



# Public Libraries

**Recommended FY18 Budget**

**\$42,725,153**

**Full Time Equivalents**

**395.26**

## 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 recommended FY18 Operating Budget for the Department of Public Libraries is \$42,725,153, an increase of \$1,066,249 or 2.56 percent from the FY17 Approved Budget of \$41,658,904. Personnel Costs comprise 80.34 percent of the budget for 222 full-time position(s) and 212 part-time position(s), and a total of 395.26 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 19.66 percent of the FY18 budget.

The increase in FY18 funding will expand the library Public Service Hours at three branches: Kensington Park, Little Falls, and Twinbrook.

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:

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

## Department Performance Measures

Performance measures for this department are included below (where applicable), with multi-program measures displayed at the front of this section and program-specific measures shown with the relevant program. The FY17 estimates reflect funding based on the FY17 approved budget. The FY18 and FY19 figures are performance targets based on the FY18 recommended budget and funding for comparable service levels in FY19.

| Measure                                                                                                | Actual FY15 | Actual FY16 | Estimated FY17 | Target FY18 | Target FY19 |
|--------------------------------------------------------------------------------------------------------|-------------|-------------|----------------|-------------|-------------|
| <b>Multi-Program Measures</b>                                                                          |             |             |                |             |             |
| Total use of library services (number of services provided) <sup>1</sup>                               | 24,787,100  | 24,931,234  | 24,459,941     | 30,691,043  | 32,363,371  |
| Average annual use of library services for children, for each child under 5 in the County <sup>2</sup> | 36          | 41          | 42             | 46          | 49          |
| Total use of library adult learning programs, services, and events <sup>3</sup>                        | 118,436     | 151,688     | 196,052        | 256,204     | 307,445     |
| Average cost per total library usage <sup>4</sup>                                                      | \$1.54      | \$1.63      | \$1.70         | \$1.39      | \$1.32      |

<sup>1</sup> Total use of library services includes circulation, visits, program and event attendance, information questions answered, and use of technology, among a range of services available in MCPL branches and online. This measure takes into account the impact of temporary branch closings for refresh projects and recommended additional hours at three locations. The significant increase in FY18 reflects the addition of Wi-Fi sessions (as defined by state and national guidelines). Access to regular, ongoing Wi-Fi use data became available in Q4 FY16. Preliminary data suggests that Wi-Fi sessions will significantly increase total use of library services.

<sup>2</sup> Average use of library services for each child under age 5 includes the circulation of picture books and other early literacy material, use of Go! Kits, attendance at story times and other programs designed for pre-school age children. Increase in FY16 is due in part to the expansion of AWE Early Learning Computers to all MCPL branches.

<sup>3</sup> This new measure shows the total use of services for adult learning such as English conversation clubs, business counseling, book groups, on-line courses, and bilingual programs. Projections are based upon observed increases in use, strategic use of programming resources, and MCPL's Strategic Plan Goal to increase workforce development materials and programs through the work of a targeted position to promote workforce development programming.

<sup>4</sup> This new measure shows the total use of library services in relation to MCPL's budget. Budget information for FY18 and FY19 is based on the FY18 recommended budget. Coupled with the increase in total use of library services as projected from Wi-Fi session data being included in future years, the cost per use is expected to drop in FY18.

## Initiatives

- ★ Will expand FY18 Public Service Hours at three branches: Kensington Park, Little Falls, and Twinbrook.
- ★ Developing Library of Things which will provide items for checkout such as musical instruments, equipment, and small tools in support of lifelong learning, creativity, and shared access to products.
- ★ Aspen Hill, Davis, and Little Falls libraries are currently undergoing facility refresh upgrades.
- ★ Launched Career Online High School Diploma and Workforce and Business Development program.
- ★ Expand Library Link to all middle and high schools.
- ★ Expanded Go!Kits 2.0 to 21 branches and introduced new topics.
- ★ Created the Jan Jablonski Early Literacy Training Center at the Noyes Library for Young Children.
- ★ Launched a podcast titled Library Matters. Each episode will explore the world of books, libraries, technology, and learning.
- ★ Developed makerspace at Rockville Memorial Library.

