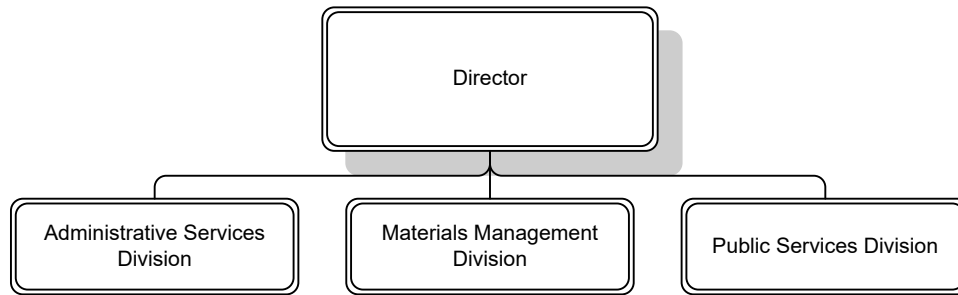


Our Mission: To provide access to information, create connections to knowledge, and promote the joy of reading for every Arlingtonian

LINES OF BUSINESS



Administrative Services

- Financial Oversight
- Personnel Management
- Program Management & Strategic Planning
- Training
- Facilities Management
- Technology
- Special Collections

Materials Services

- Acquisitions
- On-line Services
- Technical Processing of Materials

Public Services

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

SIGNIFICANT BUDGET CHANGES

The FY 2021 adopted expenditure budget for the Department of Libraries is \$14,758,386, less than one percent change over the FY 2020 adopted budget. The FY 2021 adopted budget reflects:

- Personnel changes due to an increase in the County’s cost for employee health insurance, partially offset by lower retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to the addition of funding for materials (\$30,000 ongoing, \$50,000 one-time) to grow the children’s collection across the system, add resources to the library’s database and e-book collections, and adjustments to the annual expense for maintenance and replacement of County vehicles (\$5,582).
- ↓ Revenue decreases due to the elimination of overdue fines (\$345,000) to make the library’s collections more accessible to all users, partially offset by higher projections in printing and copying fees (\$5,000) and an increase in the state’s grant allocation (\$10,987).

DEPARTMENT FINANCIAL SUMMARY

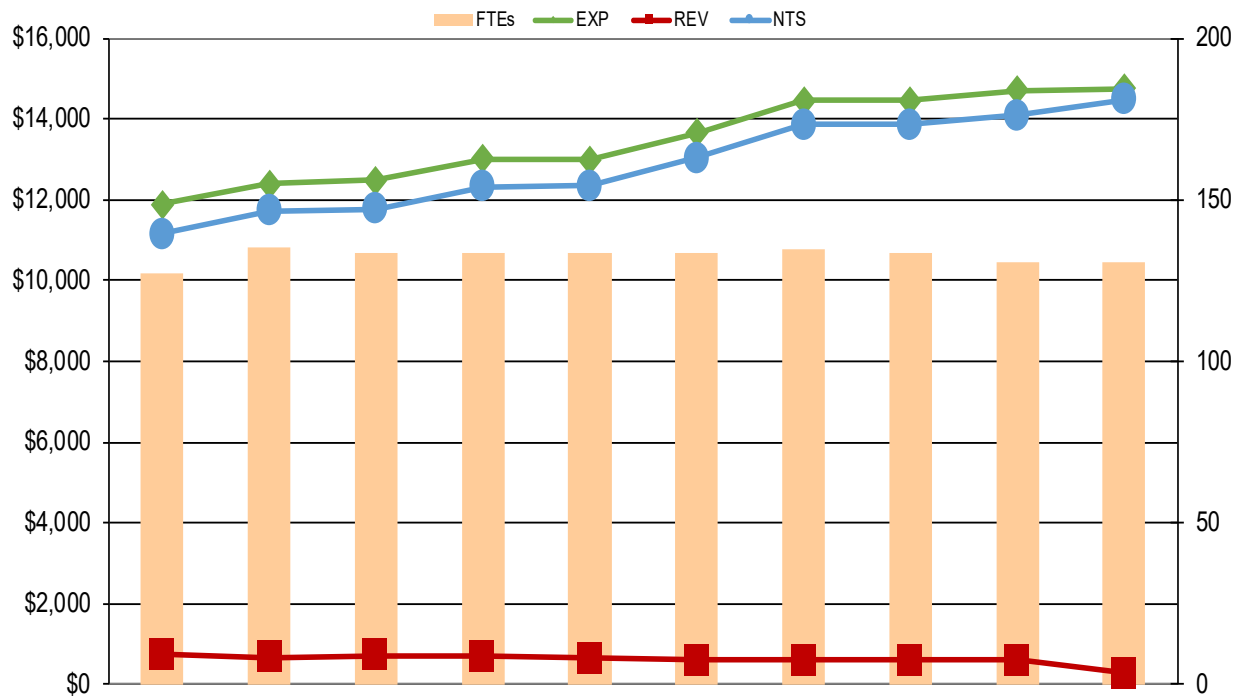
	FY 2019 Actual	FY 2020 Adopted	FY 2021 Adopted	% Change '20 to '21
Personnel	\$11,733,213	\$11,906,252	\$11,874,785	-
Non-Personnel	2,725,299	2,798,019	2,883,601	3%
Total Expenditures	14,458,512	14,704,271	14,758,386	-
Fees	412,502	425,000	85,000	-80%
Grants	184,510	182,231	193,218	6%
Total Revenues	597,012	607,231	278,218	-54%
Net Tax Support	\$13,861,500	\$14,097,040	\$14,480,168	3%
Permanent FTEs	120.66	117.48	117.48	
Temporary FTEs	13.19	13.19	13.19	
Total Authorized FTEs	133.85	130.67	130.67	

