



San Francisco Public Library

FYs 2018 & 2019 Budget Presentation
January 19, 2017

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Budget Background & Climate

- 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
- 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
- Current budget unknowns:
 - State's budget estimates
 - Labor MOU negotiation impact
 - Departmental Work Order Agreement changes
 - Federal Administration change impact on local funding

SFPL Strategic & Budget Priorities



	Summary Description	One-time or On-going	FY 18 Base Bgt Amt	FY 18 Proposed Investment Amt	FY 18 Proposed Bgt Amt	FY 18 Proposed Investment
Library 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	25,000	75,000	100,000	
g for marketing	Increase funding for exhibition and marketing graphics to cover rising graphics costs and increasing needs for large scale signage and printing	On-going	20,000	10,000	30,000	
the cost is assumed in the FY 19 proposed budget amount.			45,000	85,000	130,000	



	Summary Description	One-time or On-going	Base Budget Amt	Proposed Investment Amt	Proposed Bgt Amt	Proposed Investment A
	4% physical collections increase; 15% eCollections increase annually for adult collections	On-going	11,580,770	-	11,580,770	1,009,8
	5% physical collections increase annually for youth collections	On-going	2,579,189	-	2,579,189	128,9
ght and raries	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	3,046,164	383,374	3,429,538	133,2
es	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	260,336	60,186	320,522	
t	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	1,340,312	95,843	1,436,155	33,3
rogram	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	25,000	
ng h	Increase Career Online High School participation by expanding mobile wireless lending program	One-time	-	16,700	16,700	
		On-going	6,059	6,059	12,118	
			18,812,830	587,162	19,399,992	1,305,4

Literacy & Learning

Strategic Priorities: Learning & Literacy



Proposed LPF Library Collections Budget Allocation

Item	FY17 Approved Bgt Amt	FY 18 Change Amt	FY 18 Approved Bgt Amt	% Change from FY 17 Approved Bgt Amt	FY 19 Proposed Investment Amt	FY 19 Proposed Bgt Amt
Adult Physical Budget	\$ 6,281,160	\$ 125,623	\$ 6,406,783	2%	\$ 256,271	\$ 6,663,054
Youth Physical Budget	\$ 2,456,370	\$ 122,819	\$ 2,579,189	5%	\$ 128,960	\$ 2,708,149
Electronic Collections						
All Ages	\$ 4,689,274	\$ 484,713	\$ 5,173,987	10%	\$ 753,598	\$ 5,927,585
Digitization	\$ 50,000	\$ -	\$ 50,000	0%	\$ -	\$ 50,000
Total	\$ 13,476,804	\$ 733,155	\$ 14,209,959	5%	\$ 1,138,829	\$ 15,348,788

