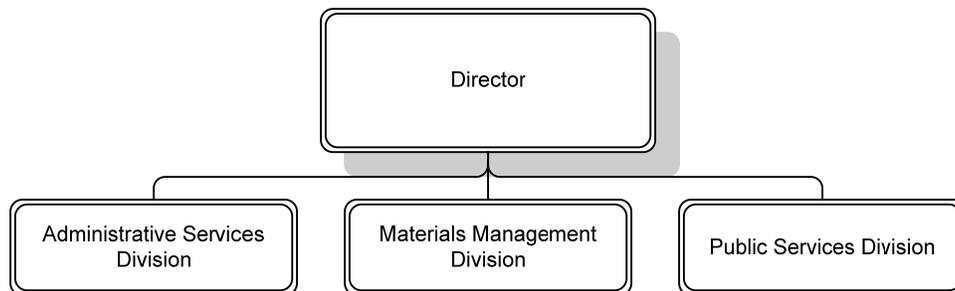


Our Mission: To provide access to information, create connections to knowledge, and promote the joy of reading for every Arlingtonian

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 2016 adopted expenditure budget for the Department of Libraries is \$13,258,393, a two percent increase over the FY 2015 adopted budget. The FY 2016 adopted budget reflects:

- ↑ Personnel increases due to employee step increases, an increase in the County’s cost for employee health insurance, and increases due to reclassification of positions identified to be substantially below comparative pay studies, offset by adjustments to retirement contributions based on current actuarial projections.
- ↑ Non-personnel increases due to increased contractual costs for the Integrated Library System (\$15,000) and adjustments to the annual expense for maintenance and replacement of County vehicles (\$1,451).

DEPARTMENT OF LIBRARIES
DEPARTMENT BUDGET SUMMARY

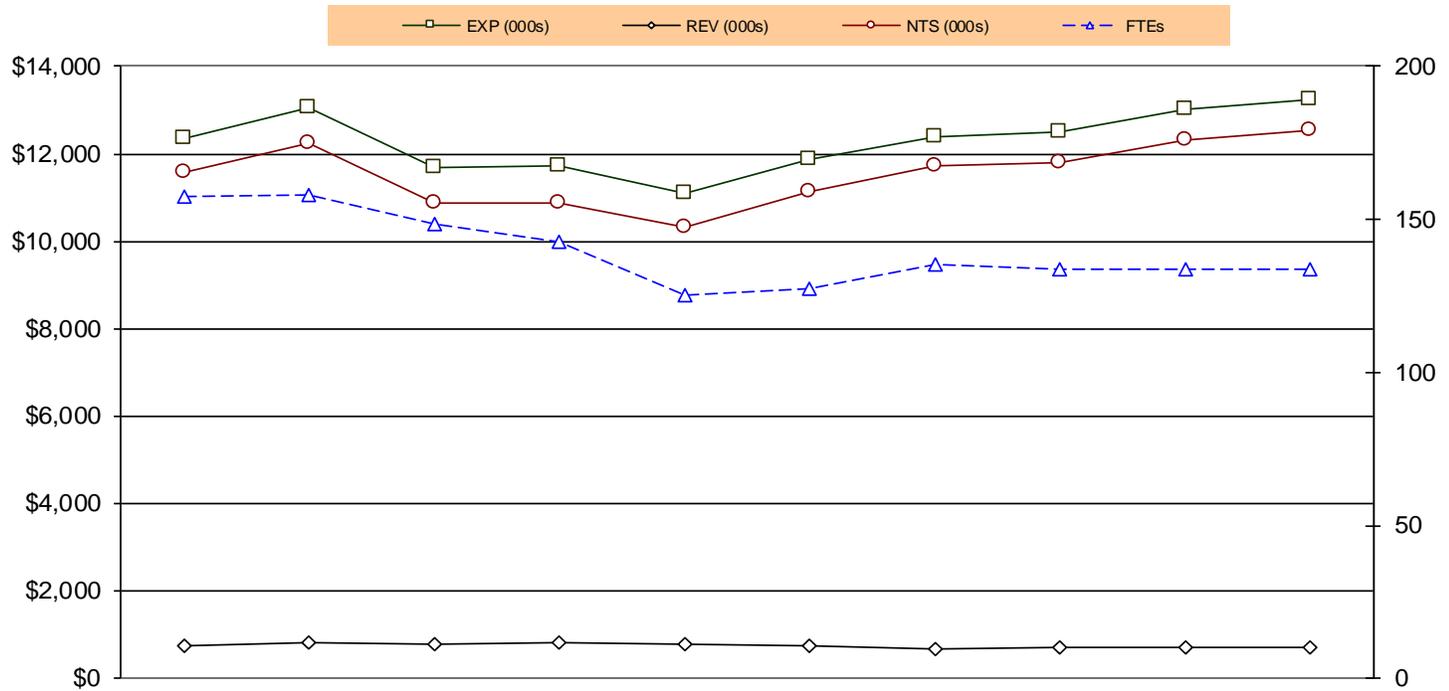
DEPARTMENT FINANCIAL SUMMARY

	FY2014 Actual	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Personnel	\$9,964,374	\$10,616,016	\$10,839,634	2%
Non-Personnel	2,594,764	2,413,308	2,429,759	1%
Sub-Total	12,559,138	13,029,324	13,269,393	2%
Intra-County Charges	(65,738)	(11,000)	(11,000)	-
Total Expenditures	12,493,400	13,018,324	13,258,393	2%
Fees	534,063	530,000	530,000	-
Grants	176,293	171,026	171,026	-
Total Revenues	710,356	701,026	701,026	-
Net Tax Support	\$11,783,044	\$12,317,298	\$12,557,367	2%
Permanent FTEs	120.66	120.66	120.66	
Temporary FTEs	13.19	13.19	13.19	
Total Authorized FTEs	133.85	133.85	133.85	

Expenses by Line of Business

	FY 2014 Actual	FY 2015 Adopted	FY 2016 Adopted	% Change '15 to '16
Administrative Services	\$2,869,852	\$3,212,576	\$3,241,461	1%
Materials Management	2,628,871	2,607,409	2,652,414	2%
Public Services	6,994,677	7,198,339	7,364,518	2%
Total Expenditures	\$12,493,400	\$13,018,324	\$13,258,393	2%

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



	FY 2007 Actual	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Adopted Budget	FY 2016 Adopted Budget
EXP (000s)	\$12,340	\$13,062	\$11,672	\$11,709	\$11,099	\$11,889	\$12,395	\$12,493	\$13,018	\$13,258
REV (000s)	\$747	\$812	\$782	\$815	\$792	\$743	\$676	\$710	\$701	\$701
NTS (000s)	\$11,593	\$12,250	\$10,890	\$10,894	\$10,307	\$11,146	\$11,719	\$11,783	\$12,317	\$12,557
FTEs	157.3	157.8	148.45	142.65	125.10	127.55	135.55	133.85	133.85	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 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 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). ▪ 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). 	(9.35)
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). 	

Fiscal Year	Description	FTEs
	<ul style="list-style-type: none"> ▪ 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 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) ▪ Eliminated one of seven Librarian Supervisor positions (\$88,368; 1.0 FTE). (1.0) 	

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 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
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, 1.5 FTEs) ▪ Reduced the budget for temporary employees (\$7,088, 0.20 FTE). ▪ 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 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). 	(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 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). 	