



SAN FRANCISCO PUBLIC LIBRARY

FYs 24 & 25 Budget

Mike Fernandez, CFO

February 2, 2023



FY24 & FY25 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 Environment

- City's Projected Budget \$728M Deficit
 - FY24: \$201M
 - FY25: \$527M
- Library Preservation Fund (LPF) estimates*:
 - FY24: \$179.0M, \$7.0M less than FY24 Adopted Budget
 - FY25: \$183.4M
 - FY23 Year End Fund Balance Estimate: \$30.2M
- Mayor's Budget Instructions:
 - Prioritize economic recovery, improve public safety and street conditions, reduce homelessness and transform mental health service delivery, and accountability & equity in services and spending
 - Library: balance to revenue

Note: *Controller's Office revised revenue estimates: Spring 2023



FY24 & 25 Uses by Division & Cost Center

Uses by Divisions (budget in millions)	FY24 Base Budget	FY25 Base Budget
Branches	36.52	37.63
Main	24.45	25.20
Collections & Technical Services	29.41	29.65
Community Programs & Partnerships	8.35	8.51
Facilities	28.33	28.85
Facilities: Capital Project	20.75	0.00
IT	15.56	15.03
Administration	23.61	20.52
Total	186.98	165.39

Uses by Type (budget in millions)	FY24 Base Budget	% of Total	FY25 Base Budget	% of Total
Labor	111.65	60%	115.30	70%
Collections	22.16	12%	22.16	13%
Svcs. Of Other Depts.	13.76	7%	13.76	8%
Non-Personnel Svcs.	9.69	5%	9.69	6%
City Grant to CBOs	0.64	0%	0.64	0%
Materials & Supplies	3.69	2%	3.69	2%
Capital	20.75	11%	0.00	0%
Equipment	0.72	0%	0.00	0%
Reserves	3.91	2%	0.15	0%
Total	186.98	100%	165.39	100%

Note: Base Budget refers to the budget required to fund existing operations and previously approved capital.



FY24 & FY25 Budget Priorities



Non-Position Investments

SFPL Strategic Priority	Proposal Title	One-time/FY24		FY24	FY25	FY24 &	
		Ongoing	Original	Proposed Investment	Proposed Investment	Proposed Investment	
Facilities Maintenance & Infrastructure	Replace and install AC in History Room at Main	One-Time	250,000	250,000		250,000	
	Refresh Three Facility Division Vehicles Beyond Their Useful Life (revised cost reflects current contract unit pricing)	One-Time		135,000		135,000	
	Refresh server equipment	Ongoing	250,000	0	0	0	
	Incorporate CPI into Capital State of Good Repair Funding	One-Time	1,500,000	100,000	1,700,000	1,800,000	
	Invest in Main Library Safety Enhancement Projects	One-Time		0	4,000,000		4,000,000
	Fund Ocean View Project Construction though FY25	One-Time	15,000,000		0	4,833,333	4,833,333
Organizational Excellence	Utilize an SF Fellow to analyze and enhance IT policies and procedures	One-Time		0	115,000	0	115,000
Digital Strategies	Obtain Digi Center Book Scanner for the Main Library	One-Time		0	89,000	0	89,000
Premier Urban Library	Add a Laptop Kiosk at the Main Library	One-Time		0	34,000	0	34,000
	Expand Library Exhibitions	Ongoing	27,500	22,500		45,000	
Youth Engagement	Youth Poet Laureate	Ongoing			30,000	60,000	
Grand Total			17,027,500	4,775,500	6,533,333	11,361,333	

Note: A FY24 Proposal that is “Ongoing” is additive to the baseline and cost is assumed in the FY25 proposed budget. If further investment is indicated in FY25 that indicates the increase is over and above the baseline increase in FY24.



Position Investments

Proposal Title	Classification Title	FY24 Proposed FTE	FY24 Proposed Head Count	FY24 Proposed Investment	FY25 Proposed Investment
Increase Security Coverage to 7 days/week at Various Branches	Building And Grounds Patrol Officer	1.50	3	185,470	190,768
Increase Human Resources Analyst Capacity to Enhance Diversity Recruitment Efforts and Implement Diversity, Equity and Inclusion Recruitment Initiatives Under the Racial Equity Action Plan	Senior Human Resources Analyst	0.79	1	163,293	212,197
Enhance Human Resources Analyst Capacity to Measure Critical Metrics Including Diversity, Equity and Inclusion Data to Continuously Improve Human Resources Services	Administrative Analyst	1.00	1	164,917	169,469
Transition Health and Safety Associates (HaSA's) from Contract Workers to Library Staff	Public Service Aide	4.50	9	370,465	377,244
Bookmobile Expansion to Meet Requests and Staff Full Weekend Hours	Librarian I	0.79	1	126,379	164,409
Bookmobile Expansion to Meet Requests and Staff Full Weekend Hours	Library Assistant	0.79	1	110,384	143,690
Develop Media Services Team to Maintain Hybrid Programming and Support Return to Pre-COVID Programming	Media Production Specialist	2.37	3	303,012	395,190
		11.74	19	1,423,921	1,652,967

