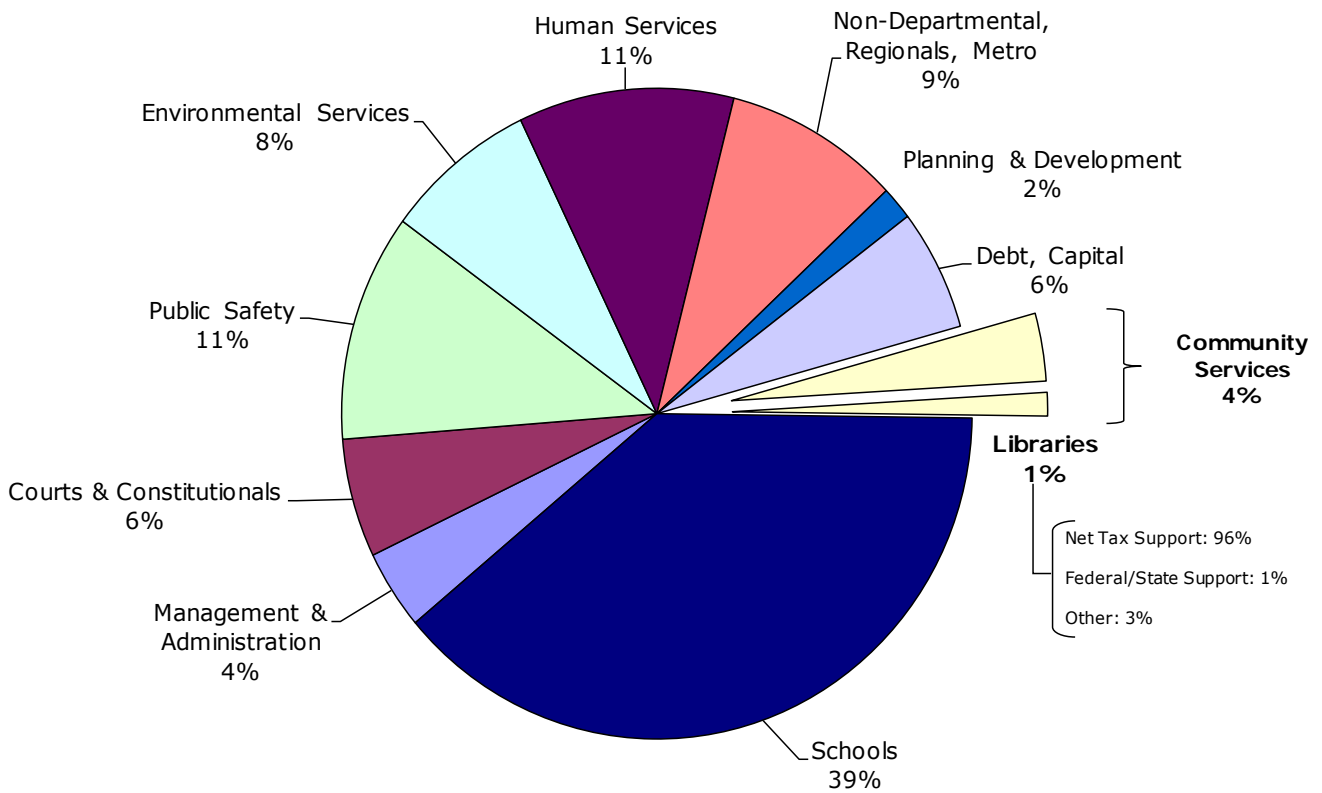
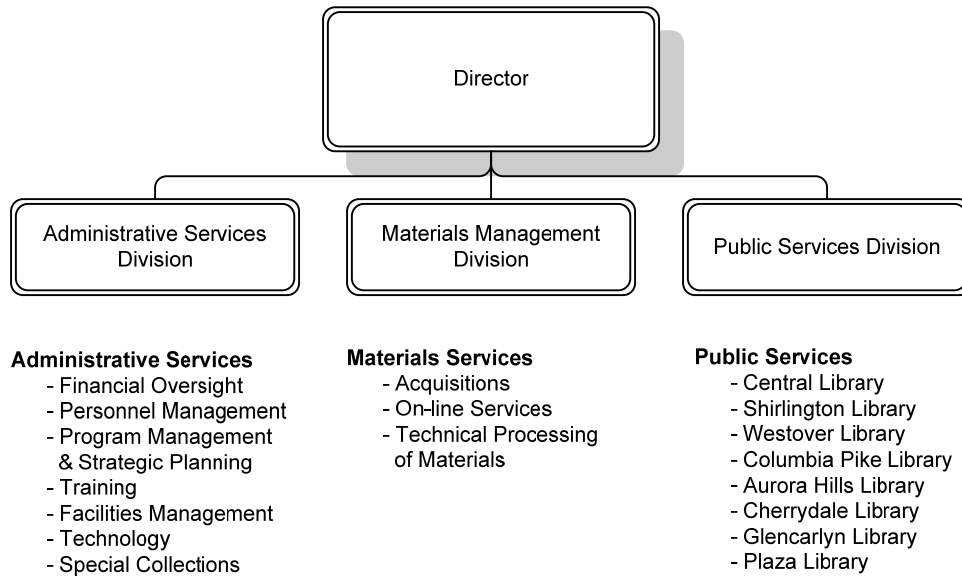


