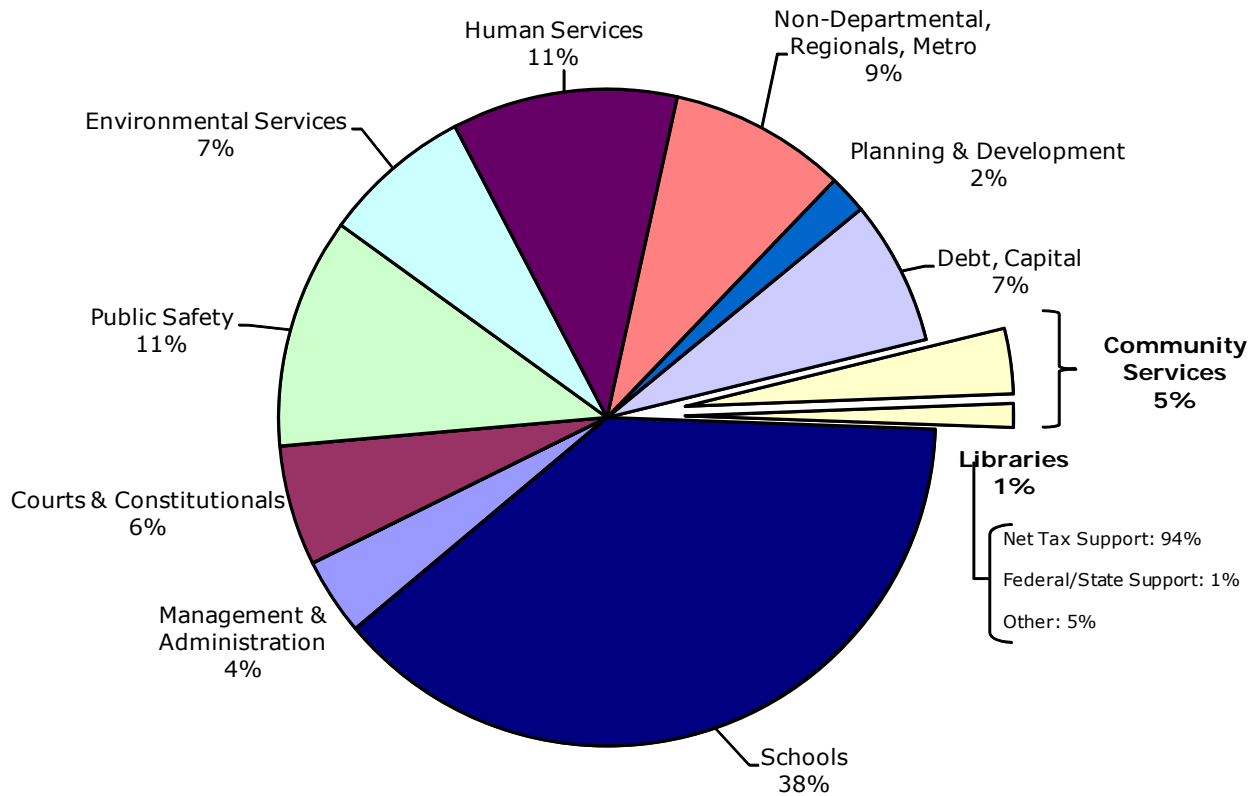
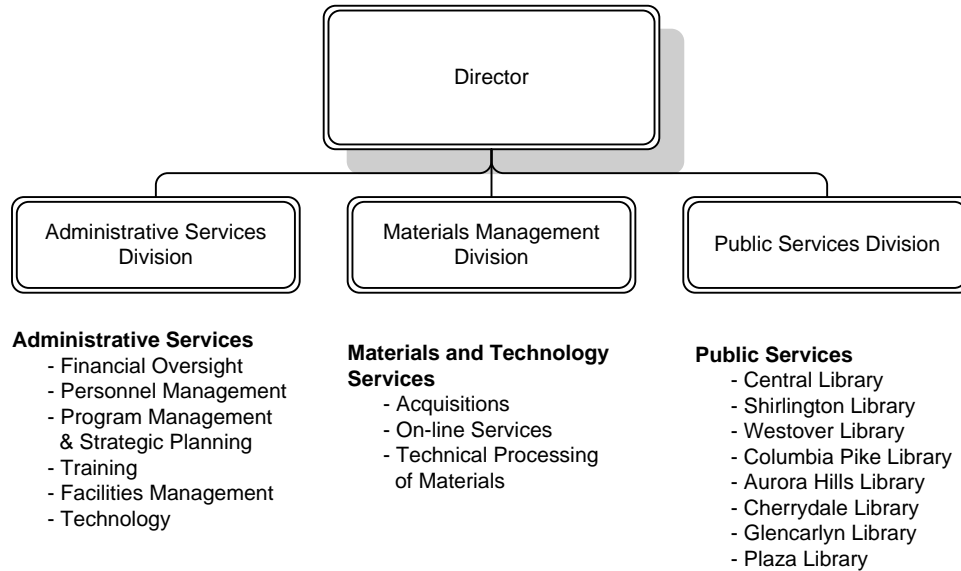