## Accomplishments

- 
- ✓ Hosted the County Executive's Library of the Future Summit.
  - ✓ Developed FY2017-2020 Strategic Plan.
  - ✓ Awarded Urban Libraries Council (ULC) award for Library Refresh Program.
  - ✓ Awarded National Association of Counties (NACO) awards for three projects: 1.) Library Refresh Program-Supporting Community Needs; 2.) Interact, Explore, Discover at Your Own Pace: STEM (Science, Technology, Engineering, and Mathematics) Stations for Young Children; and 3.) Learn, Engage & Create Together: Programs and Services for Active Seniors.
  - ✓ Partnered with Montgomery County Public Schools to implement Library Link, which will provide library cards to all students.
  - ✓ Established Deposit Collections - collections for use in area barbershops, selected Housing Opportunities Commission senior housing units, and selected offices of the Department of Health and Human Services.
  - ✓ Installed new technology - 3D printers, charging stations, loaner laptop.
  - ✓ Completed the facility refresh projects at the Kensington Park and Twinbrook libraries.
  - ✓ Opened the Wheaton Interim Library.

## Innovations and Productivity Improvements

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- ✦ Implemented new delivery routes, drop shipping, branch reorder, and redevelopment processes to get new material to customers faster.
- ✦ Installed digital signage at all branches.

## Collaboration and Partnerships

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### ✦ Educational Literacy

Educational classes such as English as a Second Language (ESL), Citizenship classes, English Conversation clubs, and tutoring spaces are offered to residents at libraries. Language learning materials are provided in a variety of formats and languages enabling communities to learn more about different cultures while sharing information. Residents are offered informative programs that cultivate an appreciation of individual and collective histories and inter-generational awareness.

Partners

Community Engagement Cluster, Montgomery College, Non-Profits

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### ✦ Connected Communities

Ensure that all students have the opportunity to have a library card. Engage children and families with informative programs, library tours, and events that cultivate an appreciation of libraries and volunteer opportunities.

Partners

Montgomery County Public Schools, Non-Profits

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## \* Strong and Vibrant Montgomery

Workforce development programs targeting job seekers to include workshops on job search strategies, resume writing, applying for jobs with Montgomery County, and career resources for skilled immigrants; Classes in English and Spanish for entrepreneurs and small business owners on starting a business, business finance basics, social media for small businesses, and building a website for small business.

### Partners

Office of Human Resources, Non-Profits

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## \* Technology and Programming

Media labs engage youths and older adults in using digital media, music, and multimedia production as a form of expression and developing their programming skills in libraries. Technology training classes for older adults in English and Spanish at several libraries. Residents are provided with programs that inspire and foster innovative thinking, technology, makerspace, and Science, Technology, Engineering, Art, and Mathematics (STEAM) programming.

### Partners

Department of Technology Services, Non-Profits

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## Program Contacts

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Contact Lennadene Bailey of the Department of Public Libraries at 240.777.0045 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

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### \* Library Services to the Public

The Montgomery County Public Libraries (MCPL) consists of 22 library sites including the Noyes Library for Young Children, the Montgomery County Correctional Facility Library, plus the MCPL Express@Mid-County Recreational Center kiosk, and the Materials Management Center.

Library services are available to all County residents, Maryland residents, and those working in Montgomery County, free of charge. Library customers use MCPL services in over 24 million ways to include information services for children and adults delivered in person, over the telephone, by chat, in the stacks, and outside our walls; a Public Access Catalog for access to indices and full text materials; automated phone renewal and online catalog and customer account access (24 hours, 7 days a week); programming for children, teens, seniors, and adults; technologies such as 3D printers, digital labs, makerspaces, Science, Technology, Engineering, and Mathematics (STEM) kits, loanable laptops and eReaders, meeting rooms, and collaboration spaces for public use.

The Public Services Administration (PSA) team oversees and supports the day-to-day operations of the library's branches.

- The PSA for IT Infrastructure, Digital Strategies and Emerging Technologies oversees seven branches, Technology Management, Virtual Services, website, social media, digital media labs, and special projects.
- The PSA for Space Management, Americans with Disabilities Act (ADA), and Collection Management oversees eight

branches, the Collection Management Division, ADA and Refresh Project coordination, facilities maintenance, Capital Improvement Program (CIP), Continuity of Operations (COOP), safety and security, and liaison to the Department of General Services.

