

Public Libraries

MISSION STATEMENT

Montgomery County Public Libraries (MCPL) offers free and equal access to services and resources that connect the people of Montgomery County to ideas and information which sustain and enrich their lives.

MCPL's Vision: Our diverse community of lifelong learners finds Montgomery County Public Libraries to be an open, inviting, and vital gateway to the information, ideas, and enrichment that strengthens our County. A diverse, highly qualified staff continually assesses community needs and interests to support, encourage, and inspire our customers.

MCPL's Values: The Montgomery County Public Libraries believes in the right of all to learn and to grow. We value intellectual freedom, accountability, quality service, diversity, fairness, professional ethics, integrity of information, and respect for our customers, our community, and ourselves. We are a learning organization that functions openly by exploring new ideas and using the collective talent, knowledge, and creativity of employees at all levels.

BUDGET OVERVIEW

The total approved FY16 Operating Budget for the Department of Public Libraries is \$40,760,225, an increase of \$2,473,265 or 6.5 percent from the FY15 Approved Budget of \$38,286,960. Personnel Costs comprise 81.0 percent of the budget for 215 full-time positions and 219 part-time positions, and a total of 388.56 FTEs. Total FTEs may include seasonal or temporary positions and may also reflect workforce charged to or from other departments or funds. Operating Expenses account for the remaining 19.0 percent of the FY16 budget.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

LINKAGE TO COUNTY RESULT AREAS

While this program area supports all eight of the County Result Areas, the following are emphasized:

- ❖ ***A Responsive, Accountable County Government***
- ❖ ***Children Prepared to Live and Learn***
- ❖ ***Healthy and Sustainable Neighborhoods***
- ❖ ***Strong and Vibrant Economy***
- ❖ ***Vital Living for All of Our Residents***

DEPARTMENT PERFORMANCE MEASURES

Performance measures for this department are included below, with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY15 estimates reflect funding based on the FY15 approved budget. The FY16 and FY17 figures are performance targets based on the FY16 approved budget and funding for comparable service levels in FY17.

Measure	Actual FY13	Actual FY14	Estimated FY15	Target FY16	Target FY17
Multi-Program Measures					
Total Use of Library Services (number of services provided)	24,094,214	24,147,766	24,389,244	24,511,190	24,537,696

ACCOMPLISHMENTS AND INITIATIVES

❖ **FY16 Initiatives:**

- **Open the new, five-story Silver Spring Library with innovative features that include a Technology Corral, expanded service hours, an Accessibility Resource Center, a Business Center, hand-crafted pre-Kindergarten learning furniture donated by the Friends of the Library Silver Spring Chapter, a Studio-i Digital Media Lab and new Teen Space, Smart meeting rooms, a locally run Café, a future Purple Line transit stop, flexible space for programming or partnerships on the first two floors, and 24-hour holds pick-up lockers.**
- **Respond to high demand resource needs from the community by enhancing the library materials collection, increasing it by approximately \$611,000, or 11.4%, to \$5.96 million, for: children's materials, e-books, movies, world languages, bestsellers and high interest items, branch-specific needs, customer suggestions, and other highly demanded items. Substantially increase the number of All-Children-Excel Technology Go! Kits in library branches.**
- **Increase service hours at Chevy Chase, Kensington Park, Little Falls, Potomac, and Twinbrook branches to pre-recession levels, increasing public service hours in the system by 2.3% or 29 hours per week to 1,262 service hours per week.**

❖ **MCPL Strategic Plan Goal 1: To Strengthen our Communities' Passion for Reading, Viewing and Listening, we:**

- **Expanded Library Hours 106 hours per week (9%), with new Sunday hours at four branches, and addition of weekday morning and evening hours at several branches.**
- **Expanded e-resources, including e-magazines, planned improvements to library catalog searches with improved links to e-books, and addition of free on-line courses.**
- **Will be implementing innovative new software which provides weekly, librarian-curated suggestions for children's reading that are tailored to individual participating customers.**
- **Expanded World Language collections, adding an Amharic collection at Silver Spring branch and a Farsi collection at the Gaithersburg and Marilyn J. Praisner branches.**
- **Re-opened Olney and Gaithersburg libraries with enhanced collections, new technologies, and enhanced layout and facility amenities, including a Gilchrist Center for new Americans, and the first in-library Café at the Gaithersburg branch.**
- **Opened "Studio-i", our new Digital Media Lab and electronic Makerspace at Long Branch Library.**