Our Mission: To provide access to information, create connections to knowledge, and promote the joy of reading for every Arlingtonian

FY 2014 Proposed Budget - General Fund Expenditures



LINES OF BUSINESS



SIGNIFICANT BUDGET CHANGES

The FY 2014 proposed expenditure budget for the Department of Libraries is \$12,571,566, a one percent increase over the FY 2013 adopted budget. The FY 2014 budget reflects:

- ↑ Personnel increases due to employee step increases, a three percent increase in the County’s cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies. These increases are offset by reductions itemized in the Line of Business Summaries below.
- ↑ Non-personnel expenses increase for adjustments to the annual expense for maintenance and replacement of County vehicles (\$8,210). These increases are offset by reductions itemized in the Line of Business Summaries below.
- ↓ Revenues decrease due to a reduction in the amount of State aid received (\$753) and changes in the reimbursements from Signature Theatre for their portion of utilities at the Shirlington Library/Signature Theatre facility (\$70,000).

Administrative Services

- ↓ Eliminate a Human Resources/Organization Development (OD) Specialist position and a part-time Administrative Technician I position (\$147,521; 1.5 FTEs).
IMPACT: Work will be redistributed to remaining staff in the Administrative Services Division. Staff will rely more on Human Resources Department’s OD staff and some specialized Libraries training programs will be held less often.
- ↓ Reduce the budget for temporary employees (\$7,088; 0.20 FTE).
IMPACT: Due to consolidation of administrative staff at Central Library, the use of temporary employees to staff the front desk and phone lines will no longer be needed.
- ↓ Reduce the consultant budget from \$18,894 to \$8,894 (\$10,000).
IMPACT: Libraries will hire fewer consultants for special projects on an as-needed basis.

Materials and Technology Services

- ↓ Reduce the consultant budget from \$20,000 to \$10,000 (\$10,000).
IMPACT: Libraries will hire fewer consultants for special projects on an as-needed basis.

Public Service Division

- ↓ Hold 0.5 FTE Library Assistant II position vacant for six months (\$18,180).
IMPACT: Staff will be asked to assume responsibilities of the vacant position, thereby increasing staff workloads and possibly impacting customer service.

DEPARTMENT FINANCIAL SUMMARY

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	% Change '13 to '14
Personnel	\$9,390,005	\$9,969,062	\$10,122,984	2%
Non-Personnel	2,560,488	2,460,372	2,448,582	-
Sub-Total	11,950,493	12,429,434	12,571,566	1%
Intra-County Charges	(61,742)	-	-	-
Total Expenditures	11,888,751	12,429,434	12,571,566	1%
Fees	565,716	555,000	555,000	-
Grants	161,831	163,830	163,077	-
Miscellaneous	15,135	70,000	-	-100%
Total Revenues	742,682	788,830	718,077	-9%
Net Tax Support	\$11,146,069	\$11,640,604	\$11,853,489	2%
Permanent FTEs	114.16	122.16	120.66	
Temporary FTEs	13.39	13.39	13.19	
Total Authorized FTEs	127.55	135.55	133.85	

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

- Technology Support - technical support for public access of computers.

