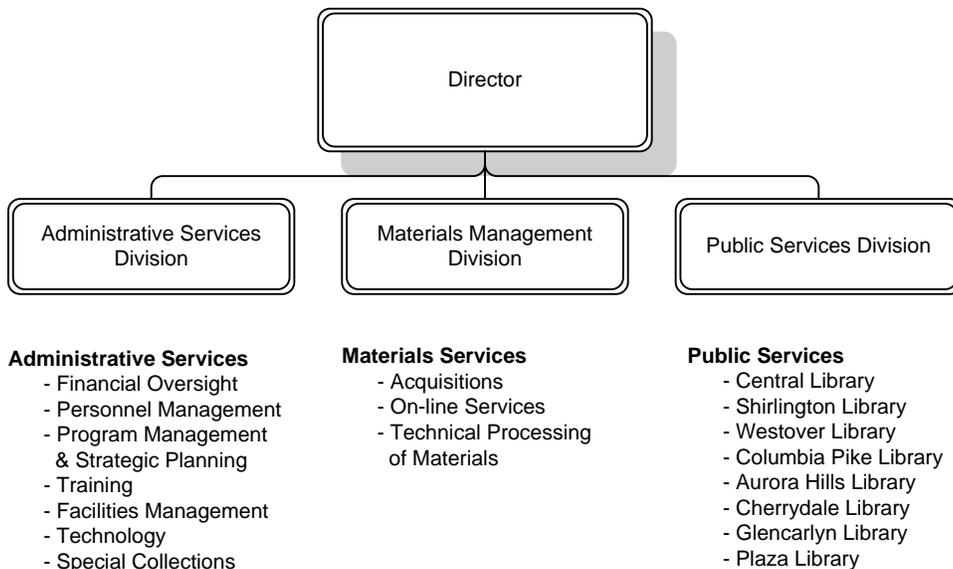


*Our Mission: To provide access to information, create connections to knowledge, and promote the joy of reading for every Arlingtonian*

**LINES OF BUSINESS**



**SIGNIFICANT BUDGET CHANGES**

The FY 2019 adopted expenditure budget for the Department of Libraries is \$14,524,515, a one percent increase over the FY 2018 adopted budget. The FY 2019 budget reflects:

- ↑ 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, partially offset by the reduction itemized below.
- ↓ Non-personnel decreases due to the elimination of one-time funding for materials (\$250,000) and the Pop-Up Library in Crystal City (\$19,000), and adjustments to the annual expense for maintenance and replacement of County vehicles (\$2,424).
- ↓ Fee revenue decreases to better align budget to actuals (\$30,000).

**FY 2019 Adopted Budget Reduction**

**Materials Services**

- ↓ Elimination of a filled Library Assistant II position that handles tasks associated with processing physical materials (\$74,086, 1.0 FTE).

IMPACT: The physical processing tasks previously handled by the two library assistants will be handled by one library assistant and other staff in the Division.