❖ **MCPL Strategic Plan Goal 2: To provide Learning Readiness through Early Literacy Programs, we:**

- **Implemented All Children Excel (ACE) Technology Go! Kits at Aspen Hill, Gaithersburg, Noyes, Olney, Silver Spring, Twinbrook and White Oak.**
- **Added Tumblebooks (pre-Kindergarten - elementary school age e-books).**
- **Updated our website to include new information for the youngest pre-readers on mobile apps, Early Literacy, STEM concepts, and MCPL online resources.**

❖ **MCPL Strategic Plan Goal 3: To help Learners Succeed, we:**

- **Integrated STEM elements into many pre-kindergarten programs.**
- **Deployed Outreach team to Parent Academies, Judy Centers and Linkages to Learning sites to provide information about library programs, services, and collections.**
- **Enhanced on-line and paper resources in test preparation, career training, and full on-line courses in a variety of topics, including foreign languages and using business software.**

❖ **MCPL Strategic Plan Goal 4: To bring Technology's Benefits to Everyone, we:**

- **Implemented many new library technologies, including: digital signage, interactive (touch screen) catalog screens, all-in-one format PCs, enhanced self-checkout machines, E-book Discovery Stations, DVD self-checkout dispensers, lending e-readers, e-magazine tablets for in-library browsing, Early Learning Workstations, laptops for in-library use, and new Wi-Fi infrastructure.**
- **Completed computer hardware upgrades to Windows7 machines, and software updates to Office 2010.**
- **Began implementation of systemwide network upgrade, Integrated Library System upgrade, and Wi-Fi improvement, with completion scheduled during FY15.**

❖ **MCPL Strategic Plan Goal 5: To empower Our Communities by Creating Awareness of Library Resources, we:**

- **Worked with leaders in the Ethiopian community to hold a series of programs at the Silver Spring Library, including Amharic story times, and held monthly Reading Circles for Latino mothers at Long Branch Library in coordination with Impact Silver Spring.**
- **Revamped marketing of library services – advertising in RideOn buses, using lawn signs, door signs, and digital signage to announce new hours and services.**
- **Redesigned the website and our social media offerings, launching MCPL Pinterest and Instagram social media pages.**
- **MCPL's award-winning Outreach team marketed library services at dozens of community events, including the Gaithersburg Book Festival, and hosted pop-up libraries around the County.**

❖ **MCPL Strategic Plan Goal 6: To build on success, we:**

- **Applied for and received State matching grants totaling \$387,000 in FY15 for MCPL's innovative Library Refresh program, with \$800,000 in additional state aid for FY16.**
- **Used innovation in our partnerships to connect customers with library and other lifelong learning services, including: a new Montgomery College Community Engagement Center and class series at Gaithersburg branch; Gilchrist Centers for New Americans at Gaithersburg and Wheaton branches; the KIDMuseum at Davis; and partnerships with Ghandi-Brigade, My Montgomery Media, and the County's Cable and Broadband Services Office to support Digital Media Lab and Teen Advisory Group content creation.**

❖ **MCPL Strategic Plan Goal 7: To foster an Organizational Culture of Innovation, we:**

- **Expanded staff training opportunities with online training and staff-led webinars on hot topics such as the new Health Care law.**
- **Continued to refine use of our new engageMCPL tool for staff to report their observations about branch interactions and customer feedback.**
- **Continue to upgrade and innovate in our Training Lab at Central Administration, to establish a "model branch" environment for efficient and effective training.**

