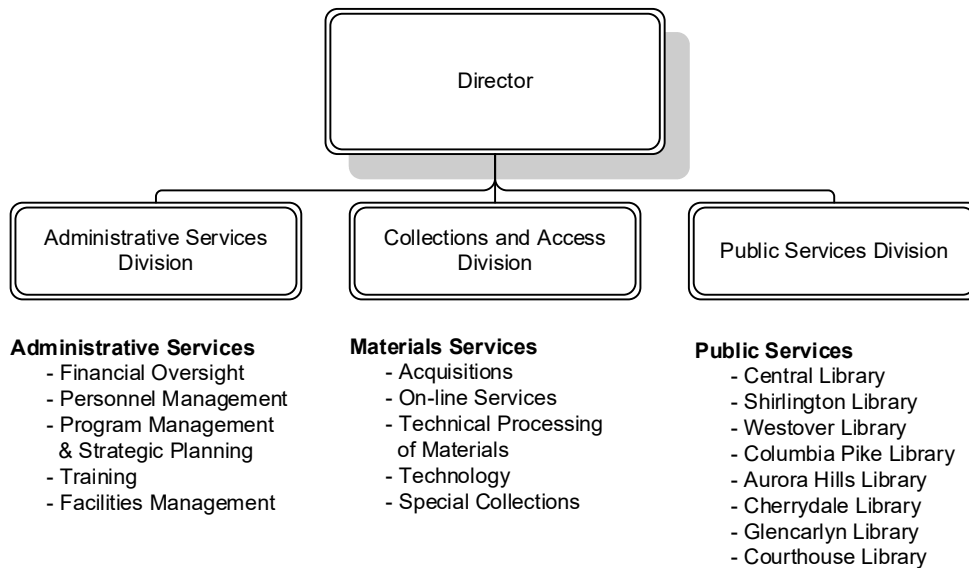


*Our Mission: To provide access to information, create connections to knowledge, and promote the joy of reading for every Arlingtonian*

**LINES OF BUSINESS**



**SIGNIFICANT BUDGET CHANGES**

The FY 2024 adopted expenditure budget for the Department of Libraries is \$17,869,203, an eight percent increase from the FY 2023 adopted budget. The FY 2024 adopted budget reflects:

- ↑ Personnel increases due to employee salary increases; an increase in the County’s cost for employee health insurance; slightly higher retirement contributions based on current actuarial projections; adjustments to salaries resulting from the Administrative, Libraries, and Communications job family studies (\$236,589); and one-time \$2,000 (gross) employee bonuses (\$315,953). These increases are partially offset by the removal of FY 2023 adopted one-time funding for temporary staffing in the first half of FY 2023 (\$260,194).
- ↓ Non-personnel decreases primarily due to the removal of FY 2023 adopted one-time funding for collections (\$718,000) and a reduction in the electricity budget to reflect electricity bill credits resulting from the Maplewood Solar project (\$101,443), partially offset by adjustments to the annual expense for maintenance and replacement of County vehicles (\$20,035) and the addition of one-time funding for collections (\$680,000).
- ↓ Revenue decreases due to adjustments based on actual revenue trends (\$20,000).
- In FY 2024, a portion of Arlington Public Library’s service will be funded with one-time funding of \$406,152. The County will have a longer-term strategic discussion with the community about how to best provide library services in this rapidly changing environment. This discussion will look at how current and future library services can best meet the needs of Arlington residents. Recommendations will be included in the FY 2025 budget process based on the discussion.

**DEPARTMENT FINANCIAL SUMMARY**

	FY 2022 Actual *	FY 2023 Adopted	FY 2024 Adopted	% Change '23 to '24
Personnel	\$11,291,178	\$12,950,640	\$14,396,997	11%
Non-personnel	2,613,111	3,591,614	3,472,206	-3%
GASB	33,775	-	-	-
<b>Total Expenditures</b>	<b>13,938,064</b>	<b>16,542,254</b>	<b>17,869,203</b>	<b>8%</b>
Fees	81,713	110,000	90,000	-18%
Grants	211,774	211,774	211,774	-
GASB	33,775	-	-	-
<b>Total Revenues</b>	<b>327,262</b>	<b>321,774</b>	<b>301,774</b>	<b>-6%</b>
<b>Net Tax Support</b>	<b>\$13,610,802</b>	<b>\$16,220,480</b>	<b>\$17,567,429</b>	<b>8%</b>
Permanent FTEs	117.48	127.00	127.00	
Temporary FTEs	13.19	13.19	13.19	
<b>Total Authorized FTEs</b>	<b>130.67</b>	<b>140.19</b>	<b>140.19</b>	

\* FY 2022 actual expenditures and revenues received reflect the first year of implementing new Governmental Accounting Standard Board (GASB) standards for Statement No. 87 on leases and Statement No. 96 for subscription-based software. See the County Government GASB Summary for department details in the front section of the budget book.