- The PSA for Community Engagement, Programming, and Learning oversees seven branches, workforce development, early literacy, marketing and branding, outreach, policies and procedures, all programs including after school, Summer Read and Learn, special events, partnership programs, and program funding.

| Program Performance Measures                                                           | Actual FY15 | Actual FY16 | Estimated FY17 | Target FY18 | Target FY19 |
|----------------------------------------------------------------------------------------|-------------|-------------|----------------|-------------|-------------|
| Number of items checked out (circulation) and materials used in a library <sup>1</sup> | 9,943,874   | 11,305,357  | 11,944,845     | 12,031,563  | 12,507,433  |
| Number of library visits <sup>2</sup>                                                  | 4,648,012   | 4,888,572   | 4,446,495      | 4,582,957   | 5,297,631   |
| Information questions answered <sup>3</sup>                                            | 2,213,442   | 1,511,664   | 1,526,781      | 1,542,048   | 1,557,469   |
| Total hours of rooms booked <sup>4</sup>                                               | 94,959      | 148,271     | 152,601        | 157,060     | 160,201     |

<sup>1</sup> This measure includes physical items and e-books / e-audiobooks checked out, and items used in a branch (combining two separately listed measures in prior publications). Projected measures account for MCPL's Library Link partnership with MCPS, recommended increases in public service hours at three branches, and the net estimated effects of library closures for Refresh and Renovation, including use of nearby branches and interim facilities.

<sup>2</sup> Projected measures account for the net estimated effects of library closures for Refresh and Renovation, including use of nearby branches and interim facilities, as well as anticipated increased use after refresh projects and recommended increases in public service hours at three branches.

<sup>3</sup> The decrease in FY16 information questions answered reflects both new and ongoing methodological challenges in gathering on-line, real time statistics on information transactions.

<sup>4</sup> Increase between FY15 and FY16 reflects the introduction of ActiveMontgomery software by CUPF to book meeting rooms.

| FY18 Recommended Changes                                                                                                                                                                              | Expenditures      | FTEs          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| <b>FY17 Approved</b>                                                                                                                                                                                  | <b>27,632,207</b> | <b>333.21</b> |
| Enhance: Expand Library Public Service Hours at three branches - Kensington Park, Little Falls, and Twinbrook                                                                                         | 394,100           | 6.50          |
| Add: Deaf Culture Digital Library Launched in 2016                                                                                                                                                    | 232,672           | 2.20          |
| Increase Cost: Interjurisdictional Grant                                                                                                                                                              | 2,615             | 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. | 503,580           | (2.00)        |
| <b>FY18 Recommended</b>                                                                                                                                                                               | <b>28,765,174</b> | <b>339.91</b> |

## Administration, Outreach, and Support Services

The Office of the Director has the responsibility for the overall management and leadership of the department. The Director's Office also oversees strategic planning and evaluation of services, public relations with the community, marketing the department's services, partnerships, Memoranda of Understanding (MOUs), and the Library Board. The Director's Office directly manages the Human Resources and Accountability Unit, the Business Office, and three Public Services Administrators.

- The Human Resources and Accountability Management unit oversees human resources, staff development and training, Sunday and Substitute Services, planning and evaluation, data and statistics, customer accounts, circulation services, workplace competency, Equal Employment Opportunity (EEO) issues, recruitment and training, staff recognition, and labor/management relations.
- The Business Office oversees preparation and management of the Department's budget, contracts and procurement, fiscal administration including Materials Management's Fiscal Unit (Drivers, Acquisition), revenue, grants, equipment

management, and Council liaison.

Through interviews, focus groups, and meetings with community representatives, a strategic plan was developed which identified ways in creating vital, thriving communities to support County residents and the County Executive's core values. MCPL's strategic plan positions MCPL as a resource to build Literate, Connected, Strong and Vibrant, and Delighted communities.