Expenses by Line of Business

	FY 2019 Actual	FY 2020 Adopted	FY 2021 Adopted	% Change '20 to '21	FY 2021 Adopted FTEs
Administrative Services*	\$3,973,529	\$3,757,814	\$3,826,895	2%	26.95
Materials Management*	2,891,278	2,999,677	2,994,859	-	12.87
Public Services*	7,593,705	7,946,780	7,936,632	-	90.85
Total Expenditures	\$14,458,512	\$14,704,271	\$14,758,386	-	130.67

*FTE count includes temporary FTEs: Administrative Services (0.70), Materials Management (0.62), Public Services (11.87)

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



	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Adopted Budget
EXP	\$11,889	\$12,395	\$12,493	\$13,007	\$12,999	\$13,649	\$14,466	\$14,459	\$14,704	\$14,758
REV	\$743	\$676	\$710	\$688	\$649	\$616	\$607	\$597	\$607	\$278
NTS	\$11,146	\$11,719	\$11,783	\$12,319	\$12,350	\$13,033	\$13,859	\$13,862	\$14,097	\$14,480
FTEs	127.55	135.55	133.85	133.85	133.85	133.85	134.85	133.85	130.67	130.67

Fiscal Year	Description	FTEs
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). ▪ The County Board restored \$50,000 for print materials. ▪ The County Board added one-time funding for E-books (\$115,000). ▪ The County Board approved a one percent one-time lump sum payment for employees at the top step (\$16,464). 	2.45
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 decreased due to the reduction of one-time funding for materials (\$115,000). ▪ Revenues decreased 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). ▪ Reduced the budget for temporary employees (\$7,088). ▪ 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 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). 	(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 decreased due to changes with APS participation on the County's contract for the ILS (\$34,000). ▪ Revenues decreased 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). 	
FY 2016	<ul style="list-style-type: none"> ▪ Increased funds 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). 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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 decreased from \$1.00 to \$0.30 per day for all DVDs. 	
FY 2018	<ul style="list-style-type: none"> ▪ The County Board added one-time funding for the Pop-Up space in Crystal City to remain open through December of 2017 (\$19,000). ▪ Eliminated one-time funding added in FY 2017 for the creation of the Pop-Up space (\$250,000) and materials (\$123,077). ▪ Added a Youth Services Librarian (\$99,500), funded from savings generated from reducing the Crystal City TIF percentage from 33 percent to 30 percent. ▪ One-time funding added for materials (\$250,000). 	1.0
FY 2019	<ul style="list-style-type: none"> ▪ Eliminated of a filled Library Assistant II position that handles tasks associated with processing physical materials (\$74,086). ▪ Removed of one-time funding for materials (\$250,000) and the Pop-Up Library in Crystal City (\$19,000). ▪ Non-personnel decreased due to adjustments to the annual expense for maintenance and replacement of County vehicles (\$2,424). ▪ Fee revenue decreased to better align budget to actuals (\$30,000). ▪ <i>A technical adjustment was made to align the County’s Human Resource system with Libraries’ FY 2019 budget.</i> 	(1.0) 0.02
FY 2020	<ul style="list-style-type: none"> ▪ Reduced wireless service charges as part of a County-wide review of wireless service providers (\$1,330). ▪ Eliminated of a filled Infrastructure Support Specialist II position that provides computer assistance and support (\$114,579). ▪ Eliminated of a filled Library Associate position that handles bill payment, invoicing, and assistance with contracts for the Materials Management Division (\$76,545). ▪ Eliminated of a vacant Library Associate that manages the Talking Books program. (\$72,053). ▪ Eliminated of a vacant Librarian position that manages the Library’s electronic services database (\$50,136). ▪ Added on-going funding for materials (\$300,000). ▪ Increased to the annual expense for maintenance and replacement of County vehicles (\$15,266). 	(1.0) (1.0) (0.7) (0.5)
FY 2021	<ul style="list-style-type: none"> ▪ Added funding for materials (\$30,000 ongoing, \$50,000 one-time). ▪ Fee revenue decreased due to eliminating overdue fines (\$345,000), 	