❖ **Productivity Improvements**

- **Initiated and implementing Library Refurbishment projects funded in the Capital Budget, to enable targeted improvements to all 21 library branches every seven years at far lower cost and with less disruption than the former approach;**
- **Initiated and implementing 21st Century Library Enhancements project, which will enable systemwide technology and other service infrastructure improvements every year;**
- **Leveraged partnerships and grant funding to provide high quality programs for teens and seniors, such as arts and other creative programs for seniors, a Financial Literacy Boot Camp for teens, and technology and other classes at Studio-i Digital Media Lab at Long Branch and the Gaithersburg Computer Lab;**
- **Developed a new method for customers to book small group study/tutor rooms online, enhancing the customer experience while saving staff time and reducing paper usage;**
- **Implemented KIDMuseum Agreement to a growing non-profit learning organization to refresh former training and book storage space at Davis library into a state-of-the-art Makerspace, which will provide dedicated programming for library customers and provide valuable training experience for MCPL staff at minimal cost to the County;**
- **Modelling a "one-stop shopping" approach to lifelong learning at Gaithersburg Library. Customers can use library resources in combination with classes and programming from Gilchrist Center, Montgomery College, Literacy Council of Montgomery County, and Montgomery Coalition for Adult English Literacy to improve their lives along a full spectrum of needs, from basic language development to career advancement. All the involved partners supplement each other's resources at the library site, and make it convenient for customers to learn and grow.**

PROGRAM CONTACTS

Contact Eric Carzon of the Department of Public Libraries at 240.777.0048 or Deborah Lambert of the Office of Management and Budget at 240.777.2794 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Branch Library Services

Library Services are available to all County residents, Maryland residents, and those working in Montgomery County, free of charge. MCPL meets the diverse needs of the community for lifelong learning with materials, branch facilities and services, virtual services, programming, and staff. Library services to the public are provided at 20 library branches, plus the Montgomery County Correctional Facility Library, the Noyes Library for Young Children, the MCPLEXPRESS@Olney kiosk at the Longwood Community Center, and electronically through the library's website.

Services available include:

- Circulation of library materials and management of customer accounts (via staff at branches, email, website, and the telephone);
- Information services, including reader's advisory, research and homework assistance, questions about library materials, and questions about how to access information related to other government services (available in person, via the website, email, chat, and telephone);

- Information services via the department and State of Maryland Ask-a-Librarian collaboration (questions answered via telephone, email, and chat);
- Access to online reference information at library branches or anywhere with a computer;
- Early Literacy programs that emphasize to children and caregivers the skills and behaviors needed to be "Ready-to-Learn" by age five, in coordination with the Maryland State Department of Education and all Maryland library systems;
- Facilitation of other programming done by staff, volunteers, or community organizations in a variety of areas of interest to the residents of Montgomery County;
- Automated library services "Beyond-Our-Walls" via book and media dispensing devices, reserves lockers, and return book drops;
- A variety of formally booked (via Community Use of Public Facilities) and informally available meeting, study room, and table and seating spaces that support a wide variety of community needs including English language learning, basic literacy tutoring, academic and research pursuits, socialization, culture, education, and civic engagement;
- Public Access Catalog for accessing, searching, and discovering information in the libraries' collections, including on-line databases, e-books, and e-magazines (available at computers in library branches and also available 24 hours per day via the Internet);
- Access to hundreds of computers that are connected to the Internet;
- Access to office productivity software at general public computers and in lab settings for job search, resume writing, completing applications, and other activities;
- Internet access via Wi-Fi during open hours;
- Automated phone and website renewal (24 hours per day, 7 days a week); and
- Video Relay Service sign language interpretation devices at select branches for the deaf and hard-of-hearing community.