Our Mission: To provide access to information, create connections to knowledge, and promote the joy of reading for every Arlingtonian

FY 2018 Proposed Budget - General Fund Expenditures



LINES OF BUSINESS



SIGNIFICANT BUDGET CHANGES

The FY 2018 proposed expenditure budget for the Department of Libraries is \$14,482,930, a five percent increase over the FY 2017 adopted budget. The FY 2018 budget reflects:

- ↑ Personnel increases due to the addition of a Youth Services Librarian (\$99,500, 1.0 FTE), employee salary increases, an increase in the County’s cost for employee health insurance, and retirement contributions based on current actual projections.
- ↑ Non-personnel increases due to the addition of one-time funding for materials (\$250,000), one-time funding to continue the libraries Pop-Up Library and move the location to Columbia Pike (\$150,000), and contractual increases for the Integrated Library System, offset by the elimination of FY 2017 one-time funding for the Pop-Up library (\$250,000), the elimination of FY 2017 one-time funding for the materials budget (\$123,077), and adjustments to the annual expense for maintenance and replacement of County vehicles (\$512).
- ↓ Intra-county charges decrease because Arlington Public Schools is no longer using the County’s contract for certain cataloging services (\$11,000).
- ↓ Fee revenue decreases to align budget to actuals in recent years (\$60,000).
- ↑ Grant revenue increase due to an increase to the State Aid Public Library Grant (\$11,205).
- Libraries has seen high growth in youth services programming over the last few years and has internally reallocated to address staffing needs. The addition of a Youth Services Librarian will enable Libraries to begin to address growing demand that it can no longer address through internal reallocations. This position is funded from the ongoing savings generated from reducing the Crystal City TIF percentage from 33 percent to 30 percent.

DEPARTMENT FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$10,585,261	\$11,016,590	\$11,598,923	5%
Non-Personnel	2,413,897	2,853,355	2,884,007	1%
Sub-Total	12,999,158	13,869,945	14,482,930	4%
Intra-County Charges	-	(11,000)	-	-100%
Total Expenditures	12,999,158	13,858,945	14,482,930	5%
Fees	472,180	515,000	455,000	-12%
Grants	176,777	171,026	182,231	7%
Total Revenues	648,957	686,026	637,231	-7%
Net Tax Support	\$12,350,201	\$13,172,919	\$13,845,699	5%
Permanent FTEs	120.66	120.66	121.66	
Temporary FTEs	13.19	13.19	13.19	
Total Authorized FTEs	133.85	133.85	134.85	

PROGRAM MISSION

To ensure that the Department's staff receive the tools, services, and support required to deliver excellent customer service. Program areas include the following:

Financial Oversight

- Preparing the budget and tracking revenue and expenditures.

Personnel Management

- Hiring employees for the Department, overseeing the performance appraisal system, and providing counseling for supervisors and employees.

Program Management and Strategic Planning

- Developing plans for library service for future years and managing system-wide projects.

Training

- Locating training opportunities to provide staff with current skills, tracking training taken within the Department, and managing the training budget.

Facilities Management

- Providing delivery service between the branches and Central library, dealing with emergency building repairs, and ensuring overall security of the libraries.

Technology

- Providing technical support for electronic resources and all public access computers.

