



Celebrating 156 Years of Providing Free Access to Justice to the
to the People of San Francisco 1870 - 2026

City and County of San Francisco
FY 2026-27
FY 2027-28

Law Library (LLB) Budget

LLB Budget Submission Checklist
Form 1A Summary of Major Changes
Form 1B Department Budget Summary
Organizational Chart

February 20, 2026

Diane M. Rodriguez, Law Librarian
San Francisco Law Library
1145 Market Street, 4th Floor
San Francisco, California 94103

Department Budget Submission Checklist

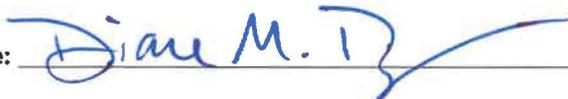
Department Name: Law Library (LLB)

- Summary of Major Changes:** Completed "Form 1A: Summary of Major Changes" explaining major changes submitted in department's budget proposal.
 - Proposed GF target reductions**
 - Department Budget Summary:** Completed "Form 1B: Department Budget Summary."
- Revenue Report:** Completed "Form 2A: Revenue Report." *N/A*
- Fees & Fines:** Completed "Form 2B: Fees & Fines." *N/A*
- Cost Recovery:** Completed "Form 2C: Cost Recovery." *N/A*
- Expenditure Changes:** Completed "Form 3A: Expenditure Changes." *N/A*
- Deappropriations from prior years' budget** – Indicate if these are included in your submitted budget, and please explain in the expenditure changes form "Form 3A: Expenditure Changes." *N/A*
- Position Changes:** Completed "Form 3B: Position Changes." *N/A*
- Equipment & Fleet:** Completed "Form 4A: Equipment Request" and "Form 4B: Fleet Request." *N/A*
- Minimum Compensation Ordinance:** By checking this box, the department confirms that the effects of the MCO in contracting have been considered as part of the budget submission. *N/A*
- Proposition J Description, Summary, City Cost, Contract Cost:** Required for all existing & new Prop Js. *N/A*
- Interdepartmental Services Balancing:** Included Excel download of Department - IDS Form Balancing Report from BFM Reporting. *N/A*
- Organizational Charts:** Submission contains updated position-level organizational charts for your department, with indication if the position is filled (F) or vacant (V). Org charts also reflect any proposed position changes.
- New Legislation:** *N/A*
 - Accept & Expend (A&E) legislation for new grants included in the department budget submission
 - Included draft legislation that department would like to submit with the budget; or,
 - Draft legislation is in progress currently. A description of the proposed changes is included in the "Summary of Major Changes" table.
- Other Requests:** Submitted requests for the following items: *N/A*
 - COIT
 - Capital

For Chief Financial Officer/Budget Manager:

I have reviewed the attached budget submission and affirm that all applicable forms checked off above are included in my department's budget submission or have been submitted through the proper online forms.

Full Name: Diane M. Rodriguez

Signature: 

BUDGET FORM 1A: Summary of Major Changes

FY 2026-27 and FY 2027-28

Please run Budget Submission Report under BFM Reporting - 3.3 Budget Submission and include with budget submission. Example Report is shown below.

BUDGET FORM 1A: Summary of Major Changes

FY 2026-27 and FY 2027-28

DEPARTMENT: **Law Library (LLB)**

Major Changes		Department Response to Major Changes
Budget Instructions	Did the department follow the Mayor's Budget Instructions? (Yes/No)	Yes.
Summary	<p>What major changes is the department proposing? Clearly describe each change, including the fiscal impact of the proposal. In addition, submit a 1-2 page memo inclusive of all program areas with major changes. The memo should address:</p> <p>1) all programs being wound down (and the timeline)</p> <p>2) all new programs being stood up (including those stood up in the current fiscal year being annualized in the budget)</p> <p>3) any programs being sustained but with changes to service levels due to funding changes</p>	<p>The Law Library has maintained a consistent and fiscally prudent operating model and does not propose any significant changes to its expenditures. For decades, it has not requested funding for new positions or new programs. Its appropriation remains limited to State Law and Charter-mandated essential operational costs, including rent, utilities, three staff positions, modest allocations for materials and supplies, Department of Technology services, and risk management services. Position 0190 is a Charter-mandated position that has historically been included in the Law Library's appropriation for decades and was not funded in the current fiscal year, notwithstanding the requirements of the City Charter. The absence of this position materially impacts the Library's operational capacity. The Law Library does not seek expansion of services or increased expenditures, but rather the continuation of its core, comprehensive functions to continue providing the City's only free public access to legal information for the residents of San Francisco, serving not only members of the public but also supporting City departments, legislators, and the broader San Francisco legal community. This continued support is especially critical in light of the growing number of self-represented litigants who rely on accessible, reliable legal information to navigate the court system and protect their rights.</p>
Fund Balance	<p>For each fund that includes fund balance as a system-loaded revenue source (i.e. showing up in the budget submission), describe the following:</p> <p>1) What is the total fund balance amount as of December 31, 2025?</p> <p>2) What is the projected total fund balance that will remain at the end of the current fiscal year?</p> <p>3) In the department's submission, how much fund balance is proposed for use in the budget fiscal years?</p> <p>4) What is the proposed use of budgeted fund balance each fiscal year? Is the proposed use a one-time or ongoing cost?</p> <p>5) If any fund balance will be left unused, please explain how much and why.</p> <p>6) Of all revenue sources supporting the fund, what percentage is fund balance?</p>	N/A
Source Type	<p>What programs is the department proposing to fund with one-time sources? If the programs are proposed to continue after the exhaustion of one-time sources explain how the department will fund them.</p>	N/A
Investments	<p>Is the department proposing any upfront cost / investments in this budget that will save money over time? Describe how the spending reductions will be realized and on what timeline. (ex: new vehicle purchase that saves money on maintenance or fuel annually, paying for itself by FY29)</p>	N/A
General Fund Target	<p>If the department met the General Fund reduction target assigned in the Mayor's Budget Instructions, what are the ongoing changes made to achieve it? What are the high-level programmatic, operational, or staffing impacts of the proposed reductions? Is the department proposing any increases in revenues to meet target?</p>	<p>The Law Library's appropriation is fully Charter-mandated per California Law, and expenditures are maintained at the minimum levels necessary to meet those requirements.</p>