Materials and specific services are also provided to customers who have targeted information or materials needs or who require assistance or materials formats that differ from mainstream books and media. This includes services for:

- New Americans, especially those new to English, and those who need to read materials in other languages - collections in Spanish, Chinese, Vietnamese, French, Korean, Russian, Farsi, and Amharic are provided in selected branches.
- Language learning software and volunteer English conversation clubs, which assist residents in practicing their English skills. Library staff are formally certified to provide services in several languages to better assist residents with limited English proficiency.
- Incarcerated persons – The Montgomery County Correctional Facility Library provides law materials for inmates, as well as recreational and informational reading materials.
- Adult beginning readers – The Literacy Council of Montgomery County, which receives substantial funding from the County to conduct basic literacy and English as a Second Language support, provides tutorial services for adult beginning readers, which is complemented by adult beginning-to-read materials in many libraries.
- Persons with disabilities – All library staff are trained to better facilitate providing the information and reading needs of people with disabilities, their family members, caretakers, students, and service providers. Each branch has a basic level of equipment and staff training; and an enhanced focus on equipment, materials, programming, and outreach is provided at the Disability Resource Center at the Rockville Memorial Library.
- MCPL operates as the community's resource for help in navigating government services and providing information about relevant services provided by other organizations and agencies. Job and career resources, financial aid and assistance, citizenship, and healthcare information are examples of often-requested information.
- Children - Noyes Library for Young Children - This library serves as a system-wide resource and model library for early learning and early literacy.

Staff in Branch Library Services also support the management of the collection at each branch and contribute to virtually provided services, in both the provision of content for the department's web page and contributing time to MCPL's Ask-a-Librarian phone, Maryland libraries' Ask Us Now state-wide reference service, chat, and e-mail reference support services. Managers and staff in this program support system partnerships, outreach, and programming, and perform some of these activities within their specific communities.

Program Performance Measures	Actual FY13	Actual FY14	Estimated FY15	Target FY16	Target FY17
Information Questions Answered In Branches ¹	1,216,291	1,798,667	1,851,050	1,749,242	1,766,734
Library Holds Fulfilled	537,372	594,359	665,682	745,564	808,279
Library Material used in a library	1,087,432	1,006,264	1,109,066	1,182,168	1,312,206
Number of items checked out (circulation) ²	8,924,197	9,240,403	9,937,039	10,087,438	9,641,307
Number of library visits	4,718,332	4,503,647	4,634,808	4,376,532	4,324,248
Percentage of Library customers satisfied based on the Library customer survey results	N/A	91.7%	92.3%	93.0%	93.0%

¹ Large increase in FY14 reflects a change in methodology that now includes information questions answered at both Information and Circulation service desks. Projections also account for re-openings (Gaithersburg, Olney), the new Silver Spring Branch, and future closures (Wheaton, branches being refreshed).

² This measure now reflects a change in methodology to show only physical items (books, media) checked out. Electronic item checkouts are shown in a separate measure. Projections also account for materials budget reinvestment, re-openings (Gaithersburg, Olney), the new Silver Spring Branch, and future closures (Wheaton, branches being refreshed).

FY16 Approved Changes	Expenditures	FTEs
FY15 Approved	26,041,003	334.86
Enhance: Restore Hours at Five Branches (Chevy Chase, Kensington Park, Little Falls, Potomac, and Twinbrook) to Pre-Recession Levels	638,880	9.50
Increase Cost: Annualization of FY15 Lapsed Positions	574,980	0.00
Increase Cost: Minimum Wage Adjustment for Library Pages Seasonal Staff	44,603	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY15	-1,300	0.00
Decrease Cost: Collection of Overdue Fines and Customer Notices Contract	-33,120	0.00
Decrease Cost: Reduced Re-shelving Costs	-83,290	-4.90
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	555,144	-1.35
FY16 Approved	27,736,900	338.11

Administration, Virtual Services, Outreach and Operations Support

The Office of the Director oversees strategic planning and evaluation of services, policy development and direction, human resources and personnel, technology, branch services, collection management, and financial management. The Office of the Director manages relations with the community, Library Board, local library advisory committees, Friends of the Library, and coordination with County government, as well as marketing the department's services and community outreach. The Director's Office directly manages the Technology Management Team, Business Office, the Collection Development Manager, and three Public Services Administrators. Planning for future information technology and the introduction of new services is led by the Director's Office and involves all programs in the department.