Special Collections

- The Center for Local History (formerly the Virginia Room) provides archival and digital collections, research services, and educational programs related to Arlington history.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee salary increases, an increase in the County's cost for employee health insurance, and retirement contributions based on current actual projections.
- ↓ Non-personnel decreases due to the elimination of one-time funding for the Pop-Up library (\$250,000) and adjustments to the annual expense for maintenance and replacement of County vehicles (\$512). These decreases are partially offset by the addition of one-time funding to continue the libraries Pop-Up Library and move the location to Columbia Pike (\$150,000), and increased contractual costs for the Integrated Library System (\$4,241).
- ↓ Intra-county charges decrease because Arlington Public Schools is no longer using the County's contract for certain cataloging services (\$11,000).
- ↓ Fee revenue decreases to align budget to actuals in recent years (\$60,000).
- ↑ Grant revenue increases due to an increase to the State Aid Public Library Grant (\$11,205).

ADMINISTRATIVE SERVICES

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$2,404,641	\$2,507,797	\$2,608,121	4%
Non-Personnel	790,810	1,042,116	945,845	-9%
Intra-County Charges	-	(11,000)	-	-100%
Total Expenditures	3,195,451	3,538,913	3,553,966	-
Fees	472,180	515,000	455,000	-12%
Grants	176,777	171,026	182,231	7%
Total Revenues	648,957	686,026	637,231	-7%
Net Tax Support	\$2,546,494	\$2,852,887	\$2,916,735	2%
Permanent FTEs	24.60	24.10	24.10	
Temporary FTEs	0.70	0.70	0.70	
Total Authorized FTEs	25.30	24.80	24.80	

PERFORMANCE MEASURES

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of facility maintenance requests	431	429	443	445	450	450
Percent of department budget appropriation expended	98.3%	98.0%	98.0%	98.0%	100.0%	100.0%

PROGRAM MISSION

To collect, organize, and provide access to information and library resources in a timely and cost-effective manner. This includes:

- Acquisitions – purchasing books and materials in a variety of formats.
- On-line Services - library on-line catalog.
- Technical Processing of Materials.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee salary increases, an increase in the County’s cost for employee health insurance, and retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to the addition of one-time funding for materials (\$250,000), offset by the elimination of FY 2017 one-time funding for materials (\$123,077).

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$1,262,884	\$1,372,184	\$1,405,994	2%
Non-Personnel	1,320,553	1,416,819	1,543,742	9%
Total Expenditures	2,583,437	2,789,003	2,949,736	6%
Total Revenues	-	-	-	-
Net Tax Support	\$2,583,437	\$2,789,003	\$2,949,736	6%
Permanent FTEs	14.50	14.63	14.63	
Temporary FTEs	0.62	0.62	0.62	
Total Authorized FTEs	15.12	15.25	15.25	

PERFORMANCE MEASURES

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Average anticipated wait time for reserved popular print titles	16 weeks	16 weeks	16 weeks	18 weeks	19 weeks	20 weeks
Average anticipated wait time for reserved popular e-titles	N/A	N/A	N/A	27 weeks	22 weeks	22 weeks
Children & teen material as a percent of total library circulation	47.2%	49.4%	51.0%	48.0%	47.0%	46.0%
Downloadable material as a percent of total library circulation	7.4%	9.7%	11.2%	13.1%	20.0%	23.0%
Downloadable material as a percentage of total library material spending	12.6%	11.0%	11.0%	14.0%	22.0%	25.0%
E-materials added to collection	4,684	5,038	6,190	16,725	10,000	14,000
Number of new library cards issued	20,387	20,076	18,889	24,405	23,000	23,000
Physical Titles added to collection	81,483	76,699	68,235	71,556	65,000	64,000
Titles added to the collection	86,167	81,737	74,425	88,281	75,000	78,000

- Average anticipated wait time for popular print titles will increase to 19 weeks in FY 2017 and is estimated to increase to 20 weeks in FY 2018 due to increased cost of materials and a wider variety of materials (digital and print) needed for the collection.
- Anticipated wait times for popular e-titles will remain higher than print titles for the foreseeable future as the same title is significantly more expensive in the digital format.
- Titles added to the collection refers to all copies in the collection in all formats, including ebooks.
- The number of new library cards issued increased in FY 2016 due to outreach to students through Arlington Public Schools during the library’s Summer Reading program.
- Titles added to the collection and E-materials added to collection surged in FY 2016 when the library invested in Hoopla, a streaming digital content option for patrons. A large number of initial titles were added to the collection for the start-up year of Hoopla.

PROGRAM MISSION

To provide access to information, create connections among people, and promote reading and culture for every Arlingtonian and other patrons.