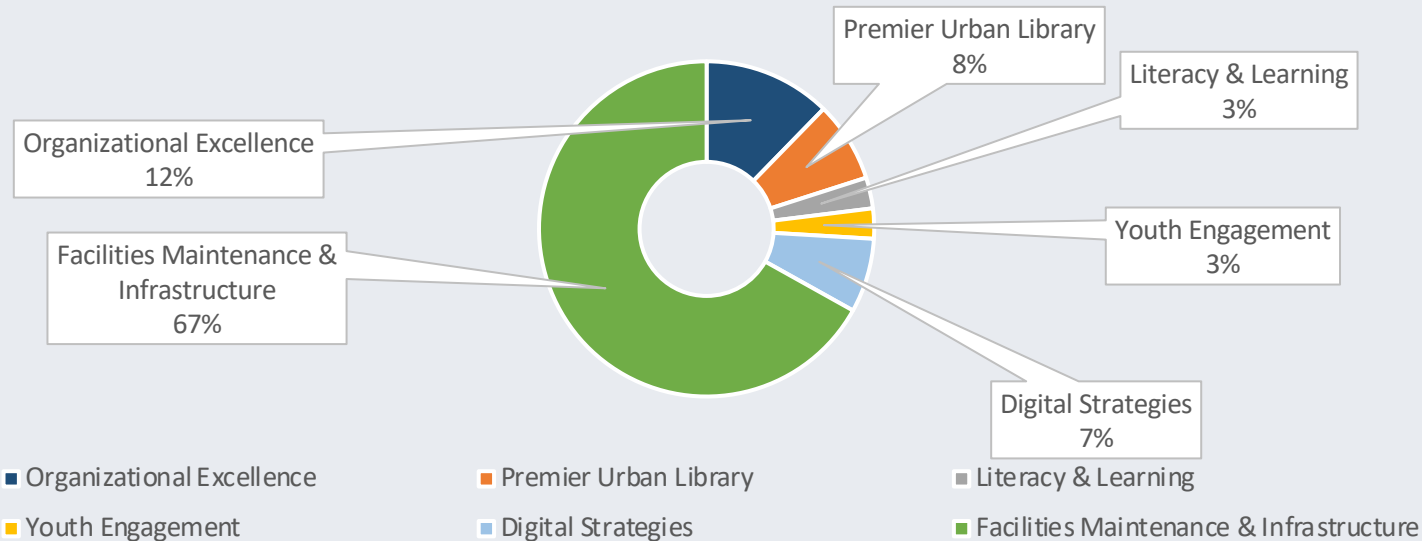
Notes: Positions added to the FY24 budget are also included as part of the FY25 proposed budget, investment costs reflect current budget system rates



Proposed New Investments Summary

	One-Time	Non-Position	Ongoing Position	Total
FY24	4,723,000	52,500	1,423,921	6,199,421
FY25	6,533,333	-	1,652,967	8,186,300

FY24 & 25 Total Investment



Notes: (1) Preliminary Budget Proposals for Discussion; (2) Labor Costs Include Salary and Fringe Benefit Costs



Continuing Investments

- \$21.4M Capital Investments Included in FY24 Base
 - Ocean View \$15M
 - Chinatown \$3M
 - Building Maintenance Assessment \$2M
 - Information Technology Refresh \$0.7M
 - Elevator Assessment \$0.5M
 - Update Building Envelopes \$0.3M



FY24 & 25 Proposed Budget: Option 1

- Option 1
 - Approve budget investment proposals presented January 19, 2023
 - Proposals incorporate February unit cost adjustments for fleet and updated labor rates



