



# SAN FRANCISCO PUBLIC LIBRARY

FYs 25 & 26 Budget

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San Francisco Public Library Commission

December 14, 2023



# Budget Background

- Rolling two-year budget:
  - FY25: July 1, 2024 – June 30, 2025
  - FY26: July 1, 2025 – June 30, 2026
- Mid-Year Instructions:
  - GF Reduction
  - Limit discretionary expenditures
- Expected mid-December:
  - Mayor's budget instructions
  - LPF Fund Balance estimate
  - City budget shortfall estimate update
- Other budget unknowns:
  - Departmental Work Order Agreements
  - Capital project needs



# FY25 & FY26 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										→	



# Budget Uses by Division & Cost Center

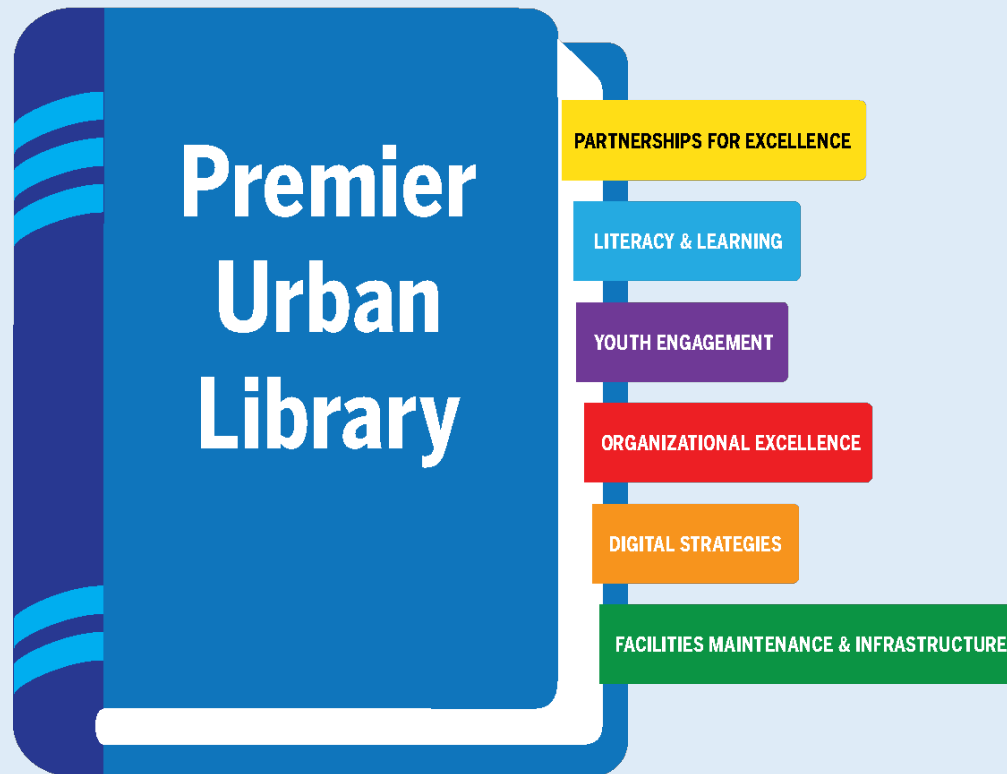
FY25 Division Budgets	FY25 Budget* (in millions)	FY25 Budget (as a % of Total)
Branches	37.82	20.28%
Main	25.76	13.82%
Collections & Technical Services (including Collections)	31.56	16.93%
Community Programs & Partnerships	7.33	3.93%
Facilities	29.89	16.03%
Capital Projects	6.50	3.49%
IT	15.61	8.37%
Administration (including Debt Service)	31.98	17.15%
<b>Total</b>	<b>186.46</b>	<b>100.00%</b>

Uses by Type	FY25 Budget* (Budget in Millions)	FY25 Budget (as a % of Total)
Labor	117.39	62.96%
Non-Personnel Svcs.	9.89	5.30%
City Grants	0.65	0.35%
Materials & Supplies	25.77	13.82%
Capital	6.68	3.58%
Svcs. of Other Depts.	14.76	7.91%
Reserves	11.32	6.07%
<b>Total</b>	<b>186.46</b>	<b>100.00%</b>

*Note: FY25 Budget refers to the Budget Approved by the Annual Appropriate Ordinance Adopted July 2023*

