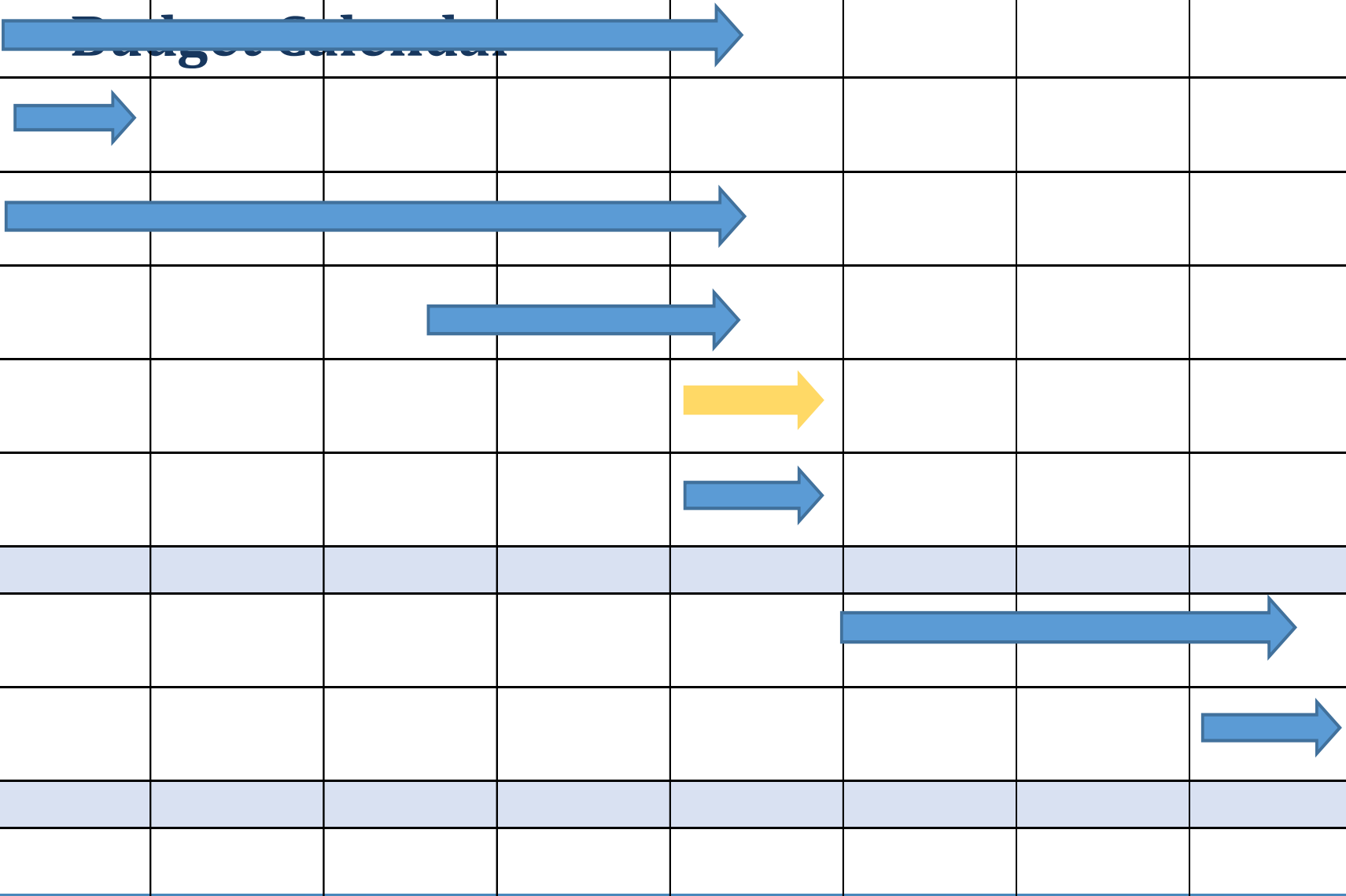




San Francisco Public Library

FYs 2018 & 2019 Budget Presentation
February 16, 2017

Budget Calendar



SFPL Strategic & Budget Priorities



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

(1) See Attachment I for detailed investment proposals by Strategic Priority for FY 18 & 19