FY24 & 25 Proposed Budget: Option 1

Option 1 Source & Uses (budget in millions)	FY 23 Adopted Budget	FY24 Base Budget	FY24 Proposed Budget	Variance FY24 Proposed Budget to F23 Adopted Budget	Variance FY24 Proposed Budget to F24 Base Budget	FY25 Proposed Budget	Variance FY25 Proposed Budget to F24 Proposed Budget
Sources							
Property Tax Set Aside	75.62	77.71	77.71	2.09	0.00	78.33	0.62
General Fund Baseline	98.96	101.33	101.33	2.37	0.00	105.04	3.71
Library Preservation Fund (LPF)	174.58	179.04	179.04	4.46	0.00	183.37	4.33
LPF Fund Balance	10.30	0.00	11.43	1.13	11.43	0.00	-11.43
Library Fees	0.18	0.18	0.18	0.00	0.00	0.18	0.00
Misc.							
Annual Sources	0.55	0.55	0.55	0.00	0.00	0.55	0.00
Bequests	0.10	0.10	0.10	0.00	0.00	0.10	0.00
Total Other Sources	11.12	0.82	12.25	1.13	11.43	0.82	-11.43
Sources Total	185.70	179.86	191.29	5.59	11.43	184.19	-7.10
Uses							
Salary	71.17	73.94	75.13	3.96	1.19	78.72	3.58
Fringe	38.59	37.71	38.18	-0.42	0.46	38.63	0.45
Labor	109.76	111.65	113.31	3.55	1.66	117.35	4.04
Collections	23.05	22.16	22.16	-0.89	0.00	22.16	0.00
Svcs. Of Other Depts.	14.08	13.76	13.78	-0.30	0.02	13.80	0.02
Non-Personnel Svcs.	10.74	9.69	9.89	-0.85	0.20	9.86	-0.03
City Grant to CBOs	0.64	0.64	0.65	0.01	0.01	0.65	0.00
Materials & Supplies	3.84	3.69	3.74	-0.10	0.05	3.74	0.00
Project Read	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital	22.63	20.75	26.78	4.15	6.03	6.68	-20.10
Equipment	0.98	0.72	0.98	0.00	0.26	0.00	-0.98
Reserves	0.00	3.91	0.00	0.00	-3.91	9.95	9.95
Total Non-Labor	75.94	75.33	77.99	2.04	2.66	66.85	-11.14
Uses Total	185.70	186.98	191.29	5.59	4.31	184.19	-7.10
Surplus/(Shortfall)	0.00	-7.11	0.00	0.00	7.12	0.00	0.00

Notes: (1) Collections budget in FY23 includes a one-time funding for Mission Branch Opening.



FY24 & 25 Proposed Budget: Option 2

- Option 2
 - Non-Position the same as Option 1 and Defer Position Investments

Non-Position Investments

SFPL Strategic Priority	Proposal Title	FY24		FY25		FY24 & FY25
		One-time/ Ongoing	FY24 Original	Proposed Investment	Proposed Investment	Proposed Investment
Facilities Maintenance & Infrastructure	Replace and install AC in History Room at Main	One-Time	250,000	250,000		250,000
	Refresh Three Facility Division Vehicles Beyond Their Useful Life (revised cost reflects current contract unit pricing)	One-Time		135,000		135,000
	Refresh server equipment	Ongoing	250,000	0	0	0
	Incorporate CPI into Capital State of Good Repair Funding	One-Time	1,500,000	100,000	1,700,000	1,800,000
	Invest in Main Library Safety Enhancement Projects	One-Time	0	4,000,000		4,000,000
	Fund Ocean View Project Construction though FY25	One-Time	15,000,000	0	4,833,333	4,833,333
Organizational Excellence	Utilize an SF Fellow to analyze and enhance IT policies and procedures	One-Time	0	115,000	0	115,000
Digital Strategies	Obtain DigiCenter Book Scanner for the Main Library	One-Time	0	89,000	0	89,000
Premier Urban Library	Add a Laptop Kiosk at the Main Library	One-Time	0	34,000	0	34,000
	Expand Library Exhibitions	Ongoing	27,500	22,500		45,000
Youth Engagement	Youth Poet Laureate	Ongoing		30,000		60,000
Grand Total			17,027,500	4,775,500	6,533,333	11,361,333

Note: A FY24 Proposal that is "Ongoing" is additive to the baseline and cost is assumed in the FY25 proposed budget. If further investment is indicated in FY25 that indicates the increase is over and above the baseline increase in FY24.