- Literate Montgomery - MCPL will provide opportunities to encourage language and life-skills literacies and lifelong learning through Early Literacy, English Language Literacy, Health Literacy, Financial Literacy, Digital Literacy, Environmental Literacy, and Lifelong Learning.
- Connected Montgomery - MCPL will provide opportunities to encourage inclusive and engaging communities through diversity programs, civic engagement, customer reach, and collaborative spaces.
- Strong and Vibrant Montgomery - MCPL will provide opportunities to develop, increase, and hone workforce skills that will enhance skills for gainful employment, job seekers, and business support.
- Delighted Montgomery - MCPL will provide exceptional customer experience by supporting and training staff, and reinforcing our infrastructure through enhanced programming, inviting spaces, responsive materials processes, effective information service, 21st century technology, effective partnerships, enhancing staff skills and support, and engagement with the community.

Montgomery County Public Libraries is committed to providing state-of-the-art library facilities and new models of service to encourage lifelong learning and to meet the needs of a diverse population whose needs are changing rapidly.

| Program Performance Measures                           | Actual FY15 | Actual FY16 | Estimated FY17 | Target FY18 | Target FY19 |
|--------------------------------------------------------|-------------|-------------|----------------|-------------|-------------|
| Attendance at library programs <sup>1</sup>            | 218,957     | 237,247     | 244,951        | 247,401     | 262,245     |
| Number of visits to the library's website <sup>2</sup> | 3,367,280   | 3,795,142   | 4,136,705      | 4,509,008   | 4,914,819   |

<sup>1</sup> Projected measures account for the County Executive's increase to MCPL programming resources in FY17, and the net estimated effects of library closures for Refresh and renovation, including use of nearby branches and interim facilities.

<sup>2</sup> A flat 9% increase per year is projected, as more residents have access to technologies that allow them to interact with MCPL's robust web presence. The website improvements include greater accessibility, automatic adjustment to device screen size, improved content and more user-friendly navigation.

| FY18 Recommended Changes                                                                                                                                                                              | Expenditures     | FTEs         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| <b>FY17 Approved</b>                                                                                                                                                                                  | <b>4,188,251</b> | <b>25.00</b> |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | (77,023)         | 2.00         |
| <b>FY18 Recommended</b>                                                                                                                                                                               | <b>4,111,228</b> | <b>27.00</b> |

## 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 and 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 inter-library 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 FY15 | Actual FY16 | Estimated FY17 | Target FY18 | Target FY19 |
|------------------------------------------------|-------------|-------------|----------------|-------------|-------------|
| Library electronic database usage <sup>1</sup> | 825,934     | 893,090     | 884,761        | 915,728     | 947,778     |
| eBooks and eAudioBooks borrowed <sup>2</sup>   | 988,456     | 1,156,149   | 1,270,283      | 1,503,737   | 1,563,886   |

<sup>1</sup> While most databases have seen increased use, some databases have experienced decreased use in FY16. FY17 is projected to dip slightly in light of this, but the overall trend for database use is increasing, and the projections for FY18 and FY19 assume increased use of in-demand databases. Our Collection Development staff continually evaluates database subscriptions and makes changes in response to use and user needs.

<sup>2</sup> E-book and E-audiobook use is expected to increase as (1) more customers acquire the devices and skills to download materials, (2) possible customer behavior changes in response to branch refresh temporary closures, and (3) more titles are made available in digital formats.

| FY18 Recommended Changes                                                                                                                                                                              | Expenditures     | FTEs         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|
| <b>FY17 Approved</b>                                                                                                                                                                                  | <b>9,838,446</b> | <b>28.35</b> |
| Multi-program adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting multiple programs. | 10,305           | 0.00         |
| <b>FY18 Recommended</b>                                                                                                                                                                               | <b>9,848,751</b> | <b>28.35</b> |

