



San Francisco Public Library

SAN FRANCISCO PUBLIC LIBRARY












FYs 21 & 22 Budget

December 19, 2019

Maureen Singleton, Chief Operating Officer



Budget Calendar: FY 21 & 22

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: FY 21 & 22

- Rolling two-year budget
 - FY 21: July 1, 2020 – June 30, 2021
 - FY 22: July 1, 2021 – June 30, 2022
- Library Preservation Fund (LPF) estimate: mid-December 2019
- LPF Fund Balance estimate: mid-December 2019
- City budget shortfall estimate: mid-December
- Mayor's budget instructions: expected in mid-December
 - FYI: typically self-supporting departments must absorb all cost increases
- Current budget unknowns:
 - State's budget estimates
 - Departmental Work Order Agreement changes



Strategic & Budget Priorities



Strategic Priorities: Premier Urban Library

Proposal Title	Proposal Summary Description	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount
Implement library hub with holds pickup and access to collections	Support access to collections to residents in an underserved area of the City, such as the Dogpatch, through the installation of a book vending machine, which will house a small collection and facilitate holds pick-up	One-Time	-	-	-	460,000	460,000
Implement library hub with holds pickup and access to collections Total			-	-	-	460,000	460,000
Affirm the Main Library as the Tenderloin Branch Library	Though the Main Library is known widely as the flagship branch of the San Francisco Public Library both for its deep collections and uniquely specialized services, it is also the neighborhood branch for its nearest community, the Tenderloin. In order to spotlight the Main as a local family-friendly branch library for the Tenderloin, this project will leverage the experience of a cohort of Main staff working with the Harwood Institute to offer a special kind of community facilitation – the Harwood Method – where participants from the Tenderloin will share aspirations for their community and discuss challenges and solutions in a comfortable, open environment. The goal is to learn the needs and aspirations of our neighbors and help the Main to better serve the Tenderloin, one of the City's most economically-disadvantaged community	One-Time	-	25,000	25,000	-	-
Affirm the Main Library as the Tenderloin Branch Library Total			-	25,000	25,000	-	-
Promote the Library for All	Increase public awareness of key system wide programming, partnership, and learning initiatives such as Summer Stride, youth workforce development, digital inclusion, Night of Ideas, and other library milestone activities	Ongoing	75,000	25,000	100,000	5,000	105,000
Promote the Library for All Total			75,000	25,000	100,000	5,000	105,000
Grand Total			75,000	50,000	125,000	465,000	565,000

Notes: (1) The budget proposals are additive to the baseline budget or new one-time investments; (2) If a FY 21 proposal is ongoing the cost is assumed in the FY 22 proposed budget amount; (3) Attachment I is a copy of the proposals presented in this PowerPoint



Strategic Priorities: Literacy & Learning

Proposal Title	Proposal Summary Description	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount
Create an Honorbound Collections for community partners	Create book giveaway programs at nonprofit and government agencies that support communities with low literacy rates and low incomes and to encourage families to start using SFPL services. SFPL branded stickers will be applied to the book covers to advertise library services and branch locations as well as encourage community members to get a library card. Possible locations include: First5 Family resources centers and jail waiting rooms. Budget will be used to purchase books, stickers and other marketing supplies, and possibly shelving for the books	Ongoing		100,000	100,000	-	100,000
Create an Honorbound Collections for community partners Total				100,000	100,000	-	100,000
Shift Mission's opening day collection from FY 21 to FY 22	Opening Day Adult Collections: Shift one-time opening day collection allocation of \$550K for the Mission branch from FY 21 to FY22 to better align with building schedule	One-Time	550,000	(550,000)	-	550,000	550,000
	Opening Day Youth Collections: Shift one-time opening day collection allocation of \$300K for the Mission branch from FY 21 to FY22 to better align with building schedule	One-Time	300,000	(300,000)	-	300,000	300,000
Shift Mission's opening day collection from FY 21 to FY 22 Total			850,000	(850,000)	-	850,000	850,000
Increase adult physical collections to offset tariffs	Increase the physical collection budget for adult material by 2% to cover price increases. Due to new tariffs with China, the cost of printing there has increased significantly so much that publishers are moving printing back to North America. Book prices saw average increases by format as high as 10% in 2019, compared to 2018. The 2% figure excludes the \$550K Mission Opening Day figure since that will shift to FY 22	Ongoing	6,663,054	133,500	6,796,554	-	6,796,554
Increase adult physical collections to offset tariffs Total			6,663,054	133,500	6,796,554	-	6,796,554
Increase youth physical collections to offset tariffs	Increase the physical collection budget for youth material by 2% to cover price increases. Due to new tariffs with China, the cost of printing there has increased significantly so much that publishers are moving printing back to North America. Book prices saw average increases by format as high as 10% in 2019, compared to 2018. The 2% figure excludes the \$300K Mission Opening Day figure since that will shift to FY 22	Ongoing	2,816,474	56,500	2,872,974	-	2,872,974
Increase youth physical collections to offset tariffs Total			2,816,474	56,500	2,872,974	-	2,872,974