Position Investments

Proposal Title	Classification Title	FY24	FY24	FY24	FY25
		Proposed FTE	Proposed Head Count	Proposed Investment	Proposed Investment
Increase Security Coverage to 7 days/week at Various Branches	Building And Grounds Patrol Officer	1.5	3	185,470	190,768
Increase Human Resources Analyst Capacity to Enhance Diversity Recruitment Efforts and Implement Diversity, Equity and Inclusion Recruitment Initiatives Under the Racial Equity Action Plan	Senior Human Resources Analyst	0.79	1	163,293	212,197
Enhance Human Resources Analyst Capacity to Measure Critical Metrics Including Diversity, Equity and Inclusion Data to Continuously Improve Human Resources Services	Administrative Analyst	1	1	164,917	169,469
Transition Health and Safety Associates (HaSA's) from Contract Workers to Library Staff	Public Service Aide	4.5	9	370,465	377,244
Bookmobile Expansion to Meet Requests and Staff Full Weekend Hours	Librarian I	0.79	1	126,379	164,409
Bookmobile Expansion to Meet Requests and Staff Full Weekend Hours	Library Assistant	0.79	1	110,384	143,690
Develop Media Services Team to Maintain Hybrid Programming and Support Return to Pre-COVID Programming	Media Production Specialist	2.37	3	303,012	395,190
		11.74	19	1,423,921	1,652,967

Notes: Positions added to the FY24 budget are also included as part of the FY25 proposed budget, investment costs reflect current budget system rates



Note: An FY24 Proposal that is ongoing is additive to the baseline and cost is assumed in the FY25 proposed budget



FY24 & 25 Proposed Budget: Option 2

Option 2 Source & Uses (budget in millions)	FY 23 Adopted Budget	FY24 Base Budget	FY24 Proposed Budget	Variance FY24 Proposed Budget to F23 Adopted Budget	Variance FY24 Proposed Budget to F24 Base Budget	FY25 Proposed Budget	Variance FY25 Proposed Budget to F24 Proposed Budget
Sources							
Property Tax Set Aside	75.62	77.71	77.71	2.09	0.00	78.33	0.62
General Fund Baseline	98.96	101.33	101.33	2.37	0.00	105.04	3.71
Library Preservation Fund (LPF)	174.58	179.04	179.04	4.46	0.00	183.37	4.33
LPF Fund Balance	10.30	0.00	10.01	-0.29	10.01	0.00	-10.01
Library Fees	0.18	0.18	0.18	0.00	0.00	0.18	0.00
Misc.							
Annual Sources	0.55	0.55	0.55	0.00	0.00	0.55	0.00
Bequests	0.10	0.10	0.10	0.00	0.00	0.10	0.00
Total Other Sources	11.12	0.82	10.83	-0.29	10.01	0.82	-10.01
Sources Total	185.70	179.86	189.87	4.17	10.01	184.19	-5.68
Uses							
Salary	71.17	73.94	74.15	2.98	0.21	77.56	3.41
Fringe	38.59	37.71	37.74	-0.86	0.02	38.14	0.40
Labor	109.76	111.65	111.88	2.12	0.23	115.69	3.81
Collections	23.05	22.16	22.16	-0.89	0.00	22.16	0.00
Svcs. Of Other Depts.	14.08	13.76	13.78	-0.30	0.02	13.80	0.02
Non-Personnel Svcs.	10.74	9.69	9.89	-0.85	0.20	9.86	-0.03
City Grant to CBOs	0.64	0.64	0.65	0.01	0.01	0.65	0.00
Materials & Supplies	3.84	3.69	3.74	-0.10	0.05	3.74	0.00
Project Read	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital	22.63	20.75	26.78	4.15	6.03	6.68	-20.10
Equipment	0.98	0.72	0.98	0.00	0.26	0.00	-0.98
Reserves	0.00	3.91	0.00	0.00	-3.91	11.60	11.60
Total Non-Labor	75.94	75.33	77.99	2.04	2.66	68.50	-9.49
Uses Total	185.70	186.98	189.87	4.17	2.89	184.19	-5.68
Surplus/(Shortfall)	0.00	-7.11	0.00	0.00	7.12	0.00	0.00

Notes: (1) Collections budget in FY23 includes a one-time funding for Mission Branch Opening.



FY24 & 25 Proposed Budget: Option 3

- Option 3
 - Increase available funding for State of Good Repair from \$100,000 to \$250,000 in FY24, and from \$1,700,000 to \$2,000,000 in FY25