The libraries serving Arlington neighborhoods are:

- Central Library
- Shirlington Library
- Westover Library
- Columbia Pike Library
- Aurora Hills Library
- Cherrydale Library
- Glencarlyn Library
- Plaza Library

PROGRAM FINANCIAL SUMMARY

	FY 2016 Actual	FY 2017 Adopted	FY 2018 Proposed	% Change '17 to '18
Personnel	\$6,917,733	\$7,136,609	\$7,584,808	6%
Non-Personnel	302,534	394,420	394,420	-
Total Expenditures	7,220,267	7,531,029	7,979,228	6%
Total Revenues	-	-	-	-
Net Tax Support	\$7,220,267	\$7,531,029	\$7,979,228	6%
Permanent FTEs	81.56	81.93	82.93	
Temporary FTEs	11.87	11.87	11.87	
Total Authorized FTEs	93.43	93.80	94.80	

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to the addition of a Youth Services Librarian (\$99,500, 1.0 FTE), employee salary increases, an increase in the County's cost for employee health insurance, and retirement contributions based on current actuarial projections.
- Libraries has seen exploding growth in youth services programming over the last few years and has internally reallocated to address staffing needs. This position will enable Libraries to begin to address growing demand that it can no longer address through internal reallocations. This position is funded from the ongoing savings generated from reducing the Crystal City TIF percentage from 33 percent to 30 percent.

PERFORMANCE MEASURES

Central Library

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of children and young adults attending programs	27,828	28,742	26,951	35,742	35,000	35,000
Number of physical materials borrowed	988,852	949,761	920,311	876,099	850,000	850,000

Shirlington Library

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of children and young adults attending programs	11,284	10,407	13,235	15,405	15,000	15,000
Number of physical materials borrowed	272,859	276,971	258,003	252,545	250,000	250,000

Westover Library

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of children and young adults attending programs	12,633	14,210	17,090	17,949	18,000	18,000
Number of physical materials borrowed	323,154	320,607	317,295	304,428	300,000	300,000

Columbia Pike Library

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of children and young adults attending programs	8,839	9,399	7,754	6,237	7,500	7,500
Number of physical materials borrowed	186,107	193,591	187,360	170,495	165,000	165,000

Aurora Hills Library

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of children and young adults attending programs	5,832	6,238	6,227	5,494	6,500	6,500
Number of physical materials borrowed	164,419	163,477	153,736	142,118	140,000	140,000

Cherrydale Library

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of children and young adults attending programs	5,637	5,677	4,083	3,607	4,000	4,000
Number of physical materials borrowed	120,939	117,995	116,282	109,584	105,000	105,000

Glencarlyn Library

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of children and young adults attending programs	5,743	6,329	4,788	5,252	5,000	5,500
Number of physical materials borrowed	76,090	78,426	75,615	67,572	65,000	65,000

