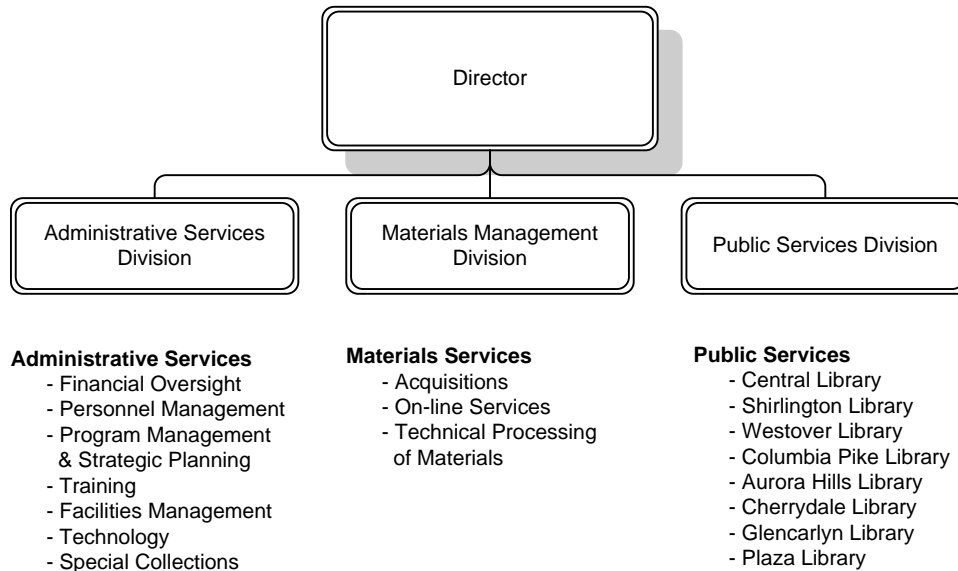


Our Mission: To provide access to information, create connections to knowledge, and promote the joy of reading for every Arlingtonian

LINES OF BUSINESS



SIGNIFICANT BUDGET CHANGES

The FY 2017 adopted expenditure budget for the Department of Libraries is \$13,858,945, a five percent increase over the FY 2016 adopted budget. The FY 2017 budget reflects:

- The County Board shifted materials funding from ongoing to one-time for FY 2017 (\$123,077).
- ↑ Personnel increases due to employee salary increases and an increase in the County’s cost for employee health insurance, offset by adjustments to retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to the addition of one-time funding for Pop-Up space (\$250,000), record archiving for the County Manager’s Open Data Initiative (\$50,000), and increased contractual costs for the Integrated Library System (\$2,000), which is offset by a decrease due to the annual expense for maintenance and replacement of County vehicles (\$1,481).
- ↓ Fee revenue decreases due to actuals in recent years (\$15,000).
- Library fees were adjusted in FY 2017 to make the fee structure simpler and more transparent for citizens and to put the County’s fee structure more in line with neighboring jurisdictions. The daily fees for overdue items increased from \$0.20 to \$0.30 per day for juvenile/young adult (YA) materials, remain the same for adult materials (\$0.30 per day), and decrease from \$1.00 to \$0.30 per day for all DVDs. These fee changes are projected to be revenue neutral to the County.