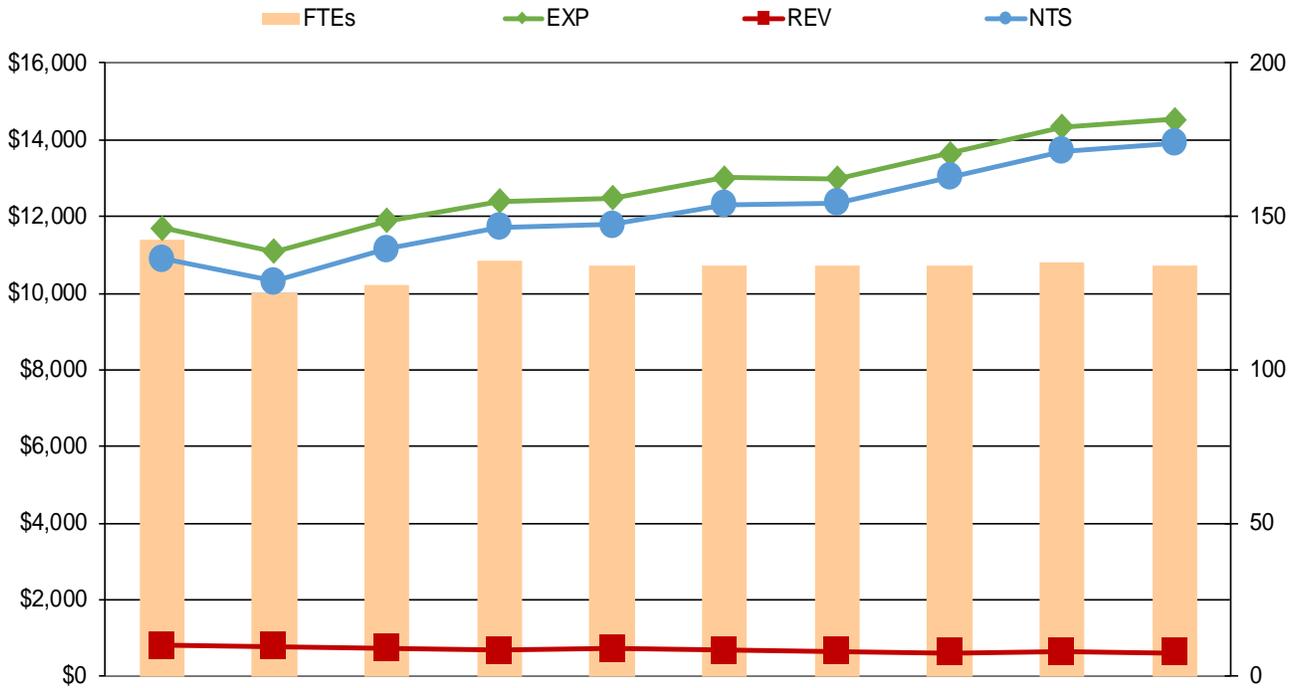
**DEPARTMENT FINANCIAL SUMMARY**

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	% Change '18 to '19
Personnel	\$10,863,187	\$11,598,923	\$12,042,932	4%
Non-Personnel	2,785,737	2,753,007	2,481,583	-10%
Sub-Total	13,648,924	14,351,930	14,524,515	1%
<b>Total Expenditures</b>	<b>13,648,924</b>	<b>14,351,930</b>	<b>14,524,515</b>	<b>1%</b>
Fees	433,302	455,000	425,000	-7%
Grants	182,231	182,139	182,231	-
<b>Total Revenues</b>	<b>615,533</b>	<b>637,139</b>	<b>607,231</b>	<b>-5%</b>
<b>Net Tax Support</b>	<b>\$13,033,391</b>	<b>\$13,714,791</b>	<b>\$13,917,284</b>	<b>1%</b>
Permanent FTEs	120.66	121.66	120.66	
Temporary FTEs	13.19	13.19	13.19	
<b>Total Authorized FTEs</b>	<b>133.85</b>	<b>134.85</b>	<b>133.85</b>	

**Expenses by Line of Business**

	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	% Change '18 to '19
Administrative Services	\$3,367,483	\$3,422,966	\$3,746,776	9%
Materials Management	2,815,206	2,949,736	2,764,579	-6%
Public Services	7,466,235	7,979,228	8,013,160	-
<b>Total Expenditures</b>	<b>\$13,648,924</b>	<b>\$14,351,930</b>	<b>\$14,524,515</b>	<b>1%</b>

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



	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
\$ in 000s	Actual	Adopted Budget	Adopted Budget							
<b>EXP</b>	\$11,709	\$11,099	\$11,889	\$12,395	\$12,493	\$13,007	\$12,999	\$13,649	\$14,352	\$14,525
<b>REV</b>	\$815	\$792	\$743	\$676	\$710	\$688	\$649	\$616	\$637	\$607
<b>NTS</b>	\$10,894	\$10,307	\$11,146	\$11,719	\$11,783	\$12,319	\$12,350	\$13,033	\$13,715	\$13,917
<b>FTEs</b>	142.65	125.10	127.55	135.55	133.85	133.85	133.85	133.85	134.85	133.85