## BUDGET SUMMARY

|                                            | Actual FY16       | Budget FY17       | Estimate FY17     | Recommended FY18  | %Chg Bud/Rec |
|--------------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| <b>COUNTY GENERAL FUND</b>                 |                   |                   |                   |                   |              |
| <b>EXPENDITURES</b>                        |                   |                   |                   |                   |              |
| Salaries and Wages                         | 21,784,217        | 23,231,715        | 22,891,522        | 23,888,404        | 2.8 %        |
| Employee Benefits                          | 9,613,950         | 10,051,420        | 9,603,722         | 10,224,666        | 1.7 %        |
| <b>County General Fund Personnel Costs</b> | <b>31,398,167</b> | <b>33,283,135</b> | <b>32,495,244</b> | <b>34,113,070</b> | <b>2.5 %</b> |
| Operating Expenses                         | 7,783,838         | 8,323,479         | 8,323,479         | 8,324,506         | —            |
| <b>County General Fund Expenditures</b>    | <b>39,182,005</b> | <b>41,606,614</b> | <b>40,818,723</b> | <b>42,437,576</b> | <b>2.0 %</b> |
| <b>PERSONNEL</b>                           |                   |                   |                   |                   |              |
| Full-Time                                  | 215               | 215               | 215               | 220               | 2.3 %        |
| Part-Time                                  | 219               | 209               | 209               | 212               | 1.4 %        |
| FTEs                                       | 387.56            | 385.56            | 385.56            | 392.06            | 1.7 %        |
| <b>REVENUES</b>                            |                   |                   |                   |                   |              |
| Facility Rental Fees                       | 0                 | 14,000            | 14,000            | 0                 | -100.0 %     |



## BUDGET SUMMARY

|                                               | Actual<br>FY16   | Budget<br>FY17   | Estimate<br>FY17 | Recommended<br>FY18 | %Chg<br>Bud/Rec |
|-----------------------------------------------|------------------|------------------|------------------|---------------------|-----------------|
| Library Fees                                  | 24,634           | 20,000           | 20,000           | 20,000              | —               |
| Library Fines                                 | 1,051,716        | 1,000,000        | 1,000,000        | 1,000,000           | —               |
| Miscellaneous Revenues                        | 254,100          | 240,000          | 240,000          | 240,000             | —               |
| Other Fines/Forfeitures                       | 0                | 10,000           | 10,000           | 10,000              | —               |
| Other Intergovernmental                       | 0                | 20,000           | 20,000           | 20,000              | —               |
| State Reimbursement: Library Operations       | 2,901,596        | 2,997,000        | 2,997,000        | 3,120,000           | 4.1 %           |
| State Reimbursement: Library Staff Retirement | 3,028,947        | 2,845,000        | 2,845,000        | 3,132,000           | 10.1 %          |
| <b>County General Fund Revenues</b>           | <b>7,260,993</b> | <b>7,146,000</b> | <b>7,146,000</b> | <b>7,542,000</b>    | <b>5.5 %</b>    |

### GRANT FUND - MCG

#### EXPENDITURES

|                                         |               |               |               |                |                |
|-----------------------------------------|---------------|---------------|---------------|----------------|----------------|
| Salaries and Wages                      | 33,335        | 37,427        | 37,427        | 169,671        | 353.3 %        |
| Employee Benefits                       | 13,887        | 2,863         | 2,863         | 41,393         | 1345.8 %       |
| <b>Grant Fund - MCG Personnel Costs</b> | <b>47,222</b> | <b>40,290</b> | <b>40,290</b> | <b>211,064</b> | <b>423.9 %</b> |
| Operating Expenses                      | 34,408        | 12,000        | 12,000        | 76,513         | 537.6 %        |
| <b>Grant Fund - MCG Expenditures</b>    | <b>81,630</b> | <b>52,290</b> | <b>52,290</b> | <b>287,577</b> | <b>450.0 %</b> |

#### PERSONNEL

|           |      |      |      |      |         |
|-----------|------|------|------|------|---------|
| Full-Time | 0    | 0    | 0    | 2    | —       |
| Part-Time | 0    | 0    | 0    | 0    | —       |
| FTEs      | 1.00 | 1.00 | 1.00 | 3.20 | 220.0 % |

#### REVENUES

|                                  |               |               |               |                |                |
|----------------------------------|---------------|---------------|---------------|----------------|----------------|
| Federal Grants                   | 29,408        | 0             | 0             | 0              | —              |
| State Grants                     | 52,849        | 52,290        | 52,290        | 287,577        | 450.0 %        |
| <b>Grant Fund - MCG Revenues</b> | <b>82,257</b> | <b>52,290</b> | <b>52,290</b> | <b>287,577</b> | <b>450.0 %</b> |