# FY25 & FY26 Budget Priorities

## Strategic & Budget Priorities

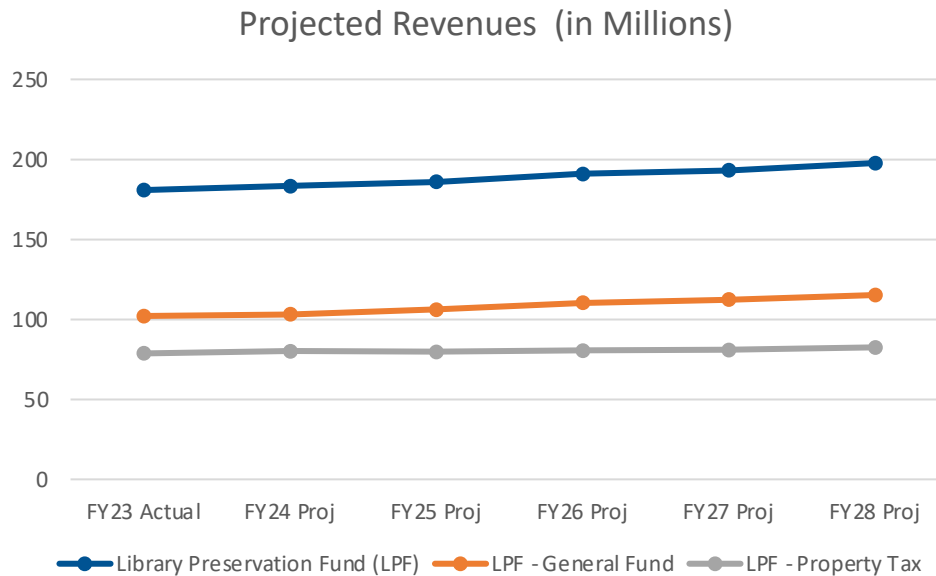


### OUR MISSION

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

# FY25 – FY28 Revenue Outlook

	FY23 Actual	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj
<b>Library Preservation Fund (LPF)</b>	<b>180.8</b>	<b>183.3</b>	<b>186.0</b>	<b>191.0</b>	<b>193.2</b>	<b>197.7</b>
LPF - General Fund	102.1	103.1	106.2	110.4	112.3	115.2
LPF - Property Tax	78.7	80.2	79.8	80.6	80.9	82.5



**Note:** LPF revenue projections per Controller's Office, October 2023, for budget planning purposes only. Revenue projection updates are anticipated in late December 2023.



# FY25 & FY26 Preliminary Investment Proposals

Strategic Priority	Proposal	Classification Title	Classification	FY25 Proposed FTE	FY25 Proposed Head Count	FY25 Proposed Investment	FY26 Proposed Investment
Organizational Excellence	Enhance security support for Chinatown Branch after the renovation is complete	Building And Grounds Patrol Officer	8207	0.00	0.00	0	91,126
	Centralize project management services and systems analysis	Principal Administrative Analyst	1824	1.00	0.00	223,459	0
<b>Grand Total</b>				<b>1.00</b>	<b>0.00</b>	<b>223,459</b>	<b>91,126</b>

SFPL Strategic Priority	Proposal	One-time/Ongoing	FY25 Proposed Investment	FY26 Proposed Investment	FY25 & FY26 Proposed Investment
Digital Strategies	Enhance eCollections offering at the jails	Ongoing	300,000		600,000
Facilities Maintenance & Infrastructure	Better address maintenance needs to keep facilities in a state of good repair by increasing the contribution for the branch building envelope project	One-Time	500,000	500,000	1,000,000
	Replace flooring in public and staff areas at the Mission Bay Branch Library	One-Time	126,000		126,000
	Install electric vehicle charging stations at the 750 Brannan Street Public Services Support Facility	One-Time	150,000		150,000
	Replace a 24-year-old truck for the Engineering Unit which has reached the end of its life cycle	One-Time	55,929		55,929
	Provide additional funding for the Ocean View Branch Library capital project as per the ten-year capital plan funding strategy	One-Time	*	4,800,000	4,800,000
Literacy & Learning	Enhance digital and radio advertising to promote library programs and services with immigrant and limited-English speaking communities	Ongoing	200,000		400,000
	Expand the Honor Bound Collections for community partners.	Ongoing	100,000		200,000
	Replace two aging bookmobiles over the next two fiscal years that are at end of their life cycles	One-Time	600,000	600,000	1,200,000
	Create a Strategic Marketing Plan to increase library service utilization	One-Time	20,000		20,000
Organizational Excellence	Increase the Library's allocation for informational and programming print materials to meet demand and enhance outreach	Ongoing	197,276		394,552
	Make all 8 languages available online for library e-card application on sfpl.org	One-Time	40,000		40,000
Partnerships for Excellence	Create art honoring Native Americans	One-Time	20,000		20,000
<b>Grand Total</b>			<b>2,309,205</b>	<b>5,900,000</b>	<b>9,006,481</b>



# Next Steps

- December:
  - Mayor’s Budget Instructions
  - Controller’s revenue & expenditure baseline data
  - Refine budget proposals
- January:
  - Continue refining budget proposals
  - Library Commission budget review
- February:
  - Library Commission budget approval
  - Budget submittal to Controller & Mayor





THANK YOU