The Public Services Administration (PSA) team oversees and supports the day-to-day operations of the library's branches. The Branch Operations and Customer Service function is responsible for branch library services policy and procedures; customer service, and the daily operation of the systems 21 library branches, including department facilities issues in coordination with the Department of General Services. The Human Resources and Community Engagement function is responsible for human resources management's functions such as classification, transfers, discipline, records, promotions, labor relations, recruitment, position descriptions, and occupational medical services issues, training and staff development. That function is also responsible for community engagement functions, including virtual services, marketing, community outreach, substitute staffing operations, programming steering committees, and strategic partnerships. The Strategic Planning and Facilities function is responsible for the department's Strategic Plan, Facilities Strategic Plan, Continuity of Operations Planning, and the management of and use of statistics and analysis for program evaluation and planning. The function also manages development and execution of the department's part of the County Capital Improvements Program.

The Virtual Services unit provides several ways for customers to discover library resources and services, get questions answered, and view on-line library materials 24 hours per day, seven days per week and is responsible for development and management of the Department's website and social media efforts (Facebook, Twitter, Blogs). The Virtual Services unit creates topical guides for popular subjects called "LibGuides," and answers frequently asked questions.

The Technology Management Team manages the department's information technology assets, including the circulation control system, Public Access Catalog, network configuration, application servers, and public access to the Internet at more than 500 public computers and "Wi-Fi Hotspots" located at each branch. The team provides technology support to all branches and units in the department and is the department's liaison with the County Department of Technology Services.

The Business Office manages administrative support functions, including contracts, budget, fiscal administration, operations support contracts, grant management, time card reporting, revenue management, and supply purchasing.

Program Performance Measures	Actual FY13	Actual FY14	Estimated FY15	Target FY16	Target FY17
Attendance at Library Programs	108,197	148,653	173,329	189,241	200,595
Cost per circulation	\$3.43	\$3.41	\$3.48	\$3.49	\$3.60
Number of visits to the library's website	2,974,410	3,251,041	3,553,400	3,873,206	4,221,794
Questions Answered by Virtual Technologies ¹	1,097,590	666,989	705,674	752,249	759,771

¹ Large decrease in FY14 reflects a change in methodology to remove visits to "LibGuides" websites as questions answered by virtual technologies, as of FY14.

FY16 Approved Changes	Expenditures	FTEs
FY15 Approved	4,050,182	22.50
Increase Cost: Provide Employee Parking - Wayne Avenue Garage	73,000	0.00
Increase Cost: Book Sorting Contract Increase due to minimum wage increase	12,160	0.00
Increase Cost: Motor Pool Rate Adjustment	8,621	0.00
Decrease Cost: Printing and Mail	-20,842	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	-171,200	0.50
FY16 Approved	3,951,921	23.00

Collection Management

The Collection Management program provides for the selection, acquisition, cataloging, processing, and delivery of library content and materials, including electronic resources, eBooks, and eAudiobooks. The Collection Development Unit is responsible for planning the inclusion of new formats and the evaluation of collections in relation to community information needs. Collections are purchased for English learners, as well as collections in Spanish, Chinese, Vietnamese, French, Korean, Russian, Farsi, and Amharic. The materials delivery service delivers new materials, customer requested items, and returned materials among MCPL branches and between several jurisdictions in the region. The cataloging and processing unit prepares all library materials for use in the branches. The Interlibrary Loan service provides opportunities for Montgomery County cardholders to use materials from public library systems throughout Maryland, from out-of-state public libraries, and from academic and special libraries throughout the world.

Program Performance Measures	Actual FY13	Actual FY14	Estimated FY15	Target FY16	Target FY17
Circulation of library materials per capita	9.30	10.03	10.66	10.79	10.38
eBooks and eAudioBooks borrowed ¹	381,335	960,535	1,029,290	1,097,364	1,218,074
Library visits per capita	4.70	4.43	4.49	4.21	4.12
Retrieve an electronic database record or article	1,518,792	1,147,498	1,187,660	1,229,229	1,272,252

¹ Large increase in FY14 reflects both general increase in use and the addition of the "Safari Publisher" of technology e-books to this measure, formerly counted as an electronic database record/article.