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee step increases, a three percent increase in the County's cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies. Personnel also increases due to the reallocation of 1.75 FTEs from the Materials and Technology Science Division (\$86,963; 1.75 FTEs) due to organizational demands. These increases are offset by reductions itemized below.
- ↑ Non-personnel expenses increase for adjustments to the annual expense for maintenance and replacement of County vehicles (\$14,082), which includes the transfer of one vehicle from the Public Services Division to the Administrative Services Division. These increases are offset by the reduction itemized below.
- ↓ Revenues decrease due to a reduction in the amount of State aid received (\$753) and changes to the reimbursements from Signature Theatre for their portion of utilities at the Shirlington Library/Signature Theatre facility (\$70,000).
- ↓ Eliminate a Human Resources/OD Specialist position and a part-time Administrative Technician I position (\$147,521; 1.5 FTEs).
IMPACT: Work will be redistributed to remaining staff in the Administrative Services Division. Staff will rely more on Human Resources Department's OD staff and some specialized Libraries training programs will be held less often.

ADMINISTRATIVE SERVICES

- ↓ Reduce the budget for temporary employees (\$7,088; 0.20 FTE).

IMPACT: Due to consolidation of administrative staff at Central Library, the use of temporary employees to staff front desk and phone lines will no longer be needed.

- ↓ Reduce the budget for consultants from \$18,894 to \$8,894 (\$10,000).

IMPACT: Libraries will hire fewer consultants for special projects on an as-needed basis.

PROGRAM FINANCIAL SUMMARY

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	% Change '13 to '14
Personnel	\$1,260,569	\$1,311,578	\$1,315,289	-
Non-Personnel	430,842	496,095	500,177	1%
Total Expenditures	1,691,411	1,807,673	1,815,466	-
Fees	565,716	555,000	555,000	-
Grants	161,831	163,830	163,077	-
Miscellaneous	15,135	70,000	-	-100%
Total Revenues	742,682	788,830	718,077	-9%
Net Tax Support	\$948,729	\$1,018,843	\$1,097,389	8%
Permanent FTEs	13.10	13.60	13.85	
Temporary FTEs	0.90	0.90	0.70	
Total Authorized FTEs	14.00	14.50	14.55	

PERFORMANCE MEASURES

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of facility maintenance requests	498	465	456	490	450	450
Percent of department budget appropriation expended	95%	95%	98%	100%	100%	100%

- The increase in FY 2012 facility maintenance requests were due to small renovation projects at Aurora Hills and the Cherrydale branch libraries.

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 and loan system.
- Technical processing of materials.

SIGNIFICANT BUDGET CHANGES

- ↓ Personnel decreases due to the reallocation of 3.50 FTEs positions to the Administrative Services Division (\$86,963; 1.75 FTEs) and the Public Services Division (\$127,905; 1.75 FTEs) based on organizational demands. This decrease is partially offset by increases due to employee step increases, a three percent increase in the County’s cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, and increases due to reclassification of positions identified to be substantially below comparative pay studies.
- ↓ Reduce the consultant budget from \$20,000 to \$10,000 (\$10,000).
IMPACT: Libraries will hire fewer consultants for special technology projects on an as-needed basis.

PROGRAM FINANCIAL SUMMARY

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	% Change '13 to '14
Personnel	\$1,486,856	\$1,798,663	\$1,562,317	-13%
Non-Personnel	1,812,222	1,559,964	1,549,964	-1%
Sub-Total	3,299,078	3,358,627	3,112,281	-7%
Intra-County Charges	(61,742)	-	-	-
Total Expenditures	3,237,336	3,358,627	3,112,281	-7%
Total Revenues	-	-	-	-
Net Tax Support	\$3,237,336	\$3,358,627	\$3,112,281	-7%
Permanent FTEs	16.61	21.50	18.00	
Temporary FTEs	0.62	0.62	0.62	
Total Authorized FTEs	17.23	22.12	18.62	

PERFORMANCE MEASURES

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Average wait time for reserved popular titles	16 weeks	18 weeks	18 weeks	18 weeks	18 weeks	18 weeks
Number of new library cards issued	28,188	25,625	20,245	20,593	24,000	25,200
Popular material as a percent of total library circulation	58.2%	57.6%	56.6%	51.0%	57.0%	57.0%
Volumes added to the collection	88,387	118,460	84,624	92,709	95,000	95,000

- The FY 2010 Volumes added to the collection includes the addition of the new Westover Library collection.
- Volumes added to the collection refers to all copies in the collection in all formats, including ebooks.