Plaza Library

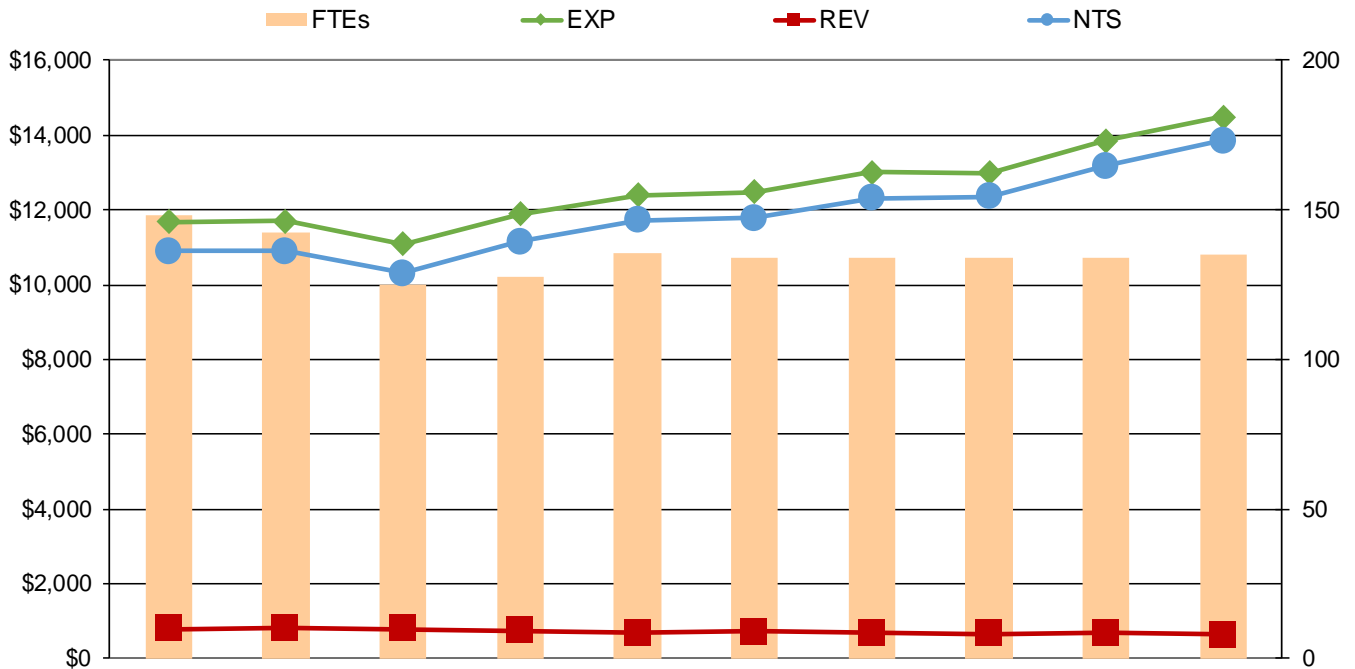
Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of physical materials borrowed	35,643	33,899	31,970	31,836	30,000	30,000

Virtual Library (E-Material)

Critical Measures	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimate	FY 2018 Estimate
Number of materials borrowed	179,901	234,523	276,718	405,189	432,100	450,000

- Number of virtual materials borrowed surged in FY 2016 when the library invested in Hoopla, a streaming digital content option for patrons.
- The number of physical materials continues to decline as some patrons move to digital borrowing options.
- In keeping with demographic trends seen across the County, the library continues to serve increasing number of children and young adults at library programs.

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



	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted Budget	FY 2018 Proposed Budget
EXP	\$11,672	\$11,709	\$11,099	\$11,889	\$12,395	\$12,493	\$13,007	\$12,999	\$13,859	\$14,483
REV	\$782	\$815	\$792	\$743	\$676	\$710	\$688	\$649	\$686	\$637
NTS	\$10,890	\$10,894	\$10,307	\$11,146	\$11,719	\$11,783	\$12,319	\$12,350	\$13,173	\$13,846
FTEs	148.5	142.65	125.10	127.55	135.55	133.85	133.85	133.85	133.85	134.85

Fiscal Year	Description	FTEs
FY 2011	▪ Eliminated the Administrative Assistant positions at the Central Library administrative office (\$68,264; 1.2 FTE).	(1.2)
	▪ Reduced the budget for temporary employees (\$108,408; 3.44 FTE)	(3.44)
	▪ Eliminated an Information Systems Analyst position (\$127,974; 1.0 FTE).	(1.0)
	▪ Reduced library materials budget by \$17,604.	
	▪ 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)
	▪ Eliminated one of 11 Librarian positions (\$92,889; 1.0 FTE).	(1.0)
	▪ Eliminated two of 24 Library Assistant positions (\$108,080; 2.0 FTE).	(2.0)
FY 2012	▪ Eliminated one of seven Librarian Supervisor positions (\$88,368; 1.0 FTE).	(1.0)
	▪ The County Board funded a partial restoration of some branch library hours (\$93,461, 2.45 temporary FTE).	2.45
	▪ The County Board restored \$50,000 for print materials.	
	▪ The County Board added one-time funding for E-books (\$115,000).	
FY 2013	▪ The County Board approved a one percent one-time lump sum payment for employees at the top step (\$16,464).	
	▪ The restoration of library branch hours reduced in FY 2010 and FY 2011 added 8.0 FTEs (\$442,996).	8.0
	▪ Non-personnel expenses decrease due to the reduction of one-time funding for materials (\$115,000).	
FY 2014	▪ 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).	
	▪ Eliminated a Human Resources/Organization Development (OD) Specialist position and a part-time Administrative Technician I position (\$147,521, 1.5 FTEs)	(1.5)
	▪ Reduced the budget for temporary employees (\$7,088, 0.20 FTE).	(0.2)
	▪ 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).	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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). 	
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. ▪ 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. 	