Strategic Priorities: Literacy & Learning

Proposal Title	Proposal Summary Description	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount
Enhance eCollections	Increase the Adult eCollections by another 10% in FY 22 to meet growing demand. eMedia circulation grew 32.9% last fiscal year. An increase is needed to continue providing the service at our current level for eBook & eMedia platforms Overdrive, Axis360, Hoopla and Kanopy. In addition, the Library will market our eCollections to nonusers through Digi popup libraries which may drive up eCollections use	Ongoing	9,795,981	-	9,795,981	1,000,000	10,795,981
Enhance eCollections Total			9,795,981	-	9,795,981	1,000,000	10,795,981
Support literacy learners and tutors with an enhanced database to measure, report, and advance impact	Purchase subscription software to assist tutors and literacy learners with communication, learning needs, tracking hours, staying apprised of progress, and making data-informed decisions	One-Time	-	1,750	1,750	-	-
		Ongoing	-	24,875	24,875	-	-
Support literacy learners and tutors with an enhanced database to measure, report, and advance impact Total			-	26,625	26,625	-	-
Grand Total ⁽¹⁾			20,125,509	(533,374)	19,592,135	1,850,000	21,415,510

Note: (1) The FY 21 Literacy & Learning proposal includes shifting \$850K in Opening Day Collections for Mission Branch from FY 21 to FY 22. There is no cut to collections in FY 21; it simply shifts planned one-time expenditures to another fiscal year.



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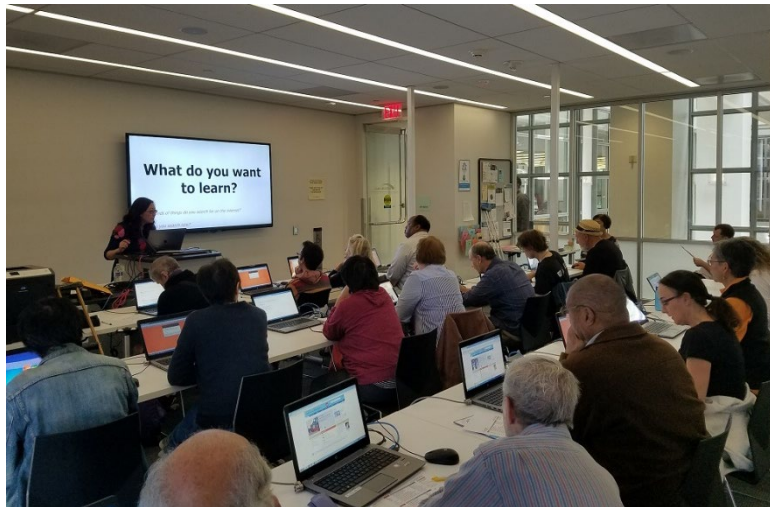
Strategic Priorities: Youth Engagement