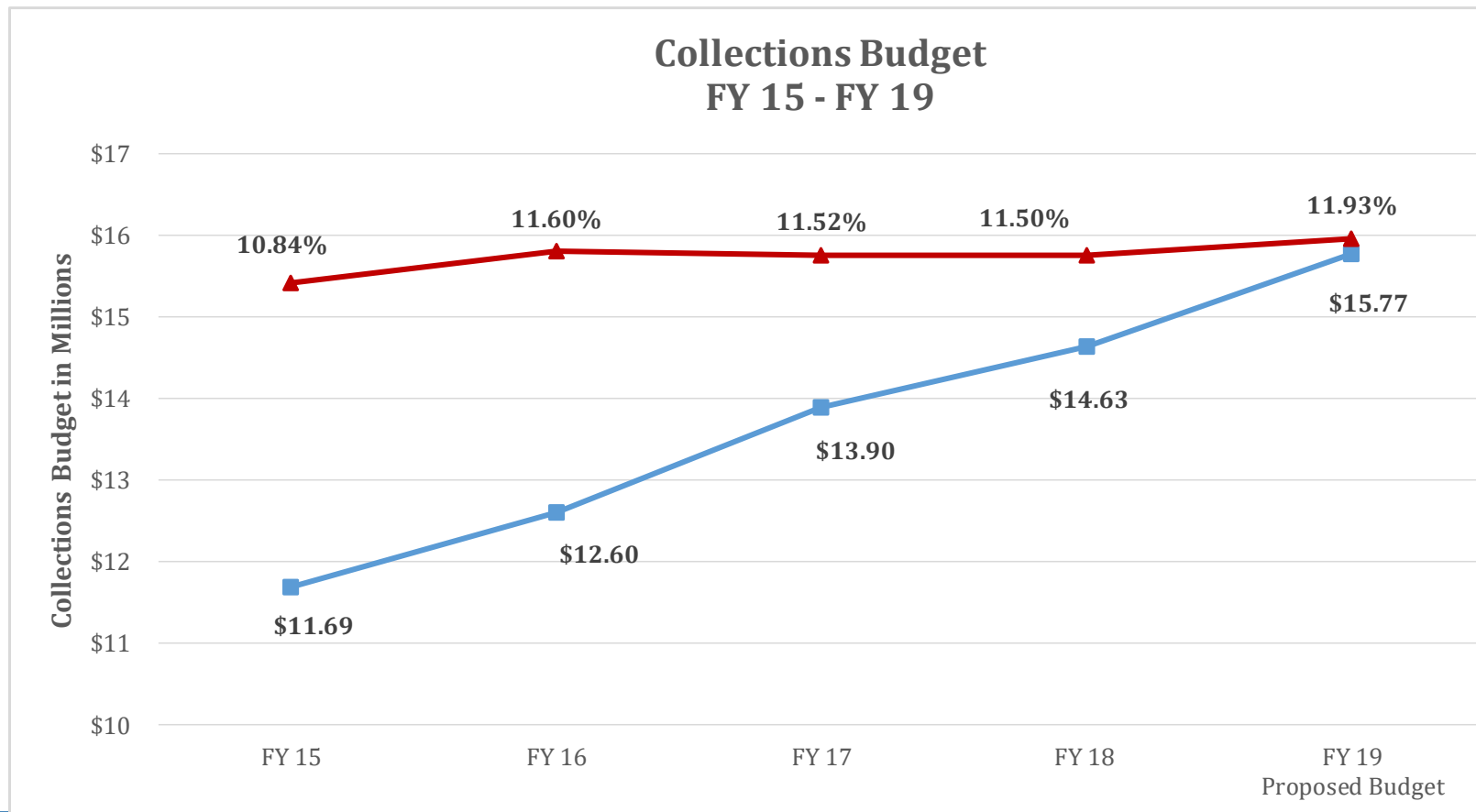
Note: table above is LPF only and excludes \$420,000 in gift and bequest monies for Collections.

Library Collections



- Physical Collections
 - Continued Support for Branch and Main Collections
 - Early Childhood & Adult Literacy
 - Workforce Development
 - Outreach & Marketing
- eCollections
 - Meet Popular Demand: in November, eBook & eMedia circulation exceeded 20% of all circulation; has more than tripled in three years.
 - Continuing increase in available e-content requires vigorous purchasing
 - Additional seats for Lynda & Treehouse
 - New streaming film platform will allow us to offer Criterion Films, plus documentaries & news sources.

Literacy & Learning: Collections Budget



	Summary Description	One-time or On-going	FY 18 Base Budget Amt	FY 18 Proposed Investment Amt	FY 18 Proposed Bgt Amt	FY Prop Investm
the ings system	Increase annual maintenance funding for the paly-to-learn furnishings of 11 systems	On-going	12,142	70,000	82,142	
ation services for	Increase SAT prep funding to meet patron drop-in assistance needs in addition to current SAT preparation courses	On-going	63,000	12,000	75,000	
			75,142	82,000	157,142	



