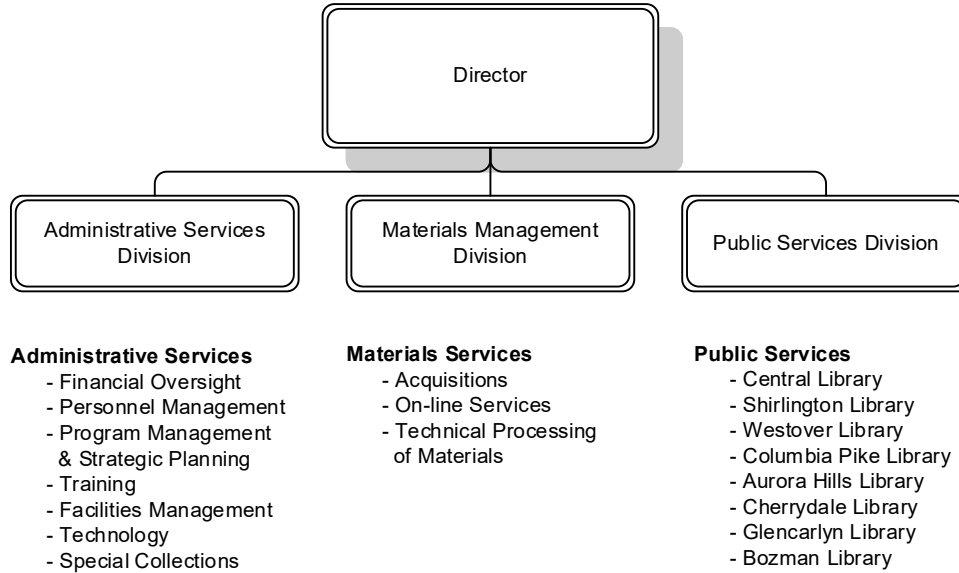


Our Mission: To provide access to information, create connections to knowledge, and promote the joy of reading for every Arlingtonian

LINES OF BUSINESS



SIGNIFICANT BUDGET CHANGES

The FY 2022 adopted expenditure budget for the Department of Libraries is \$14,975,725, a one percent increase from the FY 2021 adopted budget. The FY 2022 adopted budget reflects:

- The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900.
- The County Board also restored funding for a September 2021 reopening of Glencarlyn and Cherrydale libraries (\$739,512 personnel; \$31,488 non-personnel; \$771,000 total) with American Rescue Plan funding and added one-time funding for collection materials (\$100,000).
- ↑ Personnel increases due to the compensation adjustments noted above and adjustments to salaries resulting from the increase in the living wage from \$15 to \$17 per hour (\$12,762), partially offset by lower retirement contributions based on current actuarial projections and a 2.5 percent decrease in Kaiser health insurance premiums (\$5,274).
- ↑ Non-personnel increases primarily due to the additions noted above, partially offset by the removal of prior year one-time funding for materials (\$50,000).
- ↑ Revenue increases due to higher rate of payment collection (\$10,000) and an increase in state aid (\$7,524).

DEPARTMENT FINANCIAL SUMMARY

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	% Change '21 to '22
Personnel	\$11,771,530	\$11,874,785	\$12,058,436	2%
Nonpersonnel	2,561,981	2,883,601	2,917,289	1%
Total Expenditures	14,333,511	14,758,386	14,975,725	1%
Fees	206,768	85,000	95,000	12%
Grants	193,918	193,218	200,742	4%
Total Revenues	400,686	278,218	295,742	6%
Net Tax Support	\$13,932,825	\$14,480,168	\$14,679,983	1%
Permanent FTEs	117.48	117.48	117.48	
Temporary FTEs	13.19	13.19	13.19	
Total Authorized FTEs	130.67	130.67	130.67	