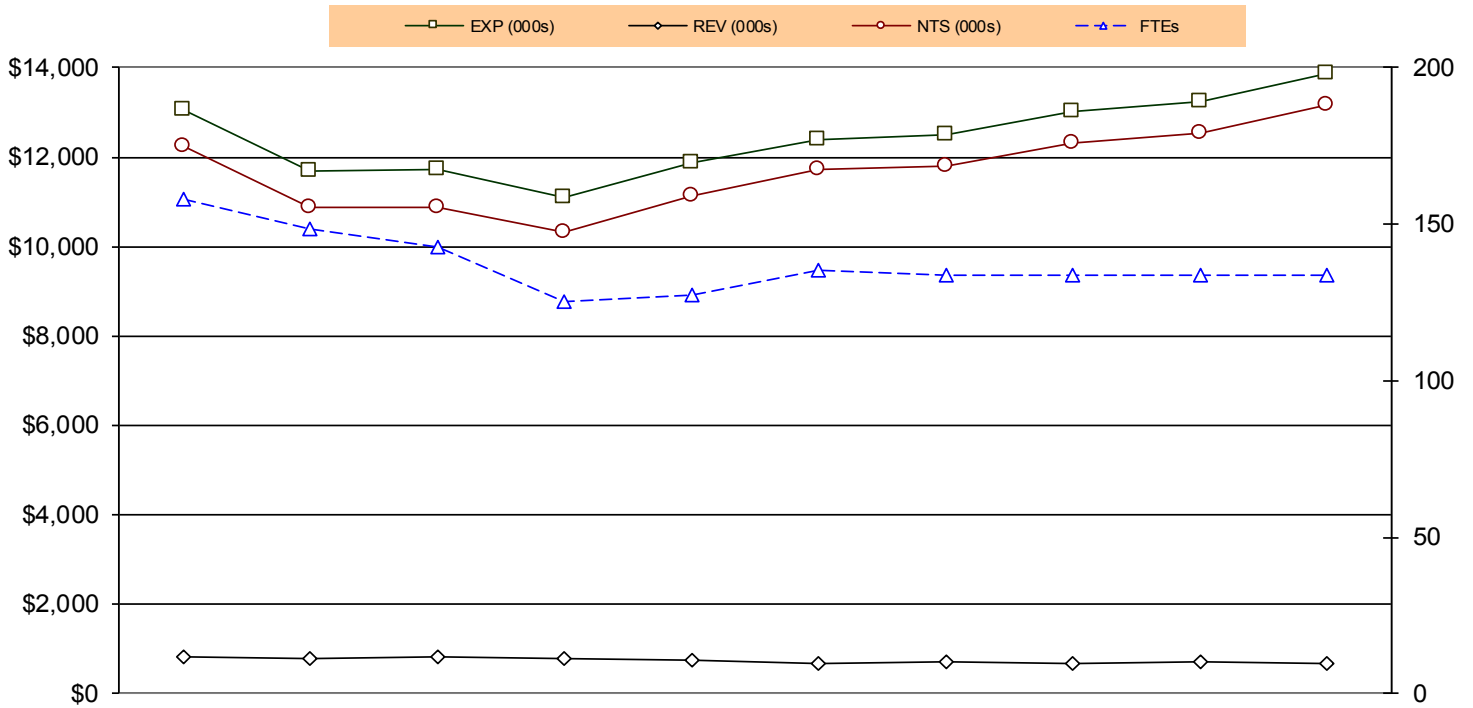
DEPARTMENT FINANCIAL SUMMARY

	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% Change '16 to '17
Personnel	\$10,465,774	\$10,839,634	\$11,016,590	2%
Non-Personnel	2,541,307	2,429,759	2,853,355	17%
Sub-Total	13,007,081	13,269,393	13,869,945	5%
Intra-County Charges	-	(11,000)	(11,000)	-
Total Expenditures	13,007,081	13,258,393	13,858,945	5%
Fees	516,185	530,000	515,000	-3%
Grants	171,705	171,026	171,026	-
Total Revenues	687,890	701,026	686,026	-2%
Net Tax Support	\$12,319,191	\$12,557,367	\$13,172,919	5%
Permanent FTEs	120.66	120.66	120.66	
Temporary FTEs	13.19	13.19	13.19	
Total Authorized FTEs	133.85	133.85	133.85	

Expenses by Line of Business

	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	% Change '16 to '17
Administrative Services	\$3,187,699	\$3,241,461	\$3,538,913	9%
Materials Management	2,830,180	2,652,414	2,789,003	5%
Public Services	6,989,202	7,364,518	7,531,029	2%
Total Expenditures	\$13,007,081	\$13,258,393	\$13,858,945	5%

EXPENDITURE, REVENUE, NET TAX SUPPORT, AND FULL-TIME EQUIVALENT TRENDS



	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted Budget	FY 2017 Adopted Budget
EXP (000s)	\$13,062	\$11,672	\$11,709	\$11,099	\$11,889	\$12,395	\$12,493	\$13,007	\$13,258	\$13,859
REV (000s)	\$812	\$782	\$815	\$792	\$743	\$676	\$710	\$688	\$701	\$686
NTS (000s)	\$12,250	\$10,890	\$10,894	\$10,307	\$11,146	\$11,719	\$11,783	\$12,319	\$12,557	\$13,173
FTEs	157.8	148.45	142.65	125.10	127.55	135.55	133.85	133.85	133.85	133.85