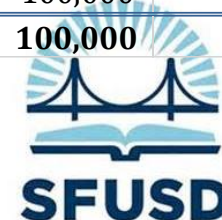
			FY 18	FY 18	FY 18	FY 18
	Summary Description	One-time or On-	Base	Proposed	Proposed	Proposed
		going	Budget Amt	Investment Amt	Bgt Amt	Investment
er m	Complete the City Fiber expansion program to the final four branch locations	One-time	-	-	-	18
al wide	Begin regular analog audio visual equipment refresh program at the Main and branches. Annually four locations will be upgraded over three fiscal years	One-time	-	180,000	180,000	18
Technology y	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	143,000	
ending 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	11
Recording	Purchase upgraded camera and recording equipment for expanded media services capacity for programming	One-time	-	59,800	59,800	
Mobile ity	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	12,000	
		On-going	-	1,500	1,500	
			-	513,900	513,900	482

Digital Strategies

Summary Description	One-time or On-going	FY 18 Base Budget Amt	FY 18 Proposed Investment Amt	FY 18 Proposed Bgt Amt	FY 18 Proposed Investment Amt
The public spaces linking Market Street to City Hall is becoming known as the Civic Center Commons. The Library is one of several CCSF 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	100,000	

Work Orders:

- Budget established by:
 - SFPL requests, or
 - Usage estimates, or
 - Formulas
- FY 18 baseline budget allocation is \$10.3M
 - Top three largest work orders:
 - Workers' compensation @ ~\$1.3M
 - Department of Technology – Infrastructure @ ~ \$1.3M
 - Public Utilities Commission - Light, heat and power @ ~\$1.2M



See Attachment II for SFPL baseline work order details by fiscal year



Summary Description	One-time or On-going	FY 18 Base Budget Amt	FY 18 Proposed Investment Amt	FY 18 Proposed Bgt Amt
and 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	477,036	162,351	639,387
and 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	194,180	153,152	347,332
and 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	117,689	120,214	237,903
and 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	-	89,944	89,944
and one new full time 1767 Media Programming Specialist to meet the growing demand for video and audio production services for the public	On-going	-	119,170	119,170
		788,905	525,661	1,314,566

Summary Description		going	Budget Amt	Investment Amt	Bgt Amt	Investm
es Maintenance & Infrastructure						
	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	500,000	2,000,000	2,500,000	2,
ystem 750	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	2,000,000	
t ks	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	-	-	-	
	Add three new full time 2708 Custodians to align with the Custodial Taskforce recommendations for FY 18 & FY 19	On-going	4,142,059	143,347	4,285,406	
ent the	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 handing systems replacement will be budgeted over multiple budget cycles.	One-time	-	150,000	150,000	
	Add 1 new full time 7334 Stationary Engineer to provide system wide engineering services	On-going	941,530	103,569	1,045,099	
s	Add one new full time 8207 Buildings & Grounds Patrol Officers to continue to focus on system-wide safety and security needs	On-going	2,175,627	-	2,175,627	
icles	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	40,000	

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	570,462	1,305,450
Literacy & Learning Total		587,162	1,305,450
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	525,661	180,677
Organizational Excellence Total		525,661	180,677
Facilities Maintenance & Infrastructure	One-time	4,190,000	3,050,000
	On-going	246,916	277,950
Facilities Maintenance & Infrastructure Total		4,436,916	3,327,950
Grand Total		6,330,639	5,296,477

On-going Investment Totals by FY:

- FY 18: \$1.61M
- FY 19: \$1.76M

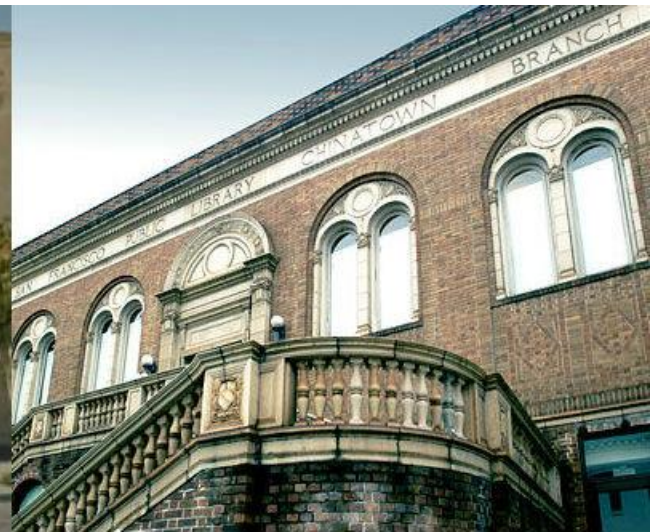
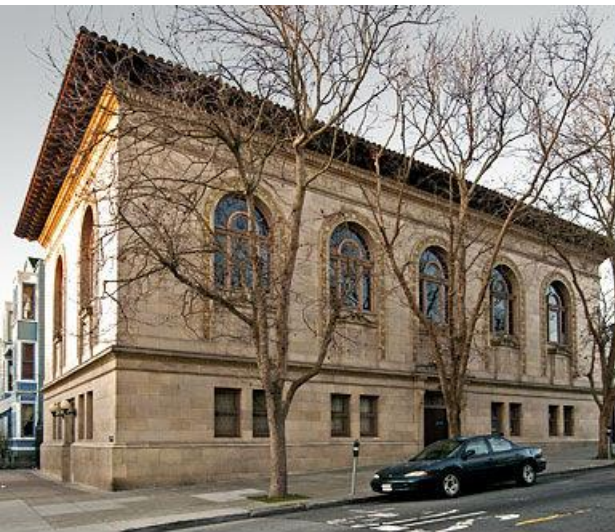
One-time Investment Totals by FY:

- FY 18: \$4.72M
- FY 19: \$3.53M

Fund	Expenditure Category	Est. FY 18	Est. FY 18	Est. FY 19	Est. FY 19	Est. FY 20	Est. FY 20	Est. FY 21	Est. FY 21	Est.
		Dept FTE	Dept Amt	Dept FTE	Dept Amt	Dept FTE	Dept Amt	Dept FTE	Dept Amt	Dept
Strategic Priorities: Summary of Proposed Positions										
Director	Salary	1.00	82,935	1.00	85,630	1.00	88,955	1.00	91,633	
	Fringe Benefit	-	38,108	-	39,990	-	42,351	-	45,591	
		1.00	121,043	1.00	125,620	1.00	131,306	1.00	137,224	
Analyst	Salary	1.00	116,452	1.00	120,237	1.00	124,906	1.00	128,666	
	Fringe Benefit	-	47,064	-	49,296	-	52,152	-	56,214	
		1.00	163,516	1.00	169,533	1.00	177,058	1.00	184,880	
Senior	Salary	0.77	111,966	1.00	150,137	1.00	155,967	1.00	160,662	
	Fringe Benefit	-	42,306	-	57,562	-	60,883	-	65,705	
		0.77	154,272	1.00	207,699	1.00	216,850	1.00	226,367	
Coordinator	Salary	1.54	95,098	2.77	176,612	3.00	198,703	3.00	204,684	
	Fringe Benefit	-	49,200	-	93,037	-	103,162	-	111,000	
		1.54	144,298	2.77	269,649	3.00	301,865	3.00	315,684	
Supervisor	Salary	0.77	59,504	1.00	79,789	1.00	82,887	1.00	85,382	
	Fringe Benefit	-	28,060	-	38,254	-	40,522	-	43,616	
		0.77	87,564	1.00	118,043	1.00	123,409	1.00	128,998	
Engineer	Salary	0.77	71,520	1.00	95,902	1.00	99,626	1.00	102,625	
	Fringe Benefit	-	32,764	-	44,648	-	47,282	-	50,900	
		0.77	104,284	1.00	140,550	1.00	146,908	1.00	153,525	
Foundations										
	Salary	-	-	0.77	54,807	1.00	73,943	1.00	76,169	
	Fringe Benefit	-	-	-	27,534	-	37,897	-	40,780	
		-	-	0.77	82,341	1.00	111,840	1.00	116,948	
Marketing										
	Salary	-	-	0.77	64,827	1.00	87,460	1.00	90,093	
	Fringe Benefit	-	-	-	32,162	-	44,261	-	47,631	
		-	-	0.77	96,989	1.00	131,721	1.00	137,723	
Total	Notes:									
	(1) Attachment III is a larger copy of the five-year estimate for FY 18-21	0.85	332,101	5.00	445,317	5.00	462,609	5.00	476,534	
	(2) Cost of living includes retiree health cost for the proposed positions totaling \$64,941 over the five-year period.	-	150,439	-	204,975	-	217,041	-	233,669	
		3.85	482,540	5.00	650,292	5.00	679,650	5.00	710,203	
		9.70	1,257,517	14.31	1,860,718	15.00	2,020,609	15.00	2,111,552	

