017 – June 30, 2018
 - FY 19: July 1, 2018 – June 30, 2019
- Library Preservation Fund (LPF) December 2016 estimates:
 - FY 18: \$132.52, \$4M > FY 18 approved LPF funding of \$128.51M
 - FY 19: \$138.88
- LPF Fund Balance: \$29.1M
- Current budget unknowns:
 - State's budget estimates
 - Labor MOU negotiation impact
 - Departmental Work Order Agreement changes
 - Federal Administration change impact on local funding

Budget Background & Climate

- Mayor's Strategic Priorities:
 - Residents and families that thrive
 - Clean, safe, and livable communities
 - A diverse, equitable, and inclusive city
 - Excellent city services
 - A city and region prepared for the future
- Mayor's budget instructions:
 - General Fund (GF) departments should propose reductions & revenue equal to 3% of GF support annually
 - Departments should not increase funded FTEs
 - Enterprise/Self-Supporting departments must absorb all cost increases

SFPL Strategic & Budget Priorities



San Francisco Public Library

Strategic Priorities: Premier Urban Library

| Strategic Priority Category | Proposal Title | Summary Description | One-time or On-going | FY 18 Proposed Investment Amt | FY 19 Proposed Investment Amt |
|-----------------------------|--|--|----------------------|-------------------------------|-------------------------------|
| Premier Urban Library | Invest in At the Library printing and advertising | Increase printing cost allocation for At the Library and invest in distribution costs through SF Print Media to include as an insert in newspaper delivery | On-going | 75,000 | - |
| | Increase funding for exhibition and marketing graphics | Increase funding for exhibition and marketing graphics to cover rising graphics costs and increasing needs for large scale signage and printing | On-going | 10,000 | - |
| Grand Total | | | | 85,000 | - |

Note: the budget proposals are preliminary estimates and subject to change. Proposals are additive to the baseline budget. Total budgets, including the budget proposals will be presented in January 2017.



Strategic Priorities: Literacy & Learning

| Strategic Priority Category | Proposal Title | Summary Description | One-time or On-going | FY 18 Proposed Investment Amt | FY 19 Proposed Investment Amt |
|-----------------------------|--|---|----------------------|-------------------------------|-------------------------------|
| Literacy & Learning | Enhance adult collections | 4% physical collections increase; 15% eCollections increase annually for adult collections | On-going | - | 1,009,869 |
| | Enhance youth collections | 5% physical collections increase annually for youth collections | On-going | - | 128,959 |
| | Add library technical assistant oversight and supervision in four branch libraries | Add four new full time 3618 Library Technical Assistant II positions to the following four branch libraries: Anza, Merced, Noe Valley, and Potrero to ensure increased direct supervision of Circulation staff at these branch libraries | On-going | 372,209 | 111,179 |
| | Add branch temporary salaries | Increase the Branch Division Temporary Salaries budget to: 1. support the increased number of public service hours in the neighborhood branch libraries and 2. support training hours for part-time staff in the Branch Division | On-going | 60,187 | - |
| | Add library technical assistant capacity at the Main | Add one new full time 3618 Library Technical Assistant II position for the 3rd Floor, Main Library to enhance public services needs in General Collections & Humanities Center as well as the International Center, the African American Center, the Filipino American Center, and the Chinese Center | On-going | 93,822 | 28,025 |
| | Invest in financial literacy program support | Continue the Library's Financial Literacy Initiative begun in 2015, by providing support for workshops and counseling services that help San Francisco residents better understand personal finance and assist library users with creation of saving plans, retirement plans, getting out of debt, and more so that they may build a healthier financial future | On-going | 25,000 | - |
| | Expand mobile wireless lending program to Career Online High School participants | Increase Career Online High School participation by expanding the mobile wireless lending program | One-time On-going | 16,700 6,059 | - - |
| Grand Total | | | | 573,977 | 1,278,032 |

Note: The approved FY 18 budget already included enhancements to the collections budget, totaling \$0.73M vs. FY 17.