### DEPARTMENT TOTALS

|                                  |                   |                   |                   |                   |              |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| <b>Total Expenditures</b>        | <b>39,263,635</b> | <b>41,658,904</b> | <b>40,871,013</b> | <b>42,725,153</b> | <b>2.6 %</b> |
| <b>Total Full-Time Positions</b> | <b>215</b>        | <b>215</b>        | <b>215</b>        | <b>222</b>        | <b>3.3 %</b> |
| <b>Total Part-Time Positions</b> | <b>219</b>        | <b>209</b>        | <b>209</b>        | <b>212</b>        | <b>1.4 %</b> |
| <b>Total FTEs</b>                | <b>388.56</b>     | <b>386.56</b>     | <b>386.56</b>     | <b>395.26</b>     | <b>2.3 %</b> |
| <b>Total Revenues</b>            | <b>7,343,250</b>  | <b>7,198,290</b>  | <b>7,198,290</b>  | <b>7,829,577</b>  | <b>8.8 %</b> |

### FY18 RECOMMENDED CHANGES

|                                       | Expenditures                       | FTEs                     |
|---------------------------------------|------------------------------------|--------------------------|
| <b>COUNTY GENERAL FUND</b>            |                                    |                          |
|                                       | <b>FY17 ORIGINAL APPROPRIATION</b> | <b>41,606,614 385.56</b> |
| <b>Changes (with service impacts)</b> |                                    |                          |



## FY18 RECOMMENDED CHANGES

|                                                                                                                                                | Expenditures      | FTEs          |
|------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| Enhance: Expand Library Public Service Hours at three branches - Kensington Park, Little Falls, and Twinbrook [Library Services to the Public] | 394,100           | 6.50          |
| <b>Other Adjustments (with no service impacts)</b>                                                                                             |                   |               |
| Increase Cost: FY18 Compensation Adjustment                                                                                                    | 794,913           | 0.00          |
| Increase Cost: Retirement Adjustment                                                                                                           | 140,739           | 0.00          |
| Increase Cost: Motor Pool Adjustment                                                                                                           | 5,852             | 0.00          |
| Increase Cost: Annual Maintenance Contract for MCPL's Integrated Library System (SirsiDynix)                                                   | 5,560             | 0.00          |
| Decrease Cost: Printing and Mail                                                                                                               | (10,385)          | 0.00          |
| Decrease Cost: Annualization of FY17 Personnel Costs                                                                                           | (499,817)         | 0.00          |
| <b>FY18 RECOMMENDED</b>                                                                                                                        | <b>42,437,576</b> | <b>392.06</b> |

### GRANT FUND - MCG

|                                                                           | FY17 ORIGINAL APPROPRIATION | 52,290      | 1.00 |
|---------------------------------------------------------------------------|-----------------------------|-------------|------|
| <b>Federal Programs</b>                                                   |                             |             |      |
| Add: Deaf Culture Digital Library Launched in 2016                        | 232,672                     | 2.20        |      |
| <b>Other Adjustments (with no service impacts)</b>                        |                             |             |      |
| Increase Cost: Interjurisdictional Grant [Library Services to the Public] | 2,615                       | 0.00        |      |
| <b>FY18 RECOMMENDED</b>                                                   | <b>287,577</b>              | <b>3.20</b> |      |

## PROGRAM SUMMARY

| Program Name                                   | FY17 APPR Expenditures | FY17 APPR FTEs | FY18 REC Expenditures | FY18 REC FTEs |
|------------------------------------------------|------------------------|----------------|-----------------------|---------------|
| Library Services to the Public                 | 27,632,207             | 333.21         | 28,765,174            | 339.91        |
| Administration, Outreach, and Support Services | 4,188,251              | 25.00          | 4,111,228             | 27.00         |
| Collection Management                          | 9,838,446              | 28.35          | 9,848,751             | 28.35         |
| <b>Total</b>                                   | <b>41,658,904</b>      | <b>386.56</b>  | <b>42,725,153</b>     | <b>395.26</b> |

## CHARGES TO OTHER DEPARTMENTS

| Charged Department            | Charged Fund | FY17 Total\$ | FY17 FTES | FY18 Total\$ | FY18 FTES |
|-------------------------------|--------------|--------------|-----------|--------------|-----------|
| <b>COUNTY GENERAL FUND</b>    |              |              |           |              |           |
| Correction and Rehabilitation | General Fund | 155,764      | 1.70      | 169,325      | 1.70      |

## FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

| Title                      | FY18 | FY19 | FY20 | FY21 | FY22 | FY23 |
|----------------------------|------|------|------|------|------|------|
| <b>COUNTY GENERAL FUND</b> |      |      |      |      |      |      |

## FUTURE FISCAL IMPACTS

CE RECOMMENDED (\$000S)

| Title                                                                                                                                                                                                                                                                   | FY18          | FY19          | FY20          | FY21          | FY22          | FY23          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>EXPENDITURES</b>                                                                                                                                                                                                                                                     |               |               |               |               |               |               |
| <b>FY18 Recommended</b>                                                                                                                                                                                                                                                 | <b>42,438</b> | <b>42,438</b> | <b>42,438</b> | <b>42,438</b> | <b>42,438</b> | <b>42,438</b> |
| No inflation or compensation change is included in outyear projections.                                                                                                                                                                                                 |               |               |               |               |               |               |
| <b>Annualization of Positions Recommended in FY18</b>                                                                                                                                                                                                                   | <b>0</b>      | <b>131</b>    | <b>131</b>    | <b>131</b>    | <b>131</b>    | <b>131</b>    |
| New positions in the FY18 budget are generally assumed to be filled at least two months after the fiscal year begins. Therefore, the above amounts reflect annualization in the outyears of positions added in FY18 to increase Public Service Hours in three branches. |               |               |               |               |               |               |
| <b>SIRSI Contract</b>                                                                                                                                                                                                                                                   | <b>0</b>      | <b>6</b>      | <b>11</b>     | <b>17</b>     | <b>23</b>     | <b>29</b>     |
| Annual maintenance contract increase for MCPL's Integrated Library System (SirsiDynix) per the contract agreement.                                                                                                                                                      |               |               |               |               |               |               |
| <b>Labor Contracts</b>                                                                                                                                                                                                                                                  | <b>0</b>      | <b>301</b>    | <b>301</b>    | <b>301</b>    | <b>301</b>    | <b>301</b>    |
| These figures represent the estimated annualized cost of general wage adjustments, service increments, and other negotiated items.                                                                                                                                      |               |               |               |               |               |               |
| <b>Subtotal Expenditures</b>                                                                                                                                                                                                                                            | <b>42,438</b> | <b>42,876</b> | <b>42,881</b> | <b>42,887</b> | <b>42,893</b> | <b>42,899</b> |

## ANNUALIZATION OF PERSONNEL COSTS AND FTES

|                                                                                                      | FY18 Recommended |             | FY19 Annualized |             |
|------------------------------------------------------------------------------------------------------|------------------|-------------|-----------------|-------------|
|                                                                                                      | Expenditures     | FTEs        | Expenditures    | FTEs        |
| Expand Library Public Service Hours at three branches - Kensington Park, Little Falls, and Twinbrook | 394,100          | 6.50        | 525,467         | 6.50        |
| <b>Total</b>                                                                                         | <b>394,100</b>   | <b>6.50</b> | <b>525,467</b>  | <b>6.50</b> |

# Montgomery County, Maryland Public Libraries



## BRANCHES

- |                          |                          |                                      |                            |
|--------------------------|--------------------------|--------------------------------------|----------------------------|
| 1. Aspen Hill ❖          | 7. Marilyn J. Praisner ❖ | 13. Noyes Library for Young Children | 18. Rockville Memorial ❖   |
| 2. Bethesda ❖            | 8. Gaithersburg ❖        | 14. Olney ❖                          | 19. Silver Spring ❖        |
| 3. Chevy Chase           | 9. Germantown ❖          | 15. Poolesville                      | 20. Twinbrook              |
| 4. Correctional Facility | 10. Kensington Park      | 16. Potomac                          | 21. Wheaton Interim ❖      |
| 5. Damascus ❖            | 11. Little Falls         | 17. Quince Orchard ❖                 | 22. White Oak ❖            |
| 6. Davis                 | 12. Long Branch ❖        |                                      | * Clarksburg<br>(proposed) