

**GRANT INFORMATION**

Organization Name	San Francisco Public Library
Reference Number	R-2306-15880
Amount Requested	\$375,000
Generated Date	9/7/2023

Description	Period 1	Total Budget
	10/1/2023 to 12/31/2024	
	Budget	
Salaries, Wages, and Benefits	279,347.00	279,347.00
Fellowships and Residencies		0.00
Artist Fees		0.00
Consultants and Other Professional Services		0.00
Subgrants/Regrants		0.00
Conferences, Meetings, and Travel	16,000.00	16,000.00
Promotion, Marketing, and Advertising		0.00
Equipment and Supplies	2,403.00	2,403.00
Construction Costs		0.00
Indirect Costs		0.00
Fiscal Sponsor Fees		0.00
Custom: Participant Stipends, Half-day convening	56,250.00	56,250.00
Custom: Convening Speaker Stipends	6,000.00	6,000.00
Custom: Conference and Meetings – Non-Travel (Co	15,000.00	15,000.00
Custom: 4		0.00
Custom: 5		0.00
<b>Total</b>	<b>375,000.00</b>	<b>375,000.00</b>

# San Francisco Public Library

**\$375,000**

**Public Knowledge | Patricia Hswe**

**10/1/2023 - 12/31/2024**

**G-2306-15880**

<b>Item - USD</b>	<b>Budget</b>	<b>Actual</b>	<b>Balance</b>
Salaries, Wages, and Benefits	279,347	0	279,347
Fellowships and Residencies	0	0	0
Artist Fees	0	0	0
Consultants and Other Professional Services	0	0	0
Subgrants/Regrants	0	0	0
Conferences, Meetings, and Travel	16,000	0	16,000
Promotion, Marketing, and Advertising	0	0	0
Equipment and Supplies	2,403	0	2,403
Construction or Building Costs	0	0	0
Indirect Costs	0	0	0
Custom Fields	77,250	0	77,250
<b>Totals</b>	<b>375,000</b>	<b>0</b>	<b>375,000</b>

## **Budget Narrative**

### Salaries, Wages, and Benefits

Due to the delay in the start of the grant, 2-year positions were filled in May and early June 2022. The grant budget start date was January 1, 2022. As a result, funds are available to support salaries and benefits for the 3 grant-funded positions for 4.5 months (through mid-April 2024). The requested bridge funds extend the salaries and benefits through December 31, 2024.

#### Admin and GIS Analyst

$\$115,362 \times 1.0 \text{ FTE} + \$39,924 \text{ benefits} = \$155,286 \text{ annually}$

$\$155,286 \times .625 \text{ (7.5 months)} = \$97,054 \text{ total}$

#### Jail and Reentry Services Librarian (Librarian I)

$\$103,992 \times 1.0 \text{ FTE} + \$36,798 \text{ benefits} = \$140,790 \text{ annually}$

$\$140,790 \times .625 \text{ (7.5 months)} = \$87,994 \text{ total}$

#### Grant Administrator (Administrative Analyst)

$\$112,241 \times 1.0 \text{ FTE} + \$38,637 \text{ benefits} = \$150,878 \text{ annually}$

$\$150,878 \times .625 \text{ (7.5 months)} = \$94,299 \text{ total}$

Total: 279,347

### Fellowships and Residencies

### Artist Fees

## Consultants and Other Professional Services

### Subgrants/Regrants

#### Conferences, Meetings, and Travel

This will cover the cost of SFPL staff to travel to relevant conferences to promote the research, share the digital resource, and share findings. Additional travel funds would support 4 staff to attend a 5-night, 6-day conference, which includes a pre-conference convening and \$2150 for emerging opportunities.

Estimates are based on actual expenses for 4 SFPL staff to attend the 2022 ALA conference: \$880 registration fees (\$220/person); \$5200 air travel (\$1300/flight); \$7775 non-air travel (\$1943/person). Non-air travel includes hotel and meal (per-diem) expenses. We follow the City and County of San Francisco's travel policy which uses the U.S. General Services Administration <https://www.gsa.gov> Meals & Incidentals (M&IE) rates. Conference hotels may exceed the GSA lodging rates. \$13,850 total.

In addition to the ALA annual conference, budgeted funds will support SFPL staff participation in other meetings that require travel, to be determined. \$2150 total.

#### Promotion, Marketing, and Advertising

#### Equipment and Supplies

Supplies for the convening will include flip charts, markers, folders, notebooks, pens, and other materials.

For the estimated 150 participants, meeting materials will total approximately \$16/person.

#### Construction or Building Costs

#### Indirect Costs

#### Custom Fields

Category: Stipends for half-day convening

Total Amount Budgeted: \$56,250

#### Notes:

A \$750 stipend to up to 75 librarians providing this work to attend a half-day convening prior to ALA Annual 2024. This stipend is especially important as many prison librarians do not receive financial support for professional development. (JARS staff travel fees for this event are covered above.) Based on convenings in 2022 and 2023, we have learned that some employers do not permit staff to accept stipends; however, the convening and availability of stipends have helped many library workers working with incarcerated people to make the case to attend the ALA annual conference. Of the estimated 150 participants, we project that 75 will request stipends.

Category: Convening Speaker Fees

Total Amount Budgeted: \$6,000

#### Notes:

Compensation for presenters at the ALA pre-conference convening. Speakers who have been incarcerated or have been negatively impacted by incarceration will be prioritized.

We invited 5 formerly incarcerated speakers local to the ALA conference site (Chicago) to present at the June 2023 convening and provided \$750 speaker stipends (\$3750 total). We will look for local as well as national opportunities for speaker collaboration in 2024.

Category: Conferences and Meetings – Non-travel

Total Amount Budgeted: \$15,000

Notes:

Cost for a half-day convening ALA Annual 2024, including coffee and lunch service and event space rental for a 150-person capacity space.

We based this on the actual expenses from the Marriott Marquis (catering, A/V, set-up and take-down) at 100-person capacity in June 2022, \$10,725.

Due to growth in outreach and interest, as well as inflation increases, our estimate for 150 participants is \$15,000