FY16 Approved Changes	Expenditures	FTEs
FY15 Approved	8,195,775	27.20
Enhance: High Demand Library Resources (Library Materials Budget and All-Children-Excel Technology Go! Kits)	560,000	0.50
Enhance: Increase Library Materials (\$50,000 for Spanish Language Materials)	150,000	0.00
Enhance: Integrated Library System Hosted Solution to Improve Reliability	75,000	0.00
Increase Cost: SIRSI Contract	19,080	0.00
Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs.	71,549	-0.25
FY16 Approved	9,071,404	27.45

BUDGET SUMMARY

	Actual FY14	Budget FY15	Estimated FY15	Approved FY16	% Chg Bud/App
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	18,663,030	21,720,107	21,368,870	22,659,297	4.3%
Employee Benefits	8,685,538	9,593,108	9,550,823	10,323,615	7.6%
County General Fund Personnel Costs	27,348,568	31,313,215	30,919,693	32,982,912	5.3%
Operating Expenses	6,379,823	6,921,455	6,996,455	7,725,023	11.6%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	33,728,391	38,234,670	37,916,148	40,707,935	6.5%
PERSONNEL					
Full-Time	190	210	210	215	2.4%
Part-Time	196	210	210	219	4.3%
FTEs	348.94	383.56	383.56	387.56	1.0%
REVENUES					
Facility Rental Fees	15,369	12,000	14,000	14,000	16.7%
Library Fees	27,781	600	20,000	20,000	3233.3%
Library Fines	1,121,664	1,421,220	1,421,220	1,421,220	—
Miscellaneous Revenues	182,629	240,000	240,000	240,000	—
State Reimbursement: Library Operations	2,771,423	2,667,853	2,813,185	2,902,000	8.8%
State Reimbursement: Library Staff Retirement	1,865,495	2,813,185	2,000,000	2,201,000	-21.8%
Other Fines/Forfeitures	0	10,000	10,000	10,000	—
Other Intergovernmental	0	20,000	20,000	20,000	—
County General Fund Revenues	5,984,361	7,184,858	6,538,405	6,828,220	-5.0%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	33,524	37,427	37,427	37,427	—
Employee Benefits	12,879	2,863	2,863	2,863	—
Grant Fund MCG Personnel Costs	46,403	40,290	40,290	40,290	—
Operating Expenses	5,887	12,000	12,000	12,000	—
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	52,290	52,290	52,290	52,290	—
PERSONNEL					
Full-Time	0	0	0	0	—
Part-Time	0	0	0	0	—
FTEs	1.00	1.00	1.00	1.00	—
REVENUES					
State Grants	0	52,290	52,290	52,290	—
Grant Fund MCG Revenues	0	52,290	52,290	52,290	—
DEPARTMENT TOTALS					
Total Expenditures	33,780,681	38,286,960	37,968,438	40,760,225	6.5%
Total Full-Time Positions	190	210	210	215	2.4%
Total Part-Time Positions	196	210	210	219	4.3%
Total FTEs	349.94	384.56	384.56	388.56	1.0%
Total Revenues	5,984,361	7,237,148	6,590,695	6,880,510	-4.9%