Fiscal Year	Description	FTEs
FY 2010	<ul style="list-style-type: none"> <li>▪ The County Board added funding for a one-time lump-sum payment of \$500 for employees (\$69,050).</li> <li>▪ 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 a lost library card will go from \$1 to \$2; special handling of interlibrary loan requests from \$3 to \$5; 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).</li> <li>▪ 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).</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Eliminated a Management Specialist position and a Central Services Division Chief position (\$155,099) in Administrative Services.</li> </ul>	(1.5)
	<ul style="list-style-type: none"> <li>▪ 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).</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Eliminated a Library Supervisor position (\$97,627) 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.</li> </ul>	(1.0)
	<ul style="list-style-type: none"> <li>▪ 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).</li> </ul>	(3.60)
FY 2011	<ul style="list-style-type: none"> <li>▪ Eliminated the Administrative Assistant positions at the Central Library administrative office (\$68,264).</li> </ul>	(1.2)
	<ul style="list-style-type: none"> <li>▪ Reduced the budget for temporary employees (\$108,408).</li> </ul>	(3.44)
	<ul style="list-style-type: none"> <li>▪ Eliminated an Information Systems Analyst position (\$127,974).</li> </ul>	(1.0)
	<ul style="list-style-type: none"> <li>▪ Reduced library materials budget by \$17,604.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Reduced Central Library hours by one hour each day of the week, reduce every branch library hours 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).</li> </ul>	(7.71)
	<ul style="list-style-type: none"> <li>▪ Eliminated one of 11 Librarian positions (\$92,889).</li> </ul>	(1.0)
<ul style="list-style-type: none"> <li>▪ Eliminated two of 24 Library Assistant positions (\$108,080).</li> </ul>	(2.0)	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>▪ Eliminated one of seven Librarian Supervisor positions (\$88,368).</li> </ul>	(1.0)
FY 2012	<ul style="list-style-type: none"> <li>▪ The County Board funded a partial restoration of some branch library hours (\$93,461, 2.45 temporary FTE).</li> <li>▪ The County Board restored \$50,000 for print materials.</li> <li>▪ The County Board added one-time funding for E-books (\$115,000).</li> <li>▪ The County Board approved a one percent one-time lump sum payment for employees at the top step (\$16,464).</li> </ul>	2.45
FY 2013	<ul style="list-style-type: none"> <li>▪ The restoration of library branch hours reduced in FY 2010 and FY 2011 added 8.0 FTEs (\$442,996).</li> <li>▪ Non-personnel expenses decrease due to the reduction of one-time funding for materials (\$115,000).</li> <li>▪ 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).</li> </ul>	8.0
FY 2014	<ul style="list-style-type: none"> <li>▪ Eliminated a Human Resources/Organization Development (OD) Specialist position and a part-time Administrative Technician I position (\$147,521).</li> <li>▪ Reduced the budget for temporary employees (\$7,088).</li> <li>▪ Reduced the consultant budget in Administrative Services Division (\$10,000) and Materials Management Division (\$10,000).</li> <li>▪ Held 0.5 FTE Library Assistant II position vacant for 6 months (\$18,180).</li> <li>▪ Intra-County charges increased (\$45,000) for the reimbursement from Schools for their share of the Integrated Library System (ILS).</li> <li>▪ 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), partially offset by the restoration of a previous State aid cut (\$7,196).</li> </ul>	(1.5) (0.2)
FY 2015	<ul style="list-style-type: none"> <li>▪ 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).</li> <li>▪ Intra-County Charges decrease due to changes with APS participation on the County's contract for the ILS (\$34,000).</li> <li>▪ Revenues decrease based on the historical downward trend of fines, partially due to the increased usage of E-materials which do not incur late fees (\$25,000).</li> </ul>	
FY 2016	<ul style="list-style-type: none"> <li>▪ Increase in the County's contract for the Integrated Library System (ILS) (\$15,000).</li> </ul>	
FY 2017	<ul style="list-style-type: none"> <li>▪ The County Board converted proposed ongoing materials funding to</li> </ul>	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> <li>one-time funding (\$123,077).</li> <li>▪ One-time funding added for Pop-Up space (\$250,000).</li> <li>▪ 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.</li> <li>▪ 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 decreased from \$1.00 to \$0.30 per day for all DVDs.</li> </ul>	
FY 2018	<ul style="list-style-type: none"> <li>▪ The County Board added one-time funding for the Pop-Up space in Crystal City to remain open through December of 2017 (\$19,000).</li> <li>▪ Eliminated one-time funding added in FY 2017 for the creation of the Pop-Up space (\$250,000) and materials (\$123,077).</li> <li>▪ Added a Youth Services Librarian (\$99,500), funded from savings generated from reducing the Crystal City TIF percentage from 33 percent to 30 percent.</li> <li>▪ One-time funding added for materials (\$250,000).</li> </ul>	1.0
FY 2019	<ul style="list-style-type: none"> <li>▪ Elimination of a filled Library Assistant II position that handles tasks associated with processing physical materials (\$74,086).</li> <li>▪ Removal of one-time funding for materials (\$250,000) and the Pop-Up Library in Crystal City (\$19,000).</li> <li>▪ Non personnel decreases due to adjustments to the annual expense for maintenance and replacement of County vehicles (\$2,424).</li> <li>▪ Fee revenue decreases to better align budget to actuals (\$30,000).</li> </ul>	(1.0)