SFPL Strategic Priority	Proposal Title	One-time/ Ongoing	FY24 Original	FY24 Proposed Investment	FY25 Proposed Investment	FY24 & FY25 Proposed Investment	
Facilities Maintenance & Infrastructure	Replace and install AC in History Room at Main	One-Time	250,000	250,000		250,000	
	Refresh Three Facility Division Vehicles Beyond Their Useful Life	One-Time		135,000		135,000	
	Refresh server equipment	Ongoing	250,000	0	0	0	
	Incorporate CPI into Capital State of Good Repair Funding	One-Time	1,500,000	250,000	2,000,000	2,250,000	
	Invest in Main Library Safety Enhancement Projects	One-Time		0	4,000,000		4,000,000
	Fund Ocean View Project Construction though FY25	One-Time		15,000,000	0	4,833,333	4,833,333
Organizational Excellence	Utilize an SF Fellow to analyze and enhance IT policies and procedures	One-Time		0	115,000	0	115,000
Digital Strategies	Obtain Digi Center Book Scanner for the Main Library	One-Time		0	89,000	0	89,000
Premier Urban Library	Add a Laptop Kiosk at the Main Library	One-Time		0	34,000	0	34,000
	Expand Library Exhibitions	Ongoing		27,500	22,500		45,000
Youth Engagement	Youth Poet Laureate	Ongoing			30,000		60,000
Grand Total				17,027,500	4,925,500	6,833,333	11,361,333

Note: An FY24 Proposal that is ongoing is additive to the baseline and cost is assumed in the FY25 proposed budget

FY24 & 25 Proposed Budget: Option 3

Option 3 Source & Uses (budget in millions)	FY 23 Adopted Budget	FY24 Base Budget	FY24 Proposed Budget	Variance FY24 Proposed Budget to F23 Adopted Budget	Variance FY24 Proposed Budget to F24 Base Budget	FY25 Proposed Budget	Variance FY25 Proposed Budget to F24 Proposed Budget
Sources							
Property Tax Set Aside	75.62	77.71	77.71	2.09	0.00	78.33	0.62
General Fund Baseline	98.96	101.33	101.33	2.37	0.00	105.04	3.71
Library Preservation Fund (LPF)	174.58	179.04	179.04	4.46	0.00	183.37	4.33
LPF Fund Balance	10.30	0.00	11.58	1.28	11.58	0.00	-11.58
Library Fees	0.18	0.18	0.18	0.00	0.00	0.18	0.00
Misc.							
Annual Sources	0.55	0.55	0.55	0.00	0.00	0.55	0.00
Bequests	0.10	0.10	0.10	0.00	0.00	0.10	0.00
Total Other Sources	11.12	0.82	12.40	1.28	11.58	0.82	-11.58
Sources Total	185.70	179.86	191.44	5.74	11.58	184.19	-7.25
Uses							
Salary	71.17	73.94	75.13	3.96	1.19	78.72	3.58
Fringe	38.59	37.71	38.18	-0.42	0.46	38.63	0.45
Labor	109.76	111.65	113.31	3.55	1.66	117.35	4.04
Collections	23.05	22.16	22.16	-0.89	0.00	22.16	0.00
Svcs. Of Other Depts.	14.08	13.76	13.78	-0.30	0.02	13.80	0.02
Non-Personnel Svcs.	10.74	9.69	9.89	-0.85	0.20	9.86	-0.03
City Grant to CBOs	0.64	0.64	0.65	0.01	0.01	0.65	0.00
Materials & Supplies	3.84	3.69	3.74	-0.10	0.05	3.74	0.00
Project Read	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital	22.63	20.75	26.93	4.30	6.18	6.98	-19.95
Equipment	0.98	0.72	0.98	0.00	0.26	0.00	-0.98
Reserves	0.00	3.91	0.00	0.00	-3.91	9.65	9.65
Total Non-Labor	75.94	75.33	78.14	2.19	2.81	66.85	-11.29
Uses Total	185.70	186.98	191.44	5.74	4.46	184.19	-7.25
Surplus/(Shortfall)	0.00	-7.11	0.00	0.00	7.12	0.00	0.00

Notes: (1) Collections budget in FY23 includes a one-time funding for Mission Branch Opening.





Looking Ahead

- February
 - Library Commission budget approval options:
 - Option 1 (proposals presented 1.19.23)
 - Proposed Budget: FY24 \$191.3M FY25 \$184.2M
 - FY24 Fund Balance: Use \$11.43M Remaining \$18.8M
 - Option 2 Defer Some Investments
 - Proposed Budget: FY24 \$189.8M FY25 \$184.2M
 - FY24 Fund Balance: Use \$10.0M Remaining \$20.2M
 - Option 3 Increased Investment
 - Proposed Budget: FY24 \$191.4M FY25 \$184.2M
 - FY24 Fund Balance: Use \$11.6M Remaining \$18.6M
 - Budget submittal to Controller & Mayor 2/21/23



THANK YOU

Mike Fernandez
Chief Financial Officer
San Francisco Public Library