Fiscal Year	Description	FTEs
FY 2008	<ul style="list-style-type: none"> ▪ The County Board added \$3,243 of non-personnel (utilities and facility maintenance), \$19,720 of personnel expenses, and 0.50 FTE to provide Sunday hours at Shirlington Library. ▪ Other non-personnel expenditures increase \$92,411 to fund additional costs for ACORN (Arlington County's On-line Resource Network — the library's catalog) equipment and maintenance for the new Courthouse and Shirlington libraries (\$17,410), auto fund charges (\$225), the addition of closed captioning services for the County's cable channel (\$87,000), and an increase (\$25,776) to facilitate collection of overdue fines and lost materials from delinquent account holders. ▪ FY 2007 one-time non-personnel costs, \$15,000 for moving expenses from the Shirlington rental facility into the new library and Shirlington rent (\$23,000), were eliminated. ▪ Revenues increase due to a five percent increase in State Aid (\$9,725), an increase in miscellaneous fines and fees (\$2,200) as well as a net revenue gain from collections (\$42,436). In FY 2008, Libraries will have fully implemented a new collections policy to recover funds and materials owed to the Department. Patron accounts with outstanding balances over \$25 will be turned over to a collections agency or the Arlington County Treasurer for recovery following reasonable notice. 	0.50
FY 2009	<ul style="list-style-type: none"> ▪ A service reduction of closing Central Library one hour earlier, Monday through Thursday, was adopted. ▪ In FY 2009, the Website Coordination Program and the Arlington Virginia Network were transferred to the County Manager's Office (\$771,514, 7.35 FTE) and the operation and maintenance of the County's website was transferred to the Department of Technology Services (\$507,809, 2.0 FTE). ▪ Non-personnel expenditure increases (\$4,100) include utility costs based on anticipated rate adjustments (\$10,250) and the shared Shirlington Library/Signature Theater facility (\$85,000), and non-discretionary contractual increases (\$19,800). These increases were partially offset by reductions in County vehicle charges, operating equipment (\$24,000), postage (\$16,000), employee training (\$20,000), operating supplies (\$15,000) and library material purchases (\$35,000). ▪ Revenues increase (\$74,590) due to reimbursements from Signature Theater for their portion of utilities at the Shirlington Library/Signature Theater facility (\$85,000), partially offset by a reduction in the amount of State aid received (\$9,000). 	(9.35)
FY 2010	<ul style="list-style-type: none"> ▪ The County Board added funding for a one-time lump-sum payment of \$500 for employees (\$69,050). ▪ The County Board approved increases in Library fees and fines: the daily fine for overdue adult materials will rise from \$0.20 to \$0.30, while the maximum will rise from \$8 to \$10; the fine for lost library card will go from \$1 to \$2; special handling of interlibrary loan requests from \$3 to \$5; 	