**Expenses & Revenues by Line of Business**

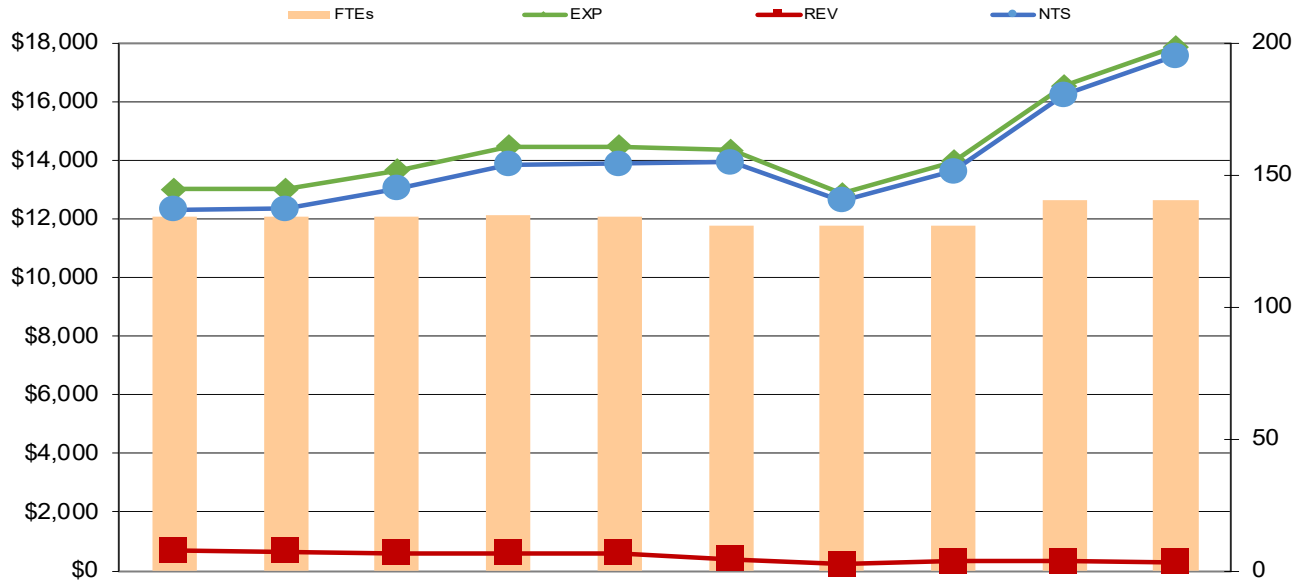
	FY 2022 Actual Expense	FY 2023 Adopted Expense	FY 2024 Adopted Expense	% Change '23 to '24	FY 2024 Adopted Revenue	FY 2024 Net Tax Support
Administrative Services	\$3,835,799	\$2,324,347	\$4,600,312	98%	\$301,774	\$4,298,538
Collections and Access	3,106,782	5,523,423	4,125,439	-25%	-	4,125,439
Public Services	6,995,483	8,694,484	9,143,452	5%	-	9,143,452
<b>Total</b>	<b>\$13,938,064</b>	<b>\$16,542,254</b>	<b>\$17,869,203</b>	<b>8%</b>	<b>\$301,774</b>	<b>\$17,567,429</b>

**Authorized FTEs by Line of Business**

	FY 2023 FTEs Adopted	FY 2024 Permanent FTEs Adopted	FY 2024 Temporary FTEs Adopted	FY 2024 Total FTEs Adopted
Administrative Services	15.75	28.75	1.00	29.75
Collections and Access	26.25	13.25	0.50	13.75
Public Services	98.19	85.00	11.69	96.69
<b>Total</b>	<b>140.19</b>	<b>127.00</b>	<b>13.19</b>	<b>140.19</b>

\*FY 2023 Adopted FTE count includes temporary FTEs: Administrative Services (1.00), Collections and Access (0.50), Public Services (11.69).

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



\$ in 000s	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual*	FY 2023 Adopted Budget	FY 2024 Adopted Budget
<b>EXP</b>	\$13,007	\$12,999	\$13,649	\$14,466	\$14,459	\$14,334	\$12,862	\$13,938	\$16,542	\$17,869
<b>REV</b>	\$688	\$649	\$616	\$607	\$597	\$401	\$229	\$327	\$322	\$302
<b>NTS</b>	\$12,319	\$12,350	\$13,033	\$13,859	\$13,862	\$13,933	\$12,633	\$13,611	\$16,220	\$17,567
<b>FTEs</b>	133.85	133.85	133.85	134.85	133.85	130.67	130.67	130.67	140.19	140.19

\* FY 2022 actual expenditures and revenues received reflect the first year of implementing new Governmental Accounting Standard Board (GASB) standards for Statement No. 87 on leases and Statement No. 96 for subscription-based software. See the County Government GASB Summary for department details in the front section of the budget book.



Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ Eliminated a filled Infrastructure Support Specialist II position that provided computer assistance and support (\$114,579). (1.00)</li> <li>▪ Eliminated a filled Library Associate position that handled bill payment, invoicing, and contracts for the Materials Management Division (\$76,545). (1.00)</li> <li>▪ Eliminated a vacant Library Associate that managed the Talking Books program. (\$72,053). (0.70)</li> <li>▪ Eliminated a vacant Librarian position that managed the Library’s electronic services database (\$50,136). (0.50)</li> <li>▪ Added on-going funding for materials (\$300,000).</li> <li>▪ Increased the annual expense for maintenance and replacement of County vehicles (\$15,266).</li> </ul>	
FY 2021	<ul style="list-style-type: none"> <li>▪ Added funding for materials (\$30,000 ongoing, \$50,000 one-time).</li> <li>▪ Fee revenue decreased due to eliminating overdue fines (\$345,000), partially offset by higher projections in printing and copying fees (\$5,000).</li> <li>▪ Grant revenue increased due to an increase in the state’s grant allocation (\$10,987).</li> </ul>	
FY 2022	<ul style="list-style-type: none"> <li>▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900.</li> <li>▪ The County Board restored funding for a September 2021 reopening of Glencarlyn and Cherrydale libraries (\$739,512 personnel; \$31,488 non-personnel; \$771,000 total) with American Rescue Plan funding.</li> <li>▪ The County Board added one-time funding for collection materials (\$100,000).</li> <li>▪ Increased the living wage from \$15 to \$17 per hour (\$12,762).</li> <li>▪ <i>In FY 2021 closeout, funding was added for a one percent merit pay adjustment (\$46,752) and a one-time bonus for staff of \$450 (\$61,516).</i></li> <li>▪ <i>In FY 2021 closeout, a technical adjustment was made to a Library Page position.</i></li> </ul>	0.02
FY 2023	<ul style="list-style-type: none"> <li>▪ The County Board added funding for an additional one percent merit pay adjustment for a total increase of 5.25 percent, increased the pay-for-performance budget by an additional 0.5 percent, increased the pay range movement to five percent, a one-time increase in shift differential from \$0.75 to \$1.00 per hour for B shift and from \$1.00 to \$1.30 per hour for C shift (\$478), and a one-time increase in language premium from \$0.69 to \$0.92 per hour (\$3,203).</li> <li>▪ The County Board added one-time funding for reducing collection wait times to eight weeks across all electronic and print material platforms (\$543,000).</li> <li>▪ The County Board added one-time funding for inflationary increases in electricity (\$48,592).</li> <li>▪ The County Board added a children’s librarian at Bozman Library for a half-year (\$51,500).</li> </ul>	1.00

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ Added temporary and permanent positions under the restructured staffing model (\$240,980).</li> <li>▪ Added funding for the administrative and library job family studies (\$59,859).</li> <li>▪ Added one-time funding for collections (\$175,000).</li> <li>▪ As a part of the FY 2022 adopted budget, the County Board approved use of American Rescue Plan Act (ARPA) funding to restore programs and positions that had been proposed as cuts. The FY 2023 adopted budget also continues funding for these reductions including the reopening of Glencarlyn and Cherrydale libraries (\$796,984, 8.00 FTEs).</li> <li>▪ <i>A technical adjustment was approved by the County Board in April 2023 to appropriate funding from Non-Departmental to Departments to allocate the budget for bonuses funded in the adopted budget. The funding added to the Department of Libraries was \$284,975.</i></li> </ul>	8.50
FY 2024	<ul style="list-style-type: none"> <li>▪ Added funding for the Administrative, Libraries, and Communications job studies (\$236,589).</li> <li>▪ Added funding for one-time \$2,000 (gross) employee bonuses (\$315,953).</li> <li>▪ Added one-time funding for collections (\$680,000).</li> <li>▪ Decreased the electricity budget to reflect electricity bill credits resulting from the Maplewood Solar project (\$101,443).</li> <li>▪ Replaced ongoing funding with one-time funding for a portion of Library's services (\$406,152).</li> <li>▪ Decreased the fee revenue budget based on the actual trends (\$20,000).</li> </ul>	