Strategic Priorities: Summary of Proposed Positions

Job Class Number	Job Class Title	Expenditure Category	Est. FY 18		Est. FY 19		Est. FY 20		Est. FY 21		Est. FY 22		COST GRAND TOTAL FY 18-22
			Dept FTE	Dept Amt	Dept FTE	Dept Amt	Dept FTE	Dept Amt	Dept FTE	Dept Amt	Dept FTE	Dept Amt	
1222	Senior Payroll And Personnel Clerk	Salary	1.00	82,935	1.00	85,630	1.00	88,955	1.00	91,633	1.00	94,437	443,589
		Fringe Benefit	-	38,108	-	39,990	-	42,351	-	45,591	-	47,112	213,152
1222 Total			1.00	121,043	1.00	125,620	1.00	131,306	1.00	137,224	1.00	141,548	656,741
1244	Senior Personnel Analyst	Salary	1.00	116,452	1.00	120,237	1.00	124,906	1.00	128,666	1.00	132,603	622,864
		Fringe Benefit	-	47,064	-	49,296	-	52,152	-	56,214	-	57,827	262,554
1244 Total			1.00	163,516	1.00	169,533	1.00	177,058	1.00	184,880	1.00	190,430	885,417
1043	IS Engineer-Senior	Salary	0.77	111,966	1.00	150,137	1.00	155,967	1.00	160,662	1.00	165,578	744,309
		Fringe Benefit	-	42,306	-	57,562	-	60,883	-	65,705	-	67,453	293,910
1043 Total			0.77	154,272	1.00	207,699	1.00	216,850	1.00	226,367	1.00	233,031	1,038,219
2708	Custodian	Salary	1.54	95,098	2.77	176,612	3.00	198,703	3.00	204,684	3.00	210,947	886,044
		Fringe Benefit	-	49,200	-	93,037	-	103,162	-	111,000	-	115,037	471,437
2708 Total			1.54	144,298	2.77	269,649	3.00	301,865	3.00	315,684	3.00	325,985	1,357,481
7215	General Laborer Supervisor I	Salary	0.77	59,504	1.00	79,789	1.00	82,887	1.00	85,382	1.00	87,995	395,556
		Fringe Benefit	-	28,060	-	38,254	-	40,522	-	43,616	-	45,112	195,565
7215 Total			0.77	87,564	1.00	118,043	1.00	123,409	1.00	128,998	1.00	133,107	591,121
7334	Stationary Engineer	Salary	0.77	71,520	1.00	95,902	1.00	99,626	1.00	102,625	1.00	105,765	475,438
		Fringe Benefit	-	32,764	-	44,648	-	47,282	-	50,900	-	52,592	228,186
7334 Total			0.77	104,284	1.00	140,550	1.00	146,908	1.00	153,525	1.00	158,357	703,624
8207	Building And Grounds Patrol Officer	Salary	-	-	0.77	54,807	1.00	73,943	1.00	76,169	1.00	78,499	283,418
		Fringe Benefit	-	-	-	27,534	-	37,897	-	40,780	-	42,245	148,456
8207 Total			-	-	0.77	82,341	1.00	111,840	1.00	116,948	1.00	120,745	431,875
1767	Media Programming Specialist	Salary	-	-	0.77	64,827	1.00	87,460	1.00	90,093	1.00	92,849	335,229
		Fringe Benefit	-	-	-	32,162	-	44,261	-	47,631	-	49,322	173,376
1767 Total			-	-	0.77	96,989	1.00	131,721	1.00	137,723	1.00	142,171	508,605
3618	Library Technical Assistant II	Salary	3.85	332,101	5.00	445,317	5.00	462,609	5.00	476,534	5.00	491,115	2,207,676
		Fringe Benefit	-	150,439	-	204,975	-	217,041	-	233,669	-	241,336	1,047,461
3618 Total			3.85	482,540	5.00	650,292	5.00	679,650	5.00	710,203	5.00	732,452	3,255,137
Grand Total			9.70	1,257,517	14.31	1,860,718	15.00	2,020,609	15.00	2,111,552	15.00	2,177,826	9,428,221

Notes:

- (1) Attachment II is a larger copy of the five-year cost estimate for FY 18-22.
- (2) Cost projection includes retiree health cost allocation for the proposed new positions totaling \$64,941 over the five-year period.
- (3) Attachment III provides justification for each of the proposed positions.