Proposal Title	Proposal Summary Description	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount
Inspire interactive learning at libraries	Refresh and maintain Play-to-Learn equipment and furnishing at all 28 library locations plus add new benches needed at Main Children's Center	Ongoing	65,000	15,000	80,000	-	80,000
Inspire interactive learning at libraries Total			65,000	15,000	80,000	-	80,000
Grand Total			65,000	15,000	80,000	-	80,000



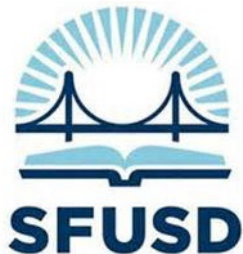
Strategic Priorities: Digital Strategies

				FY 21	FY 21	FY 22	FY 22
			FY 21	Proposed	Proposed	Proposed	Proposed
Proposal Title	Proposal Summary Description	One-time/ Ongoing	Original Budget	Investment Amount	Budget Amount	Investment Amount	Budget Amount
Deploy the City's Voice over internet (VOIP) phone solution system wide	Replace the Library's phone system with VOIP. Costs are for 840 phone units, 220 accessory units system wide, and software. Ongoing telephone operating costs should be comparable to existing telephone operating costs	One-Time	-	400,000	400,000	-	-
Deploy the City's Voice over internet (VOIP) phone solution system wide Total			-	400,000	400,000	-	-
Invest in IT resiliency	Dedicate an IT backup solution that is designed for resiliency and redundancy with an emphasis against ransomware and other cybersecurity attacks	One-Time	-	300,000	300,000	-	-
Invest in IT resiliency Total			-	300,000	300,000	-	-
Refresh branch laptop lending kiosks	Refresh branch laptop lending kiosk program. Kiosks themselves have built-in upgrade through maintained and support program; however, the laptops upgrades are not included. Refresh 90 laptops that are end of life in six kiosks at \$2K each, including all software	One-Time	-	180,000	180,000	-	-
Refresh branch laptop lending kiosks Total			-	180,000	180,000	-	-
Coordinate social media postings and analytics	Coordinate and manage Twitter, Instagram, and Facebook presence with social media marketing tool	Ongoing	-	9,500	9,500	-	9,500
Coordinate social media postings and analytics Total			-	9,500	9,500	-	9,500
Grand Total			-	889,500	889,500	-	9,500



Strategic Priorities: Partnerships for Excellence

Proposal Title	Proposal Summary Description	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount
Expand the Library's financial coaching program	Increase our work order budget with Mayor's Office for the financial coaching program from \$25K to \$80K to expand the service from 1 day/week to 3 days/week	Ongoing	25,000	55,000	80,000	-	80,000
Expand the Library's financial coaching program Total			25,000	55,000	80,000	-	80,000
Grand Total			25,000	55,000	80,000	-	80,000



Strategic Priorities: Organizational Excellence

Proposal Title	Proposal Summary Description	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount
Manage marketing assets with project management platform for Library marketing and public relations campaigns	Manage marketing and public relations campaigns and editorial calendar with programmers system wide, Community Programs & Partnership coordinators, and the Library's Graphics unit via a content marketing platform	Ongoing	-	7,000	7,000	-	7,000
Manage marketing assets with project management platform for Library marketing and public relations campaigns Total			-	7,000	7,000	-	7,000
Engage an expert survey consultant to perform annual patron satisfaction work	Engage an expert survey consultant to conduct, analyze, and report on the annual patron satisfaction survey (users and non-users) and free up staff time currently allocated to conducting the survey to public service	Ongoing	-	50,000	50,000	-	50,000
Engage an expert survey consultant to perform annual patron satisfaction work Total			-	50,000	50,000	-	50,000
Grand Total			-	57,000	57,000	-	57,000



Strategic Priorities: Facilities Maintenance & Infrastructure

Capital Planning Program's five funding principles:

1. **Addresses legal or regulatory mandate:** improvement is necessary to comply with a federal, state, or local legal or regulatory mandate
2. **Protects life, safety, and enhances resilience:** improvement provides for the imminent life, health, safety, and/or security of occupants and/or public or prevents the loss of use of an asset
3. **Ensures asset preservation and sustainability:** asset preservation projects ensure timely maintenance and renewal of existing infrastructure
4. **Serves programmatic or planned needs:** projects support formal programs or objectives of an adopted plan or action
5. **Promotes economic development:** projects enhance the City's economic vitality by stimulating the local economy, increasing revenue, improving government effectiveness, or reducing operating costs

Additional funding principles: applied to Facilities budget proposals

- **Urgency:** how time-sensitive is the project
- **Importance:** how important is the project to SFPL operations



Strategic Priorities: Facilities Maintenance & Infrastructure

Capital Funding Principles:											
1. Mandate	Urgency Scale 1 (less urgent) to 5 (urgent)	Importance Scale 1 (less important) to 5 (important)	Proposal Title	Proposal Summary Description	One-time/ Ongoing	FY 21 Original Budget	FY 21 Proposed Investment Amount	FY 21 Proposed Budget Amount	FY 22 Proposed Investment Amount	FY 22 Proposed Budget Amount	
2. Safety											
3. Preservation											
4. Programmatic											
5. Economic											
2. Safety	4	4	Enhance custodial operations and minimize potential staff injuries by purchasing two electric pallet jacks	Replace manual pallet jacks with electric jacks which should reduce the possibility of staff injuries	One-Time	-	16,000	16,000	-	-	
			Enhance custodial operations and minimize potential staff injuries by purchasing two electric pallet jacks Total			-	16,000	16,000	-	-	
			Increase emergency cleaning and restoration budget	Increase the emergency cleaning and restoration budget to better support the Library's custodial services unit during emergency and restoration events	Ongoing	10,000	40,000	50,000	-	50,000	
			Increase emergency cleaning and restoration budget Total			10,000	40,000	50,000	-	50,000	
2. Safety Total						10,000	56,000	66,000	-	50,000	
3. Preservation	5	5	Provide the additional funding for the Oceanview branch renovation project	Provide additional funding for a new Oceanview branch library. Public Works October 2019 feasibility study estimated a new Oceanview branch library could cost between \$42.5M - \$47.0M. The project is still in development and the scope and cost are not final. In prior budget cycles \$10.5M was allocated towards the project budget. The proposed budget would allocate an additional \$10M, bringing the total project allocation to \$20.5M. The Oceanview branch project, like Chinatown & Mission, are anticipated to address community needs, expand teen space, address program rooms, actualize innovations in service delivery and collections management, and include ADA improvements, and energy efficiency work	One-Time	-	10,000,000	10,000,000	-	-	
											Provide the additional funding for the Oceanview branch renovation project Total
			Provide the final funding needed for the Chinatown branch renovation project	Provide the remaining \$2.4M needed for the Chinatown branch library renovation project budget. Public Works estimated the Chinatown branch library renovation would cost between \$24.1M - \$29.4M. In the prior budget cycle the approved funding was \$7M in FY 20 and \$20M in FY 21, which funded 92% of an assumed budget of \$29.4M. The FY 21 proposed budget would allocate the remaining \$2.4M needed to fully fund the renovation. Branch renovations are anticipated to address community needs, expand teen space, revamp program rooms, actualize innovations in service delivery and collections management, and include ADA improvements, preservation or restoration of historic features, and energy efficiency work	One-Time	20,000,000	2,400,000	22,400,000	-	-	
											Provide the final funding needed for the Chinatown branch renovation project Total
	4	4	Allocate funding to the departmental roofing budget	Provide additional funding to the Library's roofing program to address aging roofs and to prevent failures and leaks	One-Time	-	1,000,000	1,000,000	1,000,000	1,000,000	
			Allocate funding to the departmental roofing budget Total		-	1,000,000	1,000,000	1,000,000	1,000,000		
	3	4	Increase budget for flooring replacements with Public Works	Increase the flooring budget allocation in the Public Works work order to replace aging flooring at Excelsior, Mission Bay, and Parkside to prevent possible tripping hazards. The ongoing budget enhancement will ensure adequate funding for flooring system wide based on lifecycles	Ongoing	110,250	150,000	260,250	-	260,250	
											Increase budget for flooring replacements with Public Works Total
			Refresh and update restroom accessories and faucets	Replace current restroom accessories (towel dispensers, soap dispensers) and faucets that have reached their end of life cycle with automated systems to reduce waste	Ongoing	-	25,000	25,000	-	25,000	
											Refresh and update restroom accessories and faucets Total
3. Preservation Total						20,110,250	13,575,000	33,685,250	1,000,000	1,285,250	
4. Programmatic	3	5	Create a senior playground at the Richmond branch library	Co-locate a senior playground with the youth playground at the Richmond branch library. Senior playgrounds can help improve balance, build muscle, strength and tone muscle, extend range of motion, and improve manual dexterity	One-Time	-	250,000	250,000	-	-	
			Create a senior playground at the Richmond branch library Total		-	250,000	250,000	-	-		
4. Programmatic Total						-	250,000	250,000	-	-	
Grand Total							20,120,250	13,881,000	34,001,250	1,000,000	1,335,250