Fiscal Year	Description	FTEs
	<p>interlibrary loan photocopies from \$0.10 to \$0.15; and computer printouts from \$0.10 to \$0.15. Additional revenue from these changes is \$134,651 in FY 2010, which is partially offset by a decrease in the Public Library Grant due to State budget cut (\$10,993).</p> <ul style="list-style-type: none"> ▪ Closed Westover Library for 3 months beginning July, 2009 to generate one-time savings no greater than \$32,000 to offset opening costs of the new facility that opens in October and to help ensure a smooth and efficient transition from the old to the new building. The new facility costs increased by \$167,870 to \$180,953 in FY 2010 (3/4 of a year). Two FTEs are transferred from the Cherrydale branch (\$135,908). 	
	<ul style="list-style-type: none"> ▪ Eliminated a Management Specialist position and a Central Services Division Chief position (\$155,099, 1.5 FTE) in Administrative Services. 	(1.5)
	<ul style="list-style-type: none"> ▪ Reduced funding for training (\$25,000), equipment repair (\$5,000), building maintenance (\$5,000), outside printing (\$10,000), unclassified services (\$10,000), print shop charges (\$5,000), and recruitment (\$1,900). 	
	<ul style="list-style-type: none"> ▪ Eliminated a Library Supervisor position (\$97,627, 1.0 FTE) and reduced funding for materials budget by \$65,000 to \$1,175,520, operating equipment (\$10,000), and operating supplies (\$10,000) in Materials and Technology Services. 	(1.0)
	<ul style="list-style-type: none"> ▪ Eliminated five Librarian and one Librarian Assistant positions in the branch libraries (\$258,512, 3.75 FTE), which was partially offset by an increase in temporary FTEs (\$3,278, 0.15 FTE). 	(3.60)
FY 2011	<ul style="list-style-type: none"> ▪ Eliminated the Administrative Assistant positions at the Central Library administrative office (\$68,264; 1.2 FTE). 	(1.2)
	<ul style="list-style-type: none"> ▪ Reduced the budget for temporary employees (\$108,408; 3.44 FTE) 	(3.44)
	<ul style="list-style-type: none"> ▪ Eliminated an Information Systems Analyst position (\$127,974; 1.0 FTE). 	(1.0)
	<ul style="list-style-type: none"> ▪ Reduced library materials budget by \$17,604. 	
	<ul style="list-style-type: none"> ▪ Reduced Central Library by one hour each day of the week, reduce every branch library by 1 full service day per week except for Plaza Library, Glencarlyn and Cherrydale (due to service cuts taken in FY 2010), and reduce detention center hours by half. In FY 2011, the system will be open 384 hours per week for a reduction of 61 hours. Total reduction (\$309,801), reflects savings due to reductions in temporary staff (\$240,172; 7.71 temporary FTEs) and utilities due to the closure of buildings (\$69,629). 	(7.61)
	<ul style="list-style-type: none"> ▪ Eliminated one of 11 Librarian positions (\$92,889; 1.0 FTE). 	(1.0)
	<ul style="list-style-type: none"> ▪ Eliminated two of 24 Library Assistant positions (\$108,080; 2.0 FTE). 	(2.0)
	<ul style="list-style-type: none"> ▪ Eliminated one of seven Librarian Supervisor positions (\$88,368; 1.0 FTE). 	(1.0)
FY 2012	<ul style="list-style-type: none"> ▪ The County Board funded a partial restoration of some branch library hours (\$93,461, 2.45 temporary FTE). 	2.45
	<ul style="list-style-type: none"> ▪ The County Board restored \$50,000 for print materials. 	
	<ul style="list-style-type: none"> ▪ The County Board added one-time funding for E-books (\$115,000). 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ The County Board approved a one percent one-time lump sum payment for employees at the top step (\$16,464). 	
FY 2013	<ul style="list-style-type: none"> ▪ The restoration of library branch hours reduced in FY 2010 and FY 2011 added 8.0 FTEs (\$442,996). ▪ Non-personnel expenses decrease due to the reduction of one-time funding for materials (\$115,000). ▪ Revenues decrease due to a reduction in the amount of fees and fines collected (\$50,076), reimbursements from Signature Theatre for their portion of utilities at the Shirlington Library/Signature Theatre facility (15,000), and the amount of State aid received (\$5,063). 	8.0
FY 2014	<ul style="list-style-type: none"> ▪ Eliminated a Human Resources/Organization Development (OD) Specialist position and a part-time Administrative Technician I position (\$147,521, 1.5 FTEs) ▪ Reduced the budget for temporary employees (\$7,088, 0.20 FTE). ▪ Reduced the consultant budget in Administrative Services Division (\$10,000) and Materials Management Division (\$10,000). ▪ Held 0.5 FTE Library Assistant II position vacant for 6 months (\$18,180). ▪ Intra-County charges increased (\$45,000) for the reimbursement from Schools for their share of the Integrated Library System (ILS). ▪ Revenues decreased due to changes in the reimbursements from Signature Theatre for their portion of utilities at the Shirlington Library/Signature Theatre facility (\$70,000) and is partially offset by a restoration of a previous State aid cut (\$7,196). 	(1.5)
		(0.2)
FY 2015	<ul style="list-style-type: none"> ▪ Reduced data processing expense due to Arlington Public Schools (APS) reduction of participation in the County's contract for the Integrated Library System (ILS) (\$34,000). ▪ Intra-County Charges decrease (\$34,000) due to changes with APS participation on the County's contract for the ILS. ▪ Revenues decrease (\$25,000) based on the historical downward trend of fines, partially due to the increased usage of E-materials which do not incur late fees. 	
FY 2016	<ul style="list-style-type: none"> ▪ Increase in the County's contract for the Integrated Library System (ILS) (\$15,000). 	
FY 2017	<ul style="list-style-type: none"> ▪ The County Board converted proposed ongoing materials funding to one-time funding (\$123,077). ▪ One-time funding added for Pop-Up space (\$250,000). ▪ Ongoing funding added for the County's Open Data Initiative for record archiving (\$50,000), which will be used to implement recommendations of the Arlington History Task Force and digitize priority Central for Local History collections, providing improved public access. 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none">Library fees were adjusted in FY 2017 for overdue items. The daily fees increased from \$0.20 to \$0.30 per day for juvenile/young adult (YA) materials, remain the same for adult materials (\$0.30 per day), and decrease from \$1.00 to \$0.30 per day for all DVDs.	