FY 18 & 19 Budget Options

Option 1:

- Approve budget proposals from January 19, 2017
- Adjust capital investments in FY 18 & FY 19 based on available annual LPF funding

Strategic Priority Category	Proposal Change Description	One-time or On-going	FY 18 Estimated Change Amt	FY 19 Estimated Change Amt
Facilities Maintenance & Infrastructure	Reduce the \$4.95M branch renovation budget (Chinatown, Mission, and Ocean View) in FY 18 to avoid fund balance use in FY 18. Allocate additional monies in FY 19 for the renovations based on total available annual monies & avoid fund balance use	One-time	3,232,055	5,438,179
			3,232,055	5,438,179

Notes: (1) approve all budget proposals as-is; and, (2) the goal in Budget Option 1 is no LPF Fund Balance use for either fiscal year therefore the amount of branch renovation budget in FY 18 & FY 19 budget may vary from the estimated amount noted above depending on the final available LPF monies while balancing sources and uses during all budget phases. FY 19 branch renovation project budget is subject to change in the subsequent budget cycle for FY 19 & FY 20 based on updated project budgets and available monies. The branch renovation project budget as of Spring 2016 was \$30.6M; Public Works will update the project cost estimates during its feasibility and scoping effort.

FY 18 & 19 Proposed Budgets: Option 1

Item: as of February 6, 2017	FY 17 Approved Budget	FY 18 Base Budget	FY 18 Proposed Budget (as of Feb 6, 2017)	Variance FY 18 Proposed Budget to FY 17 Budget	Variance FY 18 Proposed Budget to FY 18 Base Budget	FY 19 Proposed Budget (as of Feb 6, 2017)	Variance FY 19 Proposed Budget to FY 18 Proposed Budget
SOURCES							
Property Tax Setaside	51.84	56.23	56.23	4.39	-	58.93	2.70
General Fund Baseline	72.49	76.29	76.29	3.80	-	79.95	3.66
Total LPF	124.33	132.52	132.52	8.19	-	138.88	6.36
Misc. Annual Sources	1.06	1.06	1.06	0.00	0.00	1.06	(0.00)
State Grants	0.22	0.22	0.22	-	-	0.22	0.00
Fuhrman Trust	0.40	0.40	0.40	-	-	0.40	-
LPF Fund Balance	-	-	-	-	-	-	-
Total Other Sources	1.68	1.68	1.68	0.00	0.00	1.68	0.00
Grand Total Sources	126.01	134.20	134.20	8.20	0.00	140.56	6.36
USES							
Salaries	53.95	56.93	57.85	3.90	0.93	60.08	2.23
Benefits	23.46	26.03	26.41	2.96	0.38	27.98	1.57
Retiree Health	4.43	4.89	4.89	0.46	-	5.33	0.44
Total Labor	81.83	87.85	89.15	7.32	1.31	93.39	4.24
Collections	13.90	14.63	14.63	0.73	-	15.77	1.14
Services of Other Depts.	10.93	10.31	10.48	(0.46)	0.17	10.56	0.08
Non-Personnel Services	7.02	6.28	5.80	(1.22)	(0.48)	5.82	0.03
Reserves	0.62	0.50	-	(0.62)	(0.50)	-	-
Materials & Supplies	3.18	3.17	3.31	0.13	0.14	3.29	(0.02)
BLIP Debt Service	2.54	2.54	2.54	(0.00)	-	2.54	-
Capital	4.77	6.06	6.97	2.20	0.92	8.44	1.47
Equipment	1.23	0.83	1.33	0.10	0.50	0.76	(0.57)
Total Non-Labor	44.18	44.30	45.05	0.87	0.75	47.17	2.12
Grand Total Uses	126.01	132.15	134.20	8.20	2.06	140.56	6.36
Surplus / (Shortfall)	-	2.06	-	-	(2.06)	-	-

FY 18 & 19 Budget Options

Option 2:

Adjust Option 1 as follows

Strategic Priority Category	Proposal Change Description	One-time or On-going	FY 18 Estimated Change Amt	FY 19 Estimated Change Amt
Literacy & Learning	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)
Digital Strategies	Add two laptop lending kiosks in FY 18 only	One-time	-	(117,600)
Facilities Maintenance & Infrastructure	Eliminate proposal to add three new full time 2708 Custodians to align with the Custodial Taskforce recommendations of FY 18 & FY 19	On-going	(143,347)	(267,883)
	Eliminate proposal to add one new full time 8207 Buildings and Grounds Patrol Officer	On-going	-	(81,793)
	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)	-
	Allocate additional monies in FY 19 for the branch renovation projects based on available LPF monies	One-time	-	6,854,323
			(972,564)	5,741,208

Notes: (1) Labor cost savings listed for FY 19 reflect the full annual cost of the positions; (2) Option 2 would include the following positions: one FT 1222 Senior Payroll & Personnel Clerk, one FT 1244 Senior Personnel Analyst, one FT 1043 IS Engineer-Senior, one FT 1767 Media Programming Specialist (in FY 19), one FT 7334 Engineer and one FT 7215 General Laborer Supervisor I; (3) FY 18 budget previously approved already included one full time 2716 Custodial Assistant Supervisor & one full time 8207 Buildings and Grounds Patrol Officer; and, (4) FY 19 branch renovation project budget is subject to change in the subsequent budget cycle for FY 19 & FY 20 based on updated project budgets and available monies. The branch renovation project budget as of Spring 2016 was \$30.6M; Public Works will update the project cost estimates during its feasibility and scoping effort.

FY 18 & 19 Proposed Budgets: Option 2

Item: as of February 6, 2017	FY 17 Approved Budget	FY 18 Base Budget	FY 18 Proposed Budget (as of Feb 6, 2017)	Variance FY 18 Proposed Budget to FY 17 Budget	Variance FY 18 Proposed Budget to FY 18 Base Budget	FY 19 Proposed Budget (as of Feb 6, 2017)	Variance FY 19 Proposed Budget to FY 18 Proposed Budget
SOURCES							
Property Tax Setaside	51.84	56.23	56.23	4.39	-	58.93	2.70
General Fund Baseline	72.49	76.29	76.29	3.80	-	79.95	3.66
Total LPF	124.33	132.52	132.52	8.19	-	138.88	6.36
Misc. Annual Sources	1.06	1.06	1.06	0.00	0.00	1.06	(0.00)
State Grants	0.22	0.22	0.22	-	-	0.22	-
Fuhrman Trust	0.40	0.40	0.40	-	-	0.40	-
LPF Fund Balance	-	-	2.25	2.25	2.25	-	(2.25)
Total Other Sources	1.68	1.68	3.94	2.25	2.25	1.68	(2.25)
Grand Total Sources	126.01	134.20	136.46	10.45	2.25	140.56	4.11
USES							
Salaries	53.95	56.93	57.42	3.47	0.50	59.40	1.98
Benefits	23.46	26.03	26.21	2.76	0.18	27.65	1.44
Retiree Health	4.43	4.89	4.89	0.46	-	5.33	0.44
Total Labor	81.83	87.85	88.52	6.69	0.68	92.38	3.86
Collections	13.90	14.63	14.63	0.73	-	15.77	1.14
Services of Other Depts.	10.93	10.31	10.38	(0.56)	0.07	10.27	(0.11)
Non-Personnel Services	7.02	6.27	5.80	(1.22)	(0.48)	5.81	0.01
Reserves	0.62	0.50	-	(0.62)	(0.50)	-	-
Materials & Supplies	3.18	3.17	3.31	0.13	0.14	3.25	(0.06)
BLIP Debt Service	2.54	2.54	2.54	(0.00)	-	2.54	-
Capital	4.77	6.06	9.96	5.18	3.90	9.85	(0.10)
Equipment	1.23	0.83	1.33	0.10	0.50	0.70	(0.63)
Total Non-Labor	44.18	44.30	47.93	3.75	3.63	48.18	0.25
Grand Total Uses	126.01	132.15	136.46	10.45	4.31	140.56	4.11
Surplus / (Shortfall)	-	2.06	-	-	(2.06)	-	-

FY 18 & 19 Budget Options

Option 3:

Adjust Option 1 as follows

Strategic Priority Category	Proposal Change Description	One-time or On-going	FY 18 Estimated Change Amt	FY 19 Estimated Change Amt
Literacy & Learning	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)
Digital Strategies	Eliminate proposal to 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	(153,152)	(206,198)
	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)
Organizational Excellence	Add two laptop lending kiosks in FY 18 only	One-time	-	(117,600)
	Eliminate proposal to 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	(89,944)	(121,234)
Facilities Maintenance & Infrastructure	Eliminate proposal to add three new full time 2708 Custodians to align with the Custodial Taskforce recommendations of FY 18 & FY 19	On-going	(143,347)	(267,883)
	Eliminate proposal to add one new full time 8207 Buildings and Grounds Patrol Officer	On-going	-	(81,793)
	Eliminate proposal to add 1 new full time 7334 Stationary Engineer to provide system wide engineering services	On-going	(103,569)	(135,591)
	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)	-
	Allocate additional monies in FY 19 for the branch renovation projects based on available LPF monies	One-time	-	7,357,184
			(1,319,229)	5,684,705

