



San Francisco Public Library

FYs 2019 & 2020 Budget Presentation
February 1, 2018

Budget Calendar

Tasks	October	November	December	January	February	March	April	May	June	July	August
Development											
Developmental Budget Development											
Discussion Budget Discussion											
Work Order Development											
Discussion Budget Developmental Discussions											
Discussion Budget Developmental Approval											
Submittal to Council											
Negotiations											
City Budget Office Negotiations											
City of Supervisors Negotiations											
Finalization											
City of Supervisors Budget Adoption											
City Signs Budget											
Budget Availability											

SFPL Strategic & Budget Priorities



Strategic Priorities: Summary of Proposed Investments

As of January 18, 2018:

Strategic Priority Category	One-time or On-going	FY 19 Proposed Investment Amt	FY 20 Proposed Investment Amt
Premier Urban Library	on-going	75,000	-
Premier Urban Library Total		75,000	-
Literacy & Learning	on-going	300,000	1,702,722
Literacy & Learning Total		300,000	1,702,722
Youth Engagement	one-time	25,000	-
	on-going	110,000	-
Youth Engagement Total		135,000	-
Digital Strategies	one-time	3,516,472	559,884
	on-going	87,700	194,651
Digital Strategies Total		3,604,172	754,535
Partnerships for Excellence	on-going	500,000	-
Partnerships for Excellence Total		500,000	-
Organizational Excellence	one-time	16,331	-
	on-going	25,000	-
Organizational Excellence Total		41,331	-
Facilities Maintenance & Infrastructure	one-time	9,806,500	4,709,000
	on-going	50,000	-
Facilities Maintenance & Infrastructure Total		9,856,500	4,709,000
Grand Total		14,512,003	7,166,257

On-going Investment Totals by FY:

- FY 19: \$1.15M
- FY 20: \$1.90M

One-time Investment Totals by FY:

- FY 19: \$13.36M
- FY 20: \$5.27M

Other investment considerations pending:

- Branch renovation project

See Attachment I for detailed investment proposals by Strategic Priority for FY 19 & 20 as presented on January 18, 2018

FY 19 & 20 Budget Options

Option 1:

- Approve budget investment proposals from January 18, 2018 but,
- Adjust capital investment proposals as noted below:

Strategic Priority Category	Proposal Change Description	One-time or On-going	FY 19 Estimated Change Amt	FY 20 Estimated Change Amt
Facilities Maintenance & Infrastructure	Fully fund the Mission Branch Library renovation in FY 19, assuming a total budget of \$19.8M, the high end of Public Works' estimated budget. As the cost estimates are refined any projected savings could be redirected to the Chinatown or Ocean View Branch Library projects. Program allocations from FY 17 through the previously approved FY 19 budget total \$12.3M. An estimated \$0.35M will be spent in the feasibility phase and an additional \$0.3M set aside for additional community planning for Chinatown and Ocean View, therefore the amount needed to fully fund Mission would be \$8.1M.	One-time	8,100,000	N/A
			8,100,000	-
Notes: (1) Option 1 would approve all January 18, 2018 budget proposals except the changes noted above. At this juncture no LPF Fund Balance use would be budgeted for FY 20; and, (2) there is no proposed change to the branch renovation program allocation of \$5.3M for FY 20; those monies would be set aside for Chinatown and Ocean View and the Library can revisit this allocation again in the next budget cycle based on updated project budgets and available monies.				

as of January 22, 2018	FY 18 Approved Budget	FY 19 Base Budget	FY 19 Proposed Budget (as of Jan 22, 2018)	Variance FY 19 Proposed Budget to FY 18 Budget	Variance FY 19 Proposed Budget to FY 19 Base Budget	FY 20 Proposed Budget (as of Jan 22, 2018)	Variance FY 20 Proposed Budget FY 19 Proposed Budget
RCES							
erty Tax Setaside	57.58	61.90	61.90	4.32	-	64.10	2
ral Fund Baseline	77.98	83.08	83.08	5.10	-	85.31	2
LPF	135.56	144.98	144.98	9.42	-	149.41	4
Annual Sources	1.02	1.08	1.08	0.05	-	0.93	(0
Grants	0.22	0.22	0.22	-	-	0.22	
man Trust	0.40	0.40	0.10	(0.30)	(0.30)	0.10	
Fund Balance	0.65	-	17.27	16.62	17.27	-	(17
Other Sources	2.29	1.70	18.67	16.38	16.97	1.25	(17
d Total Sources	137.85	146.67	163.64	25.79	16.97	150.65	(12
ies	56.94	58.63	58.76	1.82	0.13	61.24	2
fits	25.61	27.43	27.50	1.89	0.07	29.03	1
ee Health	4.89	5.39	5.39	0.51	-	5.88	0
Labor	87.44	91.46	91.65	4.21	0.19	96.14	4
ctions	14.78	15.92	15.92	1.14	-	17.62	1
ces of Other Depts.	11.09	11.37	11.99	0.90	0.62	12.05	0
Personnel Services	5.74	5.83	6.44	0.70	0.61	6.54	0
ves	-	0.71	-	-	(0.71)	-	
rials & Supplies	3.31	3.23	5.86	2.55	2.63	5.00	(0
Debt Service	2.54	2.54	2.54	0.00	-	2.54	
al	11.55	9.75	27.20	15.65	17.45	9.93	(17
oment	1.41	0.76	2.05	0.64	1.29	0.83	(1
Non-Labor	50.41	50.10	72.00	21.58	21.89	54.51	(17
d Total Uses	137.85	141.56	163.64	25.79	22.09	150.65	(12
lus / (Shortfall)	-	5.12	-	-	-	-	-

Note: table above is an estimate and will be adjusted as needed to balance and during the Mayor's & Board's phases of the Budget process.

FY 19 & 20 Budget Options

Option 2:

- Approve budget investment proposals from January 18, 2018 but,
- Adjust capital investment proposals as noted below:

Strategic Priority Category	Proposal Change Description	One-time or On-going	FY 19 Estimated Change Amt	FY 20 Estimated Change Amt
Facilities Maintenance & Infrastructure	Fully fund the Mission Branch Library renovation in FY 19, assuming a total budget of \$19.8M, the high end of Public Works' estimated budget. As the cost estimates are refined any projected savings could be redirected to the Chinatown or Ocean View Branch Library projects. Program allocations from FY 17 through the previously approved FY 19 budget total \$12.3M. An estimated \$0.35M will be spent in the feasibility phase and an additional \$0.3M set aside for additional community planning for Chinatown and Ocean View, therefore the amount needed to fully fund Mission would be \$8.1M.	One-time	8,100,000	N/A
	Shift the \$2M Main Library lighting project from FY 19 to FY 20	One-time	(2,000,000)	2,000,000
	Reduce the FY 19 roofing program increase by \$1M from \$2.5M to \$1.5M.	One-time	(1,000,000)	N/A
	Defer the FY 20 Furniture, Fixtures, & Equipment (FF&E) master planning effort to a future budget cycle after more research into FF&E master planning is complete	One-time	N/A	(500,000)
	Adjust the FY 20 for the branch renovation projects based on available LPF monies. The January 18, 2018 placeholder allocation was \$5.3M. The proposed reduction is equal to the \$1.5M net change for the Main Library lighting project and FF&E master planning effort noted above. The resulting branch renovation allocation for FY 20 would be \$3.8M	One-time	-	(1,500,000)
			5,100,000	-

Notes: (1) Option 2 would approve all January 18, 2018 budget proposals except the changes noted above. At this juncture no LPF Fund Balance use would be budgeted for FY 20; and, (2) the proposed change to the branch renovation program allocation for FY 20 can be revisited again in the next budget cycle based on updated project budgets and available monies.

as of January 22, 2018	FY 18 Approved Budget	FY 19 Base Budget	FY 19 Proposed Budget (as of Jan 22, 2018)	Variance FY 19 Proposed Budget to FY 18 Budget	Variance FY 19 Proposed Budget to FY 19 Base Budget	FY 20 Proposed Budget (as of Jan 22, 2018)	Variance FY 20 Proposed Budget FY 19 Proposed Budget
RCES							
erty Tax Setaside	57.58	61.90	61.90	4.32	-	64.10	2
ral Fund Baseline	77.98	83.08	83.08	5.10	-	85.31	2
LPF	135.56	144.98	144.98	9.42	-	149.41	4
Annual Sources	1.02	1.08	1.08	0.05	-	0.93	(0)
Grants	0.22	0.22	0.22	-	-	0.22	
man Trust	0.40	0.40	0.10	(0.30)	(0.30)	0.10	
Fund Balance	0.65	-	14.27	13.62	14.27	-	(14)
Other Sources	2.29	1.70	15.67	13.38	13.97	1.25	(14)
nd Total Sources	137.85	146.67	160.64	22.79	13.97	150.65	(9)
ies	56.94	58.63	58.76	1.82	0.13	61.24	2
fits	25.61	27.43	27.50	1.89	0.07	29.03	1
ee Health	4.89	5.39	5.39	0.51	-	5.88	0
Labor	87.44	91.46	91.65	4.21	0.19	96.14	4
ctions	14.78	15.92	15.92	1.14	-	17.62	1
ces of Other Depts.	11.09	11.37	11.99	0.90	0.62	12.05	0
Personnel Services	5.74	5.83	6.44	0.70	0.61	6.54	0
erves	-	0.71	-	-	(0.71)	-	
rials & Supplies	3.31	3.23	5.86	2.55	2.63	5.00	(0)
Debt Service	2.54	2.54	2.54	0.00	-	2.54	
cal	11.55	9.75	24.20	12.65	14.45	9.93	(14)
mpment	1.41	0.76	2.05	0.64	1.29	0.83	(1)
Non-Labor	50.41	50.10	69.00	18.58	18.89	54.51	(14)
nd Total Uses	137.85	141.56	160.64	22.79	19.09	150.65	(9)
lus / (Shortfall)	-	5.12	-	-		-	

Budget Considerations

Next Steps:

- Approve a budget proposal option or a variation of these options:
 - Option 1:
 - FY 19 Proposed Budget: \$163.64M
 - Estimated LPF Fund Balance use: \$17.27M
 - Estimated remaining LPF Fund Balance: \$14.63M
 - FY 20 Proposed Budget: \$150.65M
 - No LPF Fund Balance use in proposed budgets
 - Option 2:
 - FY 19 Proposed Budget: \$160.64M
 - Estimated LPF Fund Balance use: \$14.27M
 - Estimated remaining LPF Fund Balance: \$17.63M
 - FY 19 Proposed Budget: \$150.65M
 - No LPF Fund Balance use
- Option 3: ?
- Submit budget to the Controller's Office: February 21, 2018

Questions?



Strategic Priority Category	Proposal Title	Summary Description	One-time or On-going	FY 19 Base Budget Amt	FY 19 Proposed Investment Amt	FY 19 Proposed Bgt Amt	FY 20 Proposed Investment Amt	FY 20 Proposed Bgt Amt
Premier Urban Library	Support engaging programs system wide	Enhance the allocation for materials used system wide for the growing number of public programs	on-going	\$ 51,520	\$ 75,000	\$ 126,520	\$ -	\$ 126,520
Premier Urban Library Total				\$ 51,520	\$ 75,000	\$ 126,520	\$ -	\$ 126,520
Literacy & Learning	Enhance eCollections	Shift \$300,000 in FY19 from the Fuhrman Bequest eCollections allocation to the Library Preservation Fund eCollections allocation, and increase the eCollections by another 25% in FY 20 to meet growing demand	on-going	\$ 6,077,585	\$ 300,000	\$ 6,377,585	\$ 1,594,396	\$ 7,971,981
	Enhance youth collections	4% increase for children's materials to maintain strong children's print allocations and have sufficient funds for outreach and collaborative projects with the Mayor's Office of Children and Youth, SFUSD, Project HOPE and other youth-serving local organizations	on-going	\$ 2,708,148	\$ -	\$ 2,708,148	\$ 108,326	\$ 2,816,474
Literacy & Learning Total				\$ 8,785,733	\$ 300,000	\$ 9,085,733	\$ 1,702,722	\$ 10,788,455
Youth Engagement	Create an after school Digital Club House at Main's Fisher Center	Technology support for hands-on 21st century digital literacy skills building experiences for ages 8-13	one-time	\$ 56,214	\$ 25,000	\$ 81,214	\$ -	\$ 56,214
			on-going	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
	Support learning & leadership opportunities for youth	Creating learning and work experience pathways for youths from toddlers through teens all year long, via expanded STEM programming, sustaining the Scholar Card that connects SFUSD students to library resources, and supporting and expanding Summer Stride resources and stipends for the teen leadership experience summer project.	on-going	\$ 65,000	\$ 100,000	\$ 165,000	\$ -	\$ 165,000
Youth Engagement Total				\$ 121,214	\$ 135,000	\$ 256,214	\$ -	\$ 231,214
Digital Strategies	Implement RFID collections inventory project	Transition the Library's collections management system to a radio frequency identification (RFID) system to enhance the patron's experience and improve operational efficiencies for the library staff. RFID will modernize how the Library maintains and circulates its collections. Costs include upgrading equipment, new software, tagging collections, and temporary salaries during the project implementation in FYs 19 & 20. Upgrading to RFID will generate additional on-going costs which are estimated to begin in FY 20	one-time	\$ -	\$ 2,992,772	\$ 2,992,772	\$ 384,984	\$ 384,984
	Expand Tech'd Out mobile wireless lending program in the branches	Expand the Tech'd Out lending program to provide 170 MiFi devices per fiscal year system wide	one-time	\$ 60,000	\$ 3,400	\$ 63,400	\$ 39,600	\$ 99,600
			on-going	\$ 67,064	\$ 87,700	\$ 154,764	\$ -	\$ 154,764
	Upgrade the Integrated Library System server	Innovative Interface Inc. recommends upgrading Sierra ILS server every 3 to 4 years and we are on year 4-5 of current server	one-time	\$ -	\$ 385,000	\$ 385,000	\$ -	\$ -
	Expand laptop lending kiosks program	Continue the expansion of the lending kiosk program by adding two kiosks annually system wide for a total system allocation of seventeen in FY 19 and nineteen in FY 20	one-time	\$ -	\$ 135,300	\$ 135,300	\$ 135,300	\$ 135,300
	Maintain RFID collections inventory system	Allocate additional monies to maintaining the RFID collections inventory system, including new software costs, additional license renewal costs, and additional material & supply costs	on-going	\$ -	\$ -	\$ -	\$ 194,651	\$ 194,651
Digital Strategies Total				\$ 127,064	\$ 3,604,172	\$ 3,731,236	\$ 754,535	\$ 969,299
Partnerships for Excellence	Invest in a safety work order with Sheriff's Department	Invest in a safety work order with the Sheriff's Department for one deputy and one cadet for additional security at the Main Library	on-going	\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000
Partnerships for Excellence Total				\$ -	\$ 500,000	\$ 500,000	\$ -	\$ 500,000
Organizational Excellence	Enhance system wide print services for marketing and informational materials	Increase the allocation for system wide printing services to support the growing number of marketing and informational materials about our culturally diverse programming themes, dedicated classes and services to specific audiences, learning opportunities for youth and adults, Summer Stride and Scholar Card collateral, and general information that increases awareness of library resources.	on-going	\$ 55,000	\$ 25,000	\$ 80,000	\$ -	\$ 80,000
	Refresh public affairs graphic design equipment	Improve the design of library marketing materials, displays and exhibitions by updating to state-of-the-art graphic design equipment and refreshing tools for the Library's graphic design team whose work is seen both inside all San Francisco Public Libraries and in citywide advertising campaigns	one-time	\$ 30,000	\$ 16,331	\$ 46,331	\$ -	\$ 30,000
Organizational Excellence Total				\$ 85,000	\$ 41,331	\$ 126,331	\$ -	\$ 110,000
Grand Total				\$ 9,170,531	\$ 4,655,503	\$ 13,826,034	\$ 2,457,257	\$ 12,725,488

Strategic Priority Category	Funding Principles: 1. Mandate 2. Safety 3. Preservation 4. Programmatic 5. Economic				Urgency Scale 1 (less urgent) to 5 (urgent)	Importance Scale 1 (less important) to 5 (important)	Proposal Title	Summary Description	FY 19 Proposed Investment Amt		FY 19 Proposed Bgt Amt		FY 20 Proposed Investment Amt		FY 20 Proposed Bgt Amt	
Facilities Maintenance & Infrastructure	2. Safety	5		5	Install security cameras across system	Enhance safety by installing additional security cameras system wide over a three-year period, beginning in FY 19	\$	50,000	\$	50,000	\$	50,000	\$	50,000		
					Install Automated External Defibrillator (AED) devices system wide	Install AED's system wide to improve the Library's safety for the public and staff. The proposal provides 42 AEDs allocated as follows: seven at Main, two at the Support Services Facility, one at 750 Brannan, and twenty-eight in the branches (Chinatown will have two AEDs given its size)	\$	100,000	\$	100,000	\$	-	\$	-		
						Install lift gates on two delivery services trucks to promote ergonomic health for staff and align with the loading dock height at 750 Brannan.										
		4		5	Install lift gates on two delivery services truck	Note: a request to replace 1 of 5 delivery trucks is included in this budget cycle; the replacement vehicle	\$	22,500	\$	22,500	\$	-	\$	-		
				4	Install exterior lighting at Main	Fund installation of new security and building lighting on the exterior of Main Library	\$	2,000,000	\$	2,000,000	\$	-	\$	-		
	2. Safety Total							\$	2,172,500	\$	2,172,500	\$	50,000	\$	50,000	
	3. Preservation	5		5	Generate a branch facilities master plan	Create a branch system facilities master plan to inform future capital plans	\$	250,000	\$	250,000	\$	-	\$	-		
					Replace Main Library air conditioning systems	Replace local air conditioning systems in the History Center, and Jewett Gallery to meet LEED requirement and because units are obsolete	\$	250,000	\$	250,000	\$	-	\$	-		
					Refresh sewage grinder units at the Main Library	Refresh one sewage grinder (aka Muffin Monster) unit at the Main Library based on life cycle (two years) and usage needs on a regular refresh cycle. There are a total of three active units and one unit in reserve	\$	30,000	\$	30,000	\$	30,000	\$	30,000		
					Refresh sewage ejection tank pump units at the Main Library	Purchase two sewage ejection tank pump units per fiscal year that work in tandem with the Muffin Monster unit based on life cycle (two-three years) and usage needs on a regular refresh cycle. There are a total of four active units and no pumps in reserve	\$	29,000	\$	29,000	\$	29,000	\$	29,000		
		4		5	Increase roofing program budget	Increase the roofing program budget to mitigate rising construction costs allowing the Library to complete the Main Library roof replacement program and allocate monies system wide based on roof life cycle	\$	2,500,000	\$	2,500,000	\$	-	\$	-		
					Replace heating & ventilation controls at Main Library	Replace 300+ electronic variable air volume controllers in the Main's Heating, Ventilation & Air Condition system over a three-year period beginning in FY 19	\$	250,000	\$	250,000	\$	250,000	\$	250,000		
				4	Replace two vehicles that are at the end of their lifecycle	Replace one of the five Delivery Services trucks (14 yrs. old in FY 19) @ \$75K and the Electrician's truck (23 yr. old in FY 19) @ \$50K with fuel efficient vehicles	\$	125,000	\$	125,000	\$	-	\$	-		
		3		5	Purchase cooling tower replacements for the Main Library	Purchase three replacement cooling tower units at the Main Library, which are currently 21 years old	\$	-	\$	-	\$	250,000	\$	250,000		
					Repair water leaks system wide	Water-proof the following branch libraries: (1) Marina in FY 19; and, (2) Park in FY 20	\$	500,000	\$	500,000	\$	800,000	\$	800,000		
				4	Phase in capital improvements to the Civic Center Campus based on a facilities master plan	Allocate monies to begin capital improvements to the Civic Center Campus (Main Library & Support Services Facility) based on a pending facilities master plan to be started in FY 18	\$	-	\$	-	\$	1,000,000	\$	1,000,000		
		3. Preservation Total							\$	3,934,000	\$	3,934,000	\$	2,359,000	\$	2,359,000

Strategic Priority Category	Funding Principles: 1. Mandate 2. Safety 3. Preservation 4. Programmatic 5. Economic				Urgency Scale 1 (less urgent) to 5 (urgent)	Importance Scale 1 (less important) to 5 (important)	Proposal Title	Summary Description	FY 19 Proposed Investment Amt		FY 20 Proposed Investment Amt				
Facilities Maintenance & Infrastructure	4. Programmatic	5		5	Increase 750 Brannan shelving budget	Supplement Compact Shelving Project above the current \$2M budget by \$0.6M in FY 19 and \$1.8M in FY 20 to complete the compact shelving program	\$	600,000	\$	600,000	\$	1,800,000	\$	1,800,000	
					Fund annual maintenance costs for visitor counters	Fund the annual maintenance costs for a total of 117 visitor counters system wide, which will provide real-time door traffic data that could be used for various data analyses	\$	50,000	\$	50,000	\$	-	\$	50,000	
		2		4	Refresh furniture, fixture & equipment (FF&E) system wide	Increase the FF&E allocation by the consumer price index to address inflation for FF&E system wide	\$	100,000	\$	100,000	\$	-	\$	-	
	4. Programmatic Total							\$	750,000	\$	750,000	\$	1,800,000	\$	1,850,000
	5. Economic	5		5	Install Automated Materials Handling (AMH) System	Replace the AMH system on the first floor and install a new AMH system lower level of Main Library to sort branch materials and capture materials processing efficiencies	\$	3,000,000	\$	3,000,000	\$	-	\$	-	
					3	4	Generate a furniture, fixture & equipment (FF&E) master plan	Hire consultant to create a FF&E master plan to track FF&E conditions and develop a maintenance program	\$	-	\$	-	\$	500,000	\$
		5. Economic Total							\$	3,000,000	\$	3,000,000	\$	500,000	\$
	Facilities Maintenance & Infrastructure Total								\$	9,856,500	\$	9,856,500	\$	4,709,000	\$
Grand Total								\$	9,856,500	\$	9,856,500	\$	4,709,000	\$	4,759,000