Strategic Priorities: Youth Engagement

| Strategic Priority Category | Proposal Title | Summary Description | One-time or On-going | FY 18 Proposed Investment Amt | FY 19 Proposed Investment Amt |
|-----------------------------|--|--|----------------------|-------------------------------|-------------------------------|
| Youth Engagement | Refresh and update the play-to-learn furnishings system wide | Increase annual maintenance funding for the play-to-learn furnishings of 11 systems | On-going | 70,000 | - |
| | Expand SAT preparation services for high school students | Increase SAT prep funding to meet patron drop-in assistance needs in addition to current SAT preparation courses | On-going | 12,000 | - |
| Grand Total | | | | 82,000 | - |



Strategic Priorities: Digital Strategies

| Strategic Priority Category | Proposal Title | Summary Description | One-time or On-going | FY 18 Proposed Investment Amt | FY 19 Proposed Investment Amt |
|-----------------------------|--|---|----------------------|-------------------------------|-------------------------------|
| Digital Strategies | Complete City Fiber expansion program | Complete the City Fiber expansion program to the final four branch locations | One-time | - | 184,800 |
| | Refresh audio visual equipment system wide | Begin regular analog audio visual equipment refresh program at the Main and branches. Annually four locations will be upgraded over three fiscal years | One-time | 180,000 | 180,000 |
| | Refresh assistive technology at the Main Library | Refresh seven assistive technology (AT) work stations at the Main Library, including hardware and software. This would build on the AT refresh and expansion built into the FY 17 budget for the branches | One-time | 143,000 | - |
| | Add two laptop lending kiosks annually to branches | Continue the expansion of the lending kiosk program by adding two kiosks annually to branches over an eight-year period | One-time | 117,600 | 117,600 |
| | Upgrade library recording equipment | Purchase upgraded camera and recording equipment for expanded media services capacity for programming | One-time | 59,800 | - |
| | Upgrade Techmobile wireless connectivity | Upgrade the Techmobile wireless connectivity to allow more patrons to have faster, more reliable internet access, allowing the Techmobile to provide more complex programming | One-time | 12,000 | - |
| | | | On-going | 1,500 | - |
| Grand Total | | | | 513,900 | 482,400 |

Strategic Priorities: Partnerships for Excellence

| Strategic Priority Category | Proposal Title | Summary Description | One-time or On-going | FY 18 Proposed Investment Amt | FY 19 Proposed Investment Amt |
|-----------------------------|------------------------------------|---|----------------------|-------------------------------|-------------------------------|
| Partnerships for Excellence | Invest in the Civic Center Commons | The public spaces linking Market Street to City Hall are becoming known as the Civic Center Commons. The Library is one of several City departments investing in shared activation efforts and deploying new strategies for this public space. The Art-LIZ (Living Innovation Zone) project between the Asian Art Museum and the Library is one example | On-going | 100,000 | - |
| Grand Total | | | | 100,000 | - |

The proposed budget will also maintain funding for key work orders

- Arts Commission & DCYF:
 - Writers Corps
 - Youth Works
- Recreation & Parks:
 - Landscape services
 - Summer Learning coordination
- Real Estate Department:
 - Enhanced custodial resources
- Homeless Services & Public Health:
 - Social Worker
 - Health & Safety Associates
- Public Works:
 - Steam cleaning
 - Building repair



Strategic Priorities: Organizational Excellence

| Strategic Priority Category | Proposal Title | Summary Description | One-time or On-going | FY 18 Proposed Investment Amt | FY 19 Proposed Investment Amt |
|-----------------------------|--|---|----------------------|-------------------------------|-------------------------------|
| Organizational Excellence | Add HR recruitment capacity | Add one new full time 1244 Senior Personnel Analyst to assist with processing growing SFPL workforce and increased workload due to the decentralization of personnel duties from the Department of Human Resources | On-going | 159,345 | - |
| | Create IT systems & servers manager capacity | Add one new full time 1043 Information Services Engineer-Senior to respond to growing IT service demands that necessitate splitting the Systems & Networks unit into two specialized units: Systems & Servers, and Networks & Security. Specialized units allow for management of stable infrastructure, technology growth, server support & management, technology asset management, IT security, and managing 1 Gig network | On-going | 149,519 | 44,661 |
| | Add HR payroll processing capacity | Add one new full time 1222 Senior Payroll & Personnel Clerk to assist with processing a growing SFPL workforce and increased workload due to the decentralization of payroll duties from the Department of Human Resources | On-going | 117,780 | - |
| | Add delivery services working supervisor capacity | Add one new full time 7215 General Laborer Supervisor I to serve as a working supervisor to provide on-site supervision of six delivery services truck drivers and provide additional driving capacity for materials delivery system wide for SFPL | On-going | 102,968 | 30,757 |
| | Add media production capacity for public programming | Add one new full time 1767 Media Programming Specialist to meet the growing demand for video and audio production services for the public | On-going | - | 89,476 |
| | Grand Total | | | 529,612 | 164,894 |