Strategic Priorities: Summary of Proposed Investments

Strategic Priority	One-time/ Ongoing	FY 21	FY 21	FY 21	FY 22	FY 22
		Original Budget	Proposed Investment Amount	Proposed Budget Amount	Proposed Investment Amount	Proposed Budget Amount
Premier Urban Library	One-Time	-	25,000	25,000	460,000	460,000
	Ongoing	75,000	25,000	100,000	5,000	105,000
Premier Urban Library Total		75,000	50,000	125,000	465,000	565,000
Literacy & Learning ⁽¹⁾	One-Time	850,000	(848,250)	1,750	850,000	850,000
	Ongoing	19,275,509	314,876	19,590,385	1,000,000	20,565,510
Literacy & Learning Total		20,125,509	(533,374)	19,592,135	1,850,000	21,415,510
Youth Engagement	Ongoing	65,000	15,000	80,000	-	80,000
Youth Engagement Total		65,000	15,000	80,000	-	80,000
Digital Strategies	One-Time	-	880,000	880,000	-	-
	Ongoing	-	9,500	9,500	-	9,500
Digital Strategies Total		-	889,500	889,500	-	9,500
Partnerships for Excellence	Ongoing	25,000	55,000	80,000	-	80,000
Partnerships for Excellence Total		25,000	55,000	80,000	-	80,000
Organizational Excellence	Ongoing	-	57,000	57,000	-	57,000
Organizational Excellence Total		-	57,000	57,000	-	57,000
Facilities Maintenance & Infrastructure	One-Time	20,000,000	13,666,000	33,666,000	1,000,000	1,000,000
	Ongoing	120,250	215,000	335,250	-	335,250
Facilities Maintenance & Infrastructure Total		20,120,250	13,881,000	34,001,250	1,000,000	1,335,250
Grand Total		40,410,759	14,414,126	54,824,885	3,315,000	23,542,260

Ongoing Investment Totals by FY:

- FY 21: \$0.69M
- FY 22: \$1.01M

One-time Investment Totals by FY:

- FY 21: \$13.72M
- FY 22: \$2.31M

Reminder: (1) The FY 21 Literacy & Learning proposal includes shifting \$850K in Opening Day Collections for Mission Branch from FY 21 to FY 22. There is no cut to collections in FY 21; it simply shifts planned one-time expenditures to another fiscal year.

Next Steps

- Mid-December:
 - Mayor's budget instructions
 - Controller's revenue & expenditure baseline data
- January:
 - Library Commission budget review
- February:
 - Library Commission budget approval
 - Budget submittal to Controller & Mayor



Questions?

