

DEPARTMENT:**LIB— PUBLIC LIBRARY****YEAR ONE: FY 2020-21**Budget Changes

The Department's proposed \$152,271,314 budget for FY 2020-21 is \$19,320,914 or 11.3% less than the original FY 2019-20 budget of \$171,592,228.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2020-21 are 701.32 FTEs, which are 0.26 FTEs more than the 701.06 FTEs in the original FY 2019-20 budget. This represents a 0.04% increase in FTEs from the original FY 2019-20 budget.

Revenue Changes

The Department's revenues of \$72,571,314 in FY 2020-21, are \$2,890,914 or 3.8% less than FY 2019-20 revenues of \$75,462,228.

YEAR TWO: FY 2021-22Budget Changes

The Department's proposed \$157,451,431 budget for FY 2021-22 is \$5,180,117 or 3.4% more than the Mayor's proposed FY 2020-21 budget of \$152,271,314.

Personnel Changes

The number of full-time equivalent positions (FTE) budgeted for FY 2021-22 are 701.62 FTEs, which are 0.30 FTEs more than the 701.32 FTEs in the Mayor's proposed FY 2020-21 budget. This represents a 0.04% increase in FTEs from the Mayor's proposed FY 2020-21 budget.

Revenue Changes

The Department's revenues of \$68,181,431 in FY 2021-22, are \$4,389,883 or 6.0% less than FY 2020-21 estimated revenues of \$72,571,314.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2020-21 AND FY 2021-22**

DEPARTMENT: LIB – PUBLIC LIBRARY

SUMMARY OF 5-YEAR HISTORICAL & PROPOSED BUDGET YEAR EXPENDITURES AND FTE AUTHORITY:

	FY 2016-17 Budget	FY 2017-18 Budget	FY 2018-19 Budget	FY 2019-20 Budget	FY 2020-21 Proposed
Public Library	126,008,847	137,850,825	160,612,490	171,592,228	152,271,314
FTE Count	682.99	697.60	696.31	701.06	701.32

The Department’s budget increased by \$26,262,467 or 20.8% from the adopted budget in FY 2016-17 to the proposed budget in FY 2020-21. The Department’s FTE count increased by 18.33 or 2.7% from the adopted budget in FY 2016-17 to the proposed budget in FY 2020-21.

FY 2020-21

The Department’s proposed FY 2020-21 budget has decreased by \$19,320,914 largely due to the delay of the Ocean View branch project and the Chinatown branch renovation project. Full funding of these projects will be deferred to future budget cycles due to projected revenue shortfalls.

FY 2021-22

The Department’s proposed FY 2021-22 budget has increased by \$5,180,117 largely due to an increase of funds for the Department’s reserve and expansion of eCollections, as well as expanding access to collections to residents in the Dogpatch.

**RECOMMENDATIONS OF THE BUDGET & LEGISLATIVE ANALYST
FOR AMENDMENT OF BUDGET ITEMS
FY 2020-21 AND FY 2021-22**

DEPARTMENT:

LIB – PUBLIC LIBRARY

RECOMMENDATIONS

YEAR ONE: FY 2020-21

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$321,875 in FY 2020-21. Of the \$321,875 in recommended reductions, \$150,000 are ongoing savings and \$171,875 are one-time savings.

Our policy recommendations total \$196,850 in FY 2020-21, all of which are ongoing savings.

YEAR TWO: FY 2021-22

The Budget and Legislative Analyst’s recommended reductions to the proposed budget total \$150,000 in FY 2021-22. All of the \$150,000 in recommended reductions are ongoing savings. These reductions would still allow an increase of \$5,030,117 or 3.3% in the Department’s FY 2021-22 budget.

Our policy recommendations total \$265,092 in FY 2020-21, all of which are ongoing.

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

LIB - Public Library

Rec #	Account Title	FY 2020-21						FY 2021-22					
		FTE		Amount		GF	1T	FTE		Amount		GF	1T
		From	To	From	To			From	To	From	To		
	Public Library												
LIB-1	Air Travel - Employees		\$5,500	\$0	\$5,500	x						\$0	
	Eliminate air travel to reflect expected expenditure and actual need.												
LIB-2	Air Travel - Employees		\$5,000	\$0	\$5,000	x						\$0	
	Eliminate air travel to reflect expected expenditure and actual need.												
LIB-3	Software Licensing Fees		\$1,445,100	\$1,395,100	\$50,000	x						\$0	
	Reduce by \$50,000 to reflect expected expenditure.												
LIB-4	Auto Mileage		\$1,500	\$250	\$1,250	x						\$0	
	Reduce by \$1,250 to reflect expected expenditure and actual need.												
LIB-5	Auto Mileage		\$1,500	\$250	\$1,250	x						\$0	
	Reduce by \$1,250 to reflect expected expenditure and actual need.												
LIB-6	Janitorial Services		\$240,000	\$200,000	\$40,000	x						\$0	
	Reduce by \$40,000 to reflect expected expenditure and actual need. The Department has significant carryforward funds for these services.												
LIB-7	Non-Air Travel - Employees		\$10,000	\$0	\$10,000	x						\$0	
	Eliminate non-air travel to reflect expected expenditure and actual need.												
LIB-8	Minor Furnishings		\$155,000	\$96,125	\$58,875	x						\$0	
	Reduce Minor Furnishings budget to reflect expected expenditure and actual need.												
	Attrition Savings		(\$5,827,362)	(\$5,930,127)	\$102,765							102,765	
	Mandatory Fringe Benefits		(\$2,725,738)	(\$2,772,973)	\$47,235							\$47,235	
			<i>Total Savings</i>	<i>\$150,000</i>								<i>\$150,000</i>	
LIB-9	Increase attrition savings to account for vacancies.												

FY 2020-21

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$171,875	\$150,000	\$321,875
Total	\$171,875	\$150,000	\$321,875

FY 2021-22

Total Recommended Reductions

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$150,000	\$150,000
Total	\$0	\$150,000	\$150,000

**Recommendations of the Budget and Legislative Analyst
For Amendment of Budget Items in the FY 2019-20 and FY 2020-21 Two-Year Budget**

LIB - Public Library

Rec #	Account Title	FY 2020-21						FY 2021-22							
		FTE		Amount		Savings	GF	1T	FTE		Amount		Savings	GF	1T
		From	To	From	To				From	To					
LIB-10	Public Library														
	General Fund- Police Security			\$262,467	\$65,617	\$196,850				\$265,092	\$0	\$265,092			
				<i>Total Savings</i>	<i>\$196,850</i>					<i>Total Savings</i>	<i>\$265,092</i>				
		<p>Reduce work order with the Police Department by 75 percent in FY 2020-21 due to the Public Library's reduced need for security. The Public Library has a separate work order with the Sheriff's Office and Library staff have noted that the Sheriff work order meets the needs of the Department. Since the budget year has already begun, this reduction would allow for continued overtime billings until the interim budget expires on October 1, 2020.</p> <p>Acceptance of this recommendation is considered a policy matter for the Board of Supervisors as it would result in savings to the Library Fund at the expense of discretionary monies in the General Fund. This work order is represented as an Overtime line item in the Police budget and is a discretionary General Fund cost that is supported by the Library Fund baseline.</p> <p>The reduction would be cost neutral for the discretionary General Fund if the Board of Supervisors accepts recommendation POL-4, which is included as a policy recommendation in our report of the Police Department. Our recommendations on the Police Department are scheduled to be heard by the Budget and Appropriations Committee on August 20, 2020.</p> <p>Ongoing savings due to the deletion of the Public Library's work order with the Police Department.</p>													

FY 2020-21

Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$196,850	\$196,850
Total	\$0	\$196,850	\$196,850

FY 2021-22

Total Policy Recommendations

	One-Time	Ongoing	Total
General Fund	\$0	\$0	\$0
Non-General Fund	\$0	\$265,092	\$265,092
Total	\$0	\$265,092	\$265,092