	For Non-General Fund Supported departments, please describe your strategy for absorbing cost increases or revenue reductions without adding new costs to the General Fund.	
Positions	What position changes is the department proposing? How do the changes map to programs the department proposes to sustain or modify? For any changes to internal operations/indirect services, explain how they relate to core service delivery. How does the department plan to utilize or eliminate any vacant positions in their budget? Highlight any changes to FTE levels, budgeted attrition, temporary salaries, substitutions, or changes in status, and provide details in form 3B.	Cost savings in the current fiscal year were achieved through the non-funding of Position 0190.
Expenditures	What major spending changes is the department proposing? How has the department evaluated grant allocations, non-personnel expenditures and contractual services for cost-effectiveness and efficiency? Please provide information about any changes that affect core services and functions. Highlight any changes related to major initiatives as noted in the Summary section and provide details in Form 3A.	N/A
Discretionary Workorders	What changes to discretionary workorders is the department proposing? What effect will those changes have on the department's programs and core service delivery?	N/A
Revenues	What revenue changes did the department submit? Please differentiate between General Fund and non-General Fund. This should match an Audit Trail, as shown in Form 2A Revenue Report, as well as, the Expenditure Report in Form 3A.	N/A
External Policy Revenue Impacts	What impact / significant changes in programming does the department project due to revenue shocks from the state or federal government? How are these reflected in your submission?	N/A
Revenue Increase Index	Did the Department increase fees or other revenues above Controller's provided CPI index? If so, please explain what is driving the increase.	N/A
Legislation	Please itemize any legislation required for budget submission, including: A&Es / recurring grants, fee schedules, etc.	N/A
Prop J	Identify existing Prop J Analyses that will continue, and if the department's budget proposes any NEW contracting out of work previously done by City workers.	N/A
Substitutions	Is the department requesting any substitutions of positions? How many substitution requests are for filled positions?	N/A
Transfer of Function	Is the department requesting any Transfer of Functions of positions between departments? If so, please explain.	N/A

Interim Exceptions	Is the department requesting any interim exceptions (new positions that are 1.0 FTE rather than 0.79 in BY and .78 in BY +1)? If so, for what reason is the request being made?	Position 0190 is a Charter-mandated position that has historically been included in the Law Library's appropriation for decades. The position was not funded in the current fiscal year. The Law Library requests restoration of this long-standing position. Funding this position would support the Law Library's continued ability to meet its Charter-mandated obligations and fulfill its mission.
Budget Equity	Do any changes to the department's budget described above impact the department's ability to implement its racial equity plan? If so please explain.	N/A

BUDGET FORM 1B: Department Budget Summary

FY 2026-27 and FY 2027-28

DEPARTMENT: LLB Law Library

GFS Details						
Account Lvl 2	Account Lvl 3	FY 2026-27 Base	FY 2026-27 Department			
EXPENDITURE	SALARIES	466,324	466,324			
	MAND_FRING_BEN	208,612	208,612			
	MTL_SUPP	5,557	5,557			
	SVCS_OTHER_DEPTS	733,272	723,272			
EXPENDITURE		1,413,765	1,403,765			
GFS	General Fund Support	1,413,765	1,403,765			

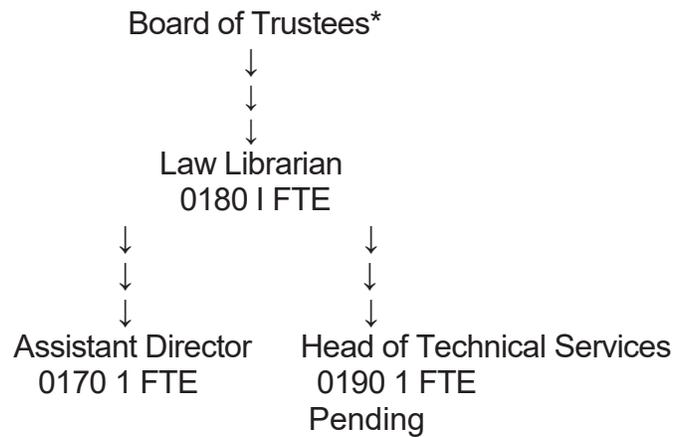
GFS Target Status							
FY 2026-27 Reduction Targets	FY 2026-27 Baseline Target	FY 2026-27 Dept Submission	FY 2026-27 Amt Over (Under) Target	FY 2027-28 Reduction Targets	FY 2027-28 Baseline Target	FY 2027-28 Dept Submission	FY 2027-28 Amt Over (Under) Target
0	1,413,765	1,403,765	(10,000)	0	1,472,902	1,462,902	(10,000)
			Target Met				Target Met

NGFS - Self Supporting



Organizational Chart Functional Units & Position Level Detail Fiscal Year 2026-27 & 2027-28

Autonomous Agency Per State Law
All Positions Charter-Mandated



* As an autonomous agency pursuant to state law and the SF Charter, the Law Library is governed by its Board of Trustees and is not part of the organizational structure of any CCSF department, the mayor's office, or agency.