Strategic Priorities: Facilities Maintenance & Infrastructure

| Strategic Priority Category | Proposal Title | Summary Description | One-time or On-going | FY 18 Proposed Investment Amt | FY 19 Proposed Investment Amt |
|---|---|---|----------------------|-------------------------------|-------------------------------|
| Facilities Maintenance & Infrastructure | Implement Main Library elevator repair and/or replacement program | Implement an elevator repair/replacement program, including the required upgrade of the fire life safety system for the Main Library, per elevator study recommendations | One-time | 2,000,000 | 2,500,000 |
| | Install compact shelving system and air handling system at 750 Brannan Street | Install compact shelving system at 750 Brannan Street for History Center and Brooks Hall collections materials as well as air handling system improvements for History Center collections | One-time | 2,000,000 | - |
| | Replace Main Library heat exchangers and filter banks | Replace the heat exchange and filter banks in the two fan rooms at the Main Library to address reliability and end of useful life issues for a system that has been subject to marine air in the Bay Area and would be approximately 23 years old in FY 19 | One-time | - | 500,000 |
| | Add custodial support | Add three new full time 2708 Custodians to align with the Custodial Taskforce recommendations for FY 18 & FY 19 | On-going | 210,483 | 112,075 |
| | Scope and begin replacement of air handling systems at the Main Library | Scope, design and begin the replacement of air handling systems at the Main Library, which are nearing end of service life at 20 years old. Current systems are designed to operate on obsolete refrigerants. Implementation of air handling systems replacement will be budgeted over multiple budget cycles | One-time | 150,000 | - |
| | Add engineering support | Add one new full time 7334 Stationary Engineer to provide system wide engineering services | On-going | 101,355 | 30,275 |
| | Add buildings and grounds patrol support | Add one new full time 8207 Buildings & Grounds Patrol Officers to continue to focus on system wide safety and security needs | On-going | - | 77,096 |
| | Replace two outdated vehicles | Replace Custodial Services' 20 yr. old van in FY 18 and Engineering Services' 17 yr. old truck in FY 19 with fuel efficient vehicles | One-time | 40,000 | 50,000 |
| | Grand Total | | | 4,501,838 | 3,269,446 |

Strategic Priorities: Summary of Proposed Investments

| Strategic Priority Category | One-time or On-going | FY 18 Proposed Investment Amt | FY 19 Proposed Investment Amt |
|--|----------------------|-------------------------------|-------------------------------|
| Premier Urban Library | On-going | 85,000 | - |
| Premier Urban Library Total | | 85,000 | - |
| Literacy & Learning | One-time | 16,700 | - |
| | On-going | 557,277 | 1,278,032 |
| Literacy & Learning Total | | 573,977 | 1,278,032 |
| Youth Engagement | On-going | 82,000 | - |
| Youth Engagement Total | | 82,000 | - |
| Digital Strategies | One-time | 512,400 | 482,400 |
| | On-going | 1,500 | - |
| Digital Strategies Total | | 513,900 | 482,400 |
| Partnerships for Excellence | On-going | 100,000 | - |
| Partnerships for Excellence Total | | 100,000 | - |
| Organizational Excellence | On-going | 529,612 | 164,894 |
| Organizational Excellence Total | | 529,612 | 164,894 |
| Facilities Maintenance & Infrastructure | One-time | 4,190,000 | 3,050,000 |
| | On-going | 311,838 | 219,446 |
| Facilities Maintenance & Infrastructure Total | | 4,501,838 | 3,269,446 |
| Grand Total | | 6,386,326 | 5,194,773 |

Other Budget Considerations & Next Steps












Other Considerations

- Branch capital projects
- Public service staffing study
- Radio frequency identification project

Next Steps:

- January: Library Commission budget proposals review
- February: Library Commission budget approval
- February: Library budget submittal to Controller & Mayor

Budget Calendar

| 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 | | | | | | | | | |  | |