Planned Capital Projects

- FY 18 approved capital investments:
 - Branch library renovation program at Chinatown, Mission, & Ocean View: \$4.95M for initial project planning and design
 - Roof replacement at Support Services Facility: \$0.18M
 - Elevator repair/replacement: \$0.50M
 - Miscellaneous capital improvement projects: \$0.43M



				Variance FY 18	Proposed Budget	
	FY 17	FY 18	FY 18	Proposed Budget	to	FY 19
17	Approved Budget	Base Budget	Proposed Budget (as of Jan 12, 2017)	to FY 17 Budget	FY 18 Base Budget	Proposed Budget (as of Jan 12, 2017)
	51.84	56.23	56.23	4.39	-	58.9
	72.49	76.29	76.29	3.80	-	79.9
	124.33	132.52	132.52	8.19	-	138.8
	1.06	1.06	1.06	0.00	-	1.0
	0.22	0.22	0.22	-	-	0.2
	0.40	0.40	0.40	-	-	0.4
	-	-	-	-	-	-
	1.68	1.68	1.68	0.00	-	1.6
	126.01	134.20	134.20	8.20	-	140.5
	53.95	56.93	57.85	3.90	0.93	60.0
	23.46	26.03	26.41	2.96	0.38	27.9
	4.43	4.89	4.89	0.46	-	5.3
	81.83	87.85	89.15	7.32	1.31	93.3
	13.90	14.63	14.63	0.73	-	15.7
	10.88	10.31	10.44	(0.44)	0.13	10.6
	7.07	6.27	5.80	(1.27)	(0.48)	5.8
	0.62	0.50	-	(0.62)	(0.50)	-
	3.18	3.17	3.31	0.13	0.14	3.2
	2.54	2.54	2.54	(0.00)	-	2.5
	4.77	6.06	10.21	5.43	4.15	3.0
	1.23	0.83	1.33	0.10	0.50	0.7
	44.18	44.30	48.24	4.07	3.94	41.8
	126.01	132.15	137.40	11.39	5.25	135.1

FY 18 & 19 Budget Options

Option 1:

Approve baseline budget and all budget investment proposals

- FY 18 estimates:
 - Proposed budget: \$137.4M
 - LPF fund balance use: \$3.2M
- FY 19 estimates:
 - Proposed budget: \$135.2M
 - Surplus: \$5.4M
 - **Note:** surplus could be budgeted as reserves or allocated to 1x costs

FY 18 & 19 Budget Options

Option 2:

Adjust Option 1 as follows

Proposal Change Description	One-time or On-going	FY 18 Estimated Change Amt	FY 19 Estimated Change Amt
Eliminate proposal to 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	(383,374)	(516,673)
Eliminate proposal to 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	(95,843)	(129,166)
Eliminate proposal to 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	-	(96,341)
Add two laptop lending kiosks in FY 18 only	One-time	-	(117,600)
Reduce allocation to install compact shelving system and make air handling system improvements at 750 Brannan Street from \$2M to \$1.75M	One-time	(250,000)	-
Fund the Civic Center Commons work order investment by reducing the SFPD work order	On-going	(100,000)	-
Shift \$2.3M of the \$4.95M branch renovation budget from FY 18 to FY 19 and allocate additional monies in FY 19 for the renovations	One-time	(2,300,000)	6,250,000
		(3,129,217)	5,390,220

FY 18 & 19 Budget Options

Option 3:

Commission recommendations?

Next Steps

Next Steps:

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

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