Notes: (1) Labor cost savings listed for FY 19 reflect the full annual cost of the positions; (2) Option 3 would only include the HR positions one FT 1222 Senior Payroll & Personnel Clerk & one FT 1244 Senior Personnel Analyst; (3) FY 18 budget previously approved already included one full time 2716 Custodial Assistant Supervisor & one full time 8207 Buildings and Grounds Patrol Officer; and, (4) FY 19 branch renovation project budget is subject to change in the subsequent budget cycle for FY 19 & FY 20 based on updated project budgets and available monies. The branch renovation project budget as of Spring 2016 was \$30.6M; Public Works will update the project cost estimates during its feasibility and scoping effort.

FY 18 & 19 Proposed Budgets: Option 3

Item: as of February 6, 2017	FY 17 Approved Budget	FY 18 Base Budget	FY 18 Proposed Budget (as of Feb 6, 2017)	Variance FY 18 Proposed Budget to FY 17 Budget	Variance FY 18 Proposed Budget to FY 18 Base Budget	FY 19 Proposed Budget (as of Feb 6, 2017)	Variance FY 19 Proposed Budget to FY 18 Proposed Budget
SOURCES							
Property Tax Setaside	51.84	56.23	56.23	4.39	-	58.93	2.70
General Fund Baseline	72.49	76.29	76.29	3.80	-	79.95	3.66
Total LPF	124.33	132.52	132.52	8.19	-	138.88	6.36
Misc. Annual Sources	1.06	1.06	1.06	0.00	0.00	1.06	(0.00)
State Grants	0.22	0.22	0.22	-	-	0.22	0.00
Fuhrman Trust	0.40	0.40	0.40	-	-	0.40	-
LPF Fund Balance	-	-	1.91	1.91	1.91	-	(1.91)
Total Other Sources	1.68	1.68	3.60	1.91	1.91	1.68	(1.91)
Grand Total Sources	126.01	134.20	136.12	10.11	1.91	140.56	4.45
USES							
Salaries	53.95	56.93	57.18	3.23	0.26	59.01	1.83
Benefits	23.46	26.03	26.11	2.66	0.08	27.48	1.37
Retiree Health	4.43	4.89	4.89	0.46	-	5.33	0.44
Total Labor	81.83	87.85	88.18	6.35	0.34	91.82	3.64
Collections	13.90	14.63	14.63	0.73	-	15.77	1.14
Services of Other Depts.	10.93	10.31	10.38	(0.56)	0.07	10.27	(0.11)
Non-Personnel Services	7.02	6.28	5.80	(1.22)	(0.48)	5.82	0.03
Reserves	0.62	0.50	-	(0.62)	(0.50)	-	-
Materials & Supplies	3.18	3.17	3.31	0.13	0.14	3.29	(0.02)
BLIP Debt Service	2.54	2.54	2.54	(0.00)	-	2.54	-
Capital	4.77	6.06	9.96	5.18	3.90	10.36	0.40
Equipment	1.23	0.83	1.33	0.10	0.50	0.70	(0.63)
Total Non-Labor	44.18	44.30	47.93	3.75	3.63	48.74	0.81
Grand Total Uses	126.01	132.15	136.12	10.11	3.97	140.56	4.45
Surplus / (Shortfall)	-	2.06	-	-	(2.06)	-	-

Budget Considerations

Next Steps:

- Approve a budget proposal option or a variation of these options:
 - Option 1:
 - FY 18 Proposed Budget: \$134.2M
 - FY 19 Proposed Budget: \$140.6M
 - No LPF Fund Balance use in proposed budgets
 - Option 2:
 - FY 18 Proposed Budget: \$136.5M
 - Estimated LPF Fund Balance use: \$2.3M
 - FY 19 Proposed Budget: \$140.6M
 - No LPF Fund Balance use
 - Option 3:
 - FY 18 Proposed Budget: \$136.1M
 - Estimated LPF Fund Balance use: \$1.9M
 - FY 19 Proposed Budget: \$140.6M
 - No LPF Fund Balance use
- Submit budget to the Controller's Office: February 21, 2017

Budget Calendar