Expenses & Revenues by Line of Business

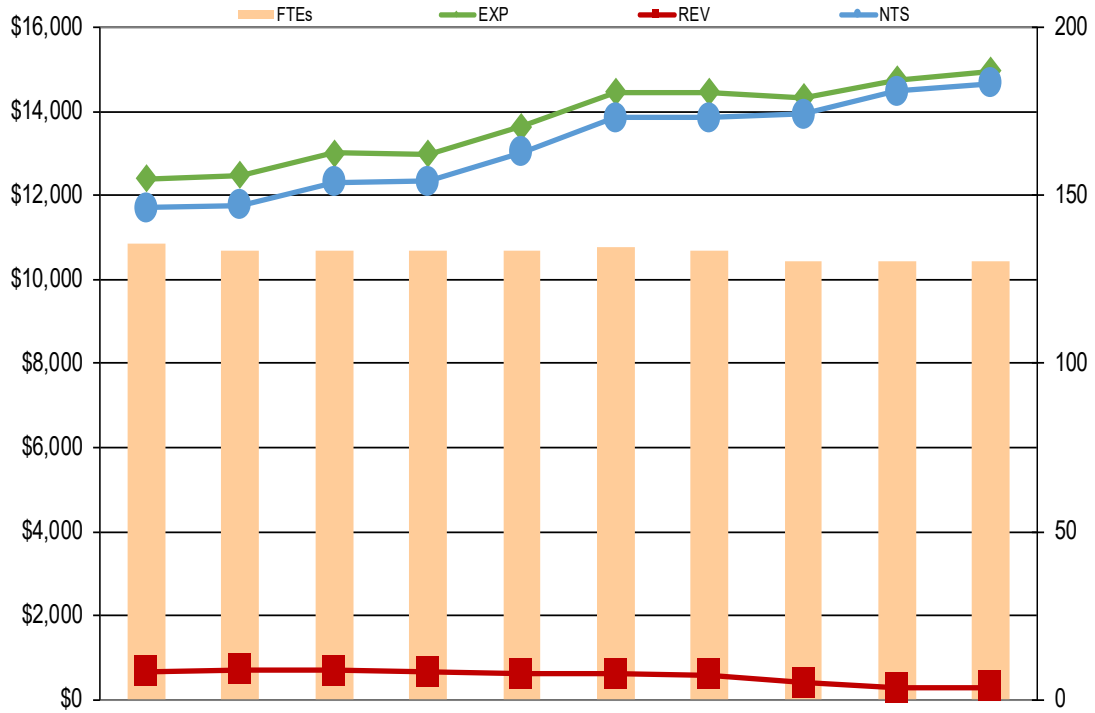
	FY 2020 Actual Expense	FY 2021 Adopted Expense	FY 2022 Adopted Expense	% Change '21 to '22	FY 2022 Adopted Revenue	FY 2022 Net Tax Support
Administrative Services	\$3,744,452	\$3,826,895	\$4,042,065	6%	\$295,742	\$3,746,323
Materials Management	2,861,445	2,994,859	3,091,681	3%	-	3,091,681
Public Services	7,727,614	7,936,632	7,841,979	-1%	-	7,841,979
Total	\$14,333,511	\$14,758,386	\$14,975,725	1%	\$295,742	\$14,679,983

Authorized FTEs by Line of Business

	FY 2021 FTEs Adopted	FY 2022 Permanent FTEs Adopted	FY 2022 Temporary FTEs Adopted	FY 2022 Total FTEs Adopted
Administrative Services	26.95	26.25	1.00	27.25
Materials Management	12.87	12.75	0.50	13.25
Public Services	90.85	78.48	11.69	90.17
Total	130.67	117.48	13.19	130.67

*FY 2021 Adopted FTE count includes temporary FTEs: Administrative Services (0.70), Materials Management (0.62), Public Services (11.87). Temporary FTEs are reorganized among lines of business in the FY 2022 adopted budget.

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



	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
\$ in 000s	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Adopted Budget
EXP	\$12,395	\$12,493	\$13,007	\$12,999	\$13,649	\$14,466	\$14,459	\$14,334	\$14,758	\$14,976
REV	\$676	\$710	\$688	\$649	\$616	\$607	\$597	\$401	\$278	\$296
NTS	\$11,719	\$11,783	\$12,319	\$12,350	\$13,033	\$13,859	\$13,862	\$13,933	\$14,480	\$14,680
FTEs	135.55	133.85	133.85	133.85	133.85	134.85	133.85	130.67	130.67	130.67

Fiscal Year	Description	FTEs
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). 	8.00
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). 	(1.50) (0.20)
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). ▪ 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). ▪ Removed one-time funding added in FY 2017 for the creation of the 	

Fiscal Year	Description	FTEs
	Pop-Up space (\$250,000) and materials (\$123,077).	
	<ul style="list-style-type: none"> ▪ 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). 	1.00
FY 2019	<ul style="list-style-type: none"> ▪ Eliminated a filled Library Assistant II position that handled tasks associated with processing physical materials (\$74,086). ▪ Removed 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> 	(1.00) 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 a filled Infrastructure Support Specialist II position that provided computer assistance and support (\$114,579). ▪ Eliminated a filled Library Associate position that handled bill payment, invoicing, and assistance with contracts for the Materials Management Division (\$76,545). ▪ Eliminated a vacant Library Associate that managed the Talking Books program. (\$72,053). ▪ Eliminated a vacant Librarian position that managed the Library's electronic services database (\$50,136). ▪ Added on-going funding for materials (\$300,000). ▪ Increased the annual expense for maintenance and replacement of County vehicles (\$15,266). 	(1.00) (1.00) (0.70) (0.50)
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), partially offset by higher projections in printing and copying fees (\$5,000). ▪ Grant revenue increased due to an increase in the state's grant allocation (\$10,987). 	
FY 2022	<ul style="list-style-type: none"> ▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900. ▪ The County Board restored funding for a September 2021 reopening of Glencarlyn and Cherrydale libraries (\$739,512 personnel; \$31,488 non-personnel; \$771,000 total) with American Rescue Plan funding ▪ The County Board added one-time funding for collection materials (\$100,000). ▪ Increased the living wage from \$15 to \$17 per hour (\$12,762). 	