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

SIGNIFICANT BUDGET CHANGES

- ↑ Personnel increases due to employee step increases, a three percent increase in the County's cost for employee health insurance, adjustments to retirement contributions based on current actuarial projections, increases due to reclassification of positions identified to be substantially below comparative pay studies, and the reallocation of 1.75 FTEs from the Materials and Technology Science Division (\$127,905; 1.75 FTEs) due to organizational demands. These increases are offset by the reduction itemized below.
- ↓ Non-personnel expenses decrease due to the transfer of a vehicle to the Administrative Services Division (\$5,872).
- ↓ Hold 0.5 FTE Library Assistant II position vacant for six months (\$18,180).
IMPACT: Staff will be asked to assume responsibilities of the vacant position, thereby increasing staff workloads and possibly impacting customer service.

PROGRAM FINANCIAL SUMMARY

	FY 2012 Actual	FY 2013 Adopted	FY 2014 Proposed	% Change '13 to '14
Personnel	\$6,642,580	\$6,858,821	\$7,245,378	6%
Non-Personnel	317,424	404,313	398,441	-1%
Total Expenditures	6,960,004	7,263,134	7,643,819	5%
Total Revenues	-	-	-	-
Net Tax Support	\$6,960,004	\$7,263,134	\$7,643,819	5%
Permanent FTEs	84.45	87.06	88.81	
Temporary FTEs	11.87	11.87	11.87	
Total Authorized FTEs	96.32	98.93	100.68	

PERFORMANCE MEASURES

Central Library

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of children and young adults attending programs	25,665	20,785	21,181	24,374	25,593	26,872
Number of materials borrowed	1,140,249	1,136,654	1,155,178	1,115,964	1,171,762	1,230,350
Number of patron visits to library	911,920	890,909	861,164	833,094	874,749	918,486

Shirlington Library

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of children and young adults attending programs	5,835	5,481	7,183	8,098	8,503	8,928
Number of materials borrowed	280,198	280,189	262,341	282,290	296,405	311,225
Number of patron visits to library	276,838	265,730	243,444	246,728	259,064	272,018

Westover Library

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of children and young adults attending programs	4,910	6,083	9,815	12,834	13,476	14,149
Number of materials borrowed	228,810	259,641	301,121	329,326	345,792	363,082
Number of patron visits to library	166,538	175,820	149,779	160,825	168,866	177,310

Columbia Pike Library

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of children and young adults attending programs	3,539	3,927	4,374	6,130	6,437	6,758
Number of materials borrowed	212,577	205,874	190,312	199,996	209,995	220,495
Number of patron visits to library	209,421	221,561	184,912	193,986	203,685	213,870

Aurora Hills Library

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of children and young adults attending programs	4,197	3,481	3,923	4,045	4,450	4,450
Number of materials borrowed	164,882	161,653	158,793	164,684	172,918	181,164
Number of patron visits to library	148,517	168,446	154,977	151,952	159,550	167,52

Cherrydale Library

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of children and young adults attending programs	2,517	2,737	2,183	1,590	1,670	1,753
Number of materials borrowed	140,411	133,439	118,181	121,602	127,682	134,066
Number of patron visits to library	107,453	81,322	77,095	76,573	80,042	84,422

Glencarlyn Library

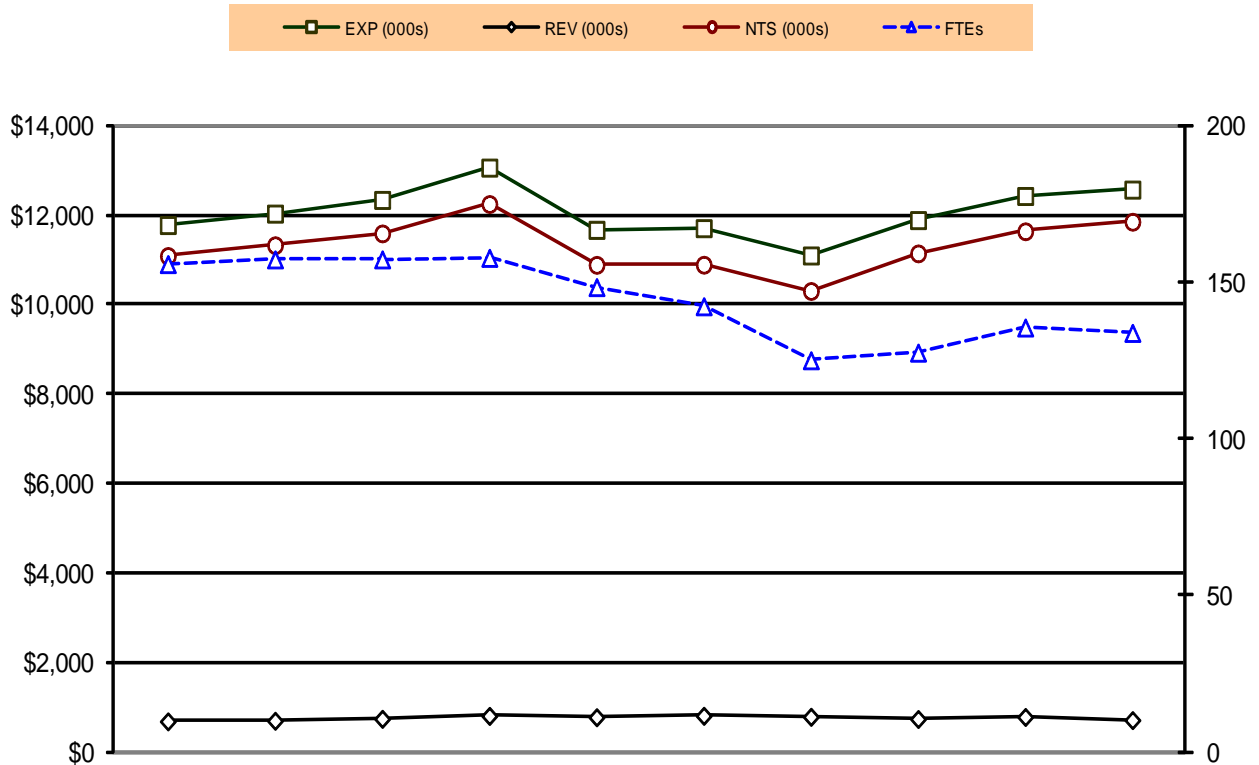
Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of children and young adults attending programs	2,791	4,571	4,323	2,672	2,806	2,946
Number of materials borrowed	76,735	79,651	74,917	79,114	83,070	87,223
Number of patron visits to library	69,496	62,409	53,883	45,308	47,573	49,950

Plaza Library

Critical Measures	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate
Number of materials borrowed	39,772	42,962	35,591	39,156	41,114	43,169
Number of patron visits to library	62,291	55,980	53,572	51,987	54,586	57,315

- The increases estimated for FY 2013 are due primarily to the restoration of hours which were reduced in FY 2010 and FY 2011.

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



	FY 2005 Actual	FY 2006 Actual	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Adopted Budget	FY 2014 Proposed Budget
EXP (000s)	\$11,779	\$12,035	\$12,340	\$13,062	\$11,672	\$11,709	\$11,099	\$11,889	\$12,429	\$12,572
REV (000s)	\$690	\$704	\$747	\$812	\$782	\$815	\$792	\$743	\$789	\$718
NTS (000s)	\$11,089	\$11,330	\$11,593	\$12,250	\$10,890	\$10,894	\$10,307	\$11,146	\$11,640	\$11,854
FTEs	155.8	157.3	157.3	157.80	148.45	142.35	125.10	127.55	135.55	133.85

- The FY 2009 actuals reflect the transfer of 9.35 FTEs and \$1,274,199 in actual expenditures to the County Manager's Office (7.35 FTEs, \$772,507) and the Department of Technology Services (2.0 FTEs, \$501,692) due to the re-alignment of communications and website services to the respective departments.

Fiscal Year	Description	FTEs
FY 2005	<ul style="list-style-type: none"> ▪ Added \$35,673 for Library materials. ▪ Added \$23,039 for rental cost of Shirlington Library. 	
FY 2006	<ul style="list-style-type: none"> ▪ Added 1.5 FTEs and three months funding (\$21,867) for new Shirlington Library. ▪ Added funding (\$17,500) for three months for an unfunded position for new Shirlington Library. 	1.5
FY 2007	<ul style="list-style-type: none"> ▪ County Store operation begins in Department of Libraries. Revenue added (\$5,500). 	
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 	(9.35)

Fiscal Year	Description	FTEs
	<p>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).</p> <ul style="list-style-type: none"> ▪ 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). 	
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; 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). ▪ 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). ▪ Eliminated a Management Specialist position and a Central Services Division Chief position (\$155,099, 1.5 FTE) in Administrative Services. (1.5) ▪ 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). ▪ 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) ▪ 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) ▪ 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 (7.61) 	

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