FY16 APPROVED CHANGES

	Expenditures	FTEs
COUNTY GENERAL FUND		
FY15 ORIGINAL APPROPRIATION	38,234,670	383.56
Changes (with service impacts)		
Enhance: Restore Hours at Five Branches (Chevy Chase, Kensington Park, Little Falls, Potomac, and Twinbrook) to Pre-Recession Levels [Branch Library Services]	638,880	9.50
Enhance: High Demand Library Resources (Library Materials Budget and All-Children-Excel Technology Go! Kits) [Collection Management]	560,000	0.50
Enhance: Increase Library Materials (\$50,000 for Spanish Language Materials) [Collection Management]	150,000	0.00
Enhance: Integrated Library System Hosted Solution to Improve Reliability [Collection Management]	75,000	0.00
Other Adjustments (with no service impacts)		
Increase Cost: FY16 Compensation Adjustment	1,096,724	0.00
Increase Cost: Annualization of FY15 Lapsed Positions [Branch Library Services]	574,980	0.00
Increase Cost: Retirement Adjustment	379,181	0.00
Increase Cost: Group Insurance Adjustment	121,347	0.00
Increase Cost: Provide Employee Parking - Wayne Avenue Garage [Administration, Virtual Services, Outreach and Operations Support]	73,000	0.00
Increase Cost: Minimum Wage Adjustment for Library Pages Seasonal Staff [Branch Library Services]	44,603	0.00
Increase Cost: SIRSI Contract [Collection Management]	19,080	0.00
Increase Cost: Book Sorting Contract Increase due to minimum wage increase [Administration, Virtual Services, Outreach and Operations Support]	12,160	0.00
Increase Cost: Motor Pool Rate Adjustment [Administration, Virtual Services, Outreach and Operations Support]	8,621	0.00
Decrease Cost: Elimination of One-Time Items Approved in FY15 [Branch Library Services]	-1,300	0.00
Decrease Cost: Printing and Mail [Administration, Virtual Services, Outreach and Operations Support]	-20,842	0.00
Decrease Cost: Collection of Overdue Fines and Customer Notices Contract [Branch Library Services]	-33,120	0.00
Decrease Cost: Reduced Re-shelving Costs [Branch Library Services]	-83,290	-4.90
Decrease Cost: Annualization of FY15 Personnel Costs	-514,017	-1.10
Decrease Cost: Increase Lapse and Turnover Savings	-627,742	0.00
FY16 APPROVED:	40,707,935	387.56
GRANT FUND MCG		
FY15 ORIGINAL APPROPRIATION	52,290	1.00
FY16 APPROVED:	52,290	1.00

PROGRAM SUMMARY

Program Name	FY15 Approved		FY16 Approved	
	Expenditures	FTEs	Expenditures	FTEs
Branch Library Services	26,041,003	334.86	27,736,900	338.11
Administration, Virtual Services, Outreach and Operations Support	4,050,182	22.50	3,951,921	23.00
Collection Management	8,195,775	27.20	9,071,404	27.45
Total	38,286,960	384.56	40,760,225	388.56

CHARGES TO OTHER DEPARTMENTS

Charged Department	Charged Fund	FY15		FY16	
		Total\$	FTEs	Total\$	FTEs
COUNTY GENERAL FUND					
Correction and Rehabilitation	County General Fund	142,361	1.70	149,846	1.70

FUTURE FISCAL IMPACTS

Title	(\$000's)					
	APPR. FY16	FY17	FY18	FY19	FY20	FY21
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY16 Approved No inflation or compensation change is included in outyear projections.	40,708	40,708	40,708	40,708	40,708	40,708
Annualization of Positions Approved in FY16 This reflects the annualization of Library positions added in FY16 for Collections Management and Branch Services.	0	223	223	223	223	223
Elimination of One-Time Items Approved in FY16 This represents the elimination of one time operating expenses associated with the purchase of Go Kits in FY16.	0	-45	-45	-45	-45	-45
Labor Contracts These figures represent the estimated annualized cost of general wage adjustments, service increments, and associated benefits.	0	235	235	235	235	235
Subtotal Expenditures	40,708	41,121	41,121	41,121	41,121	41,121

ANNUALIZATION OF PERSONNEL COSTS AND FTES

	FY16 Approved		FY17 Annualized	
	Expenditures	FTEs	Expenditures	FTEs
Enhance: High Demand Library Resources (Library Materials Budget and All-Children-Excel Technology Go! Kits) [Collection Management]	39,031	0.50	49,031	0.50
Enhance: Restore Hours at Five Branches (Chevy Chase, Kensington Park, Little Falls, Potomac, and Twinbrook) to Pre-Recession Levels [Branch Library Services]	638,880	9.50	851,840	9.50
Total	677,911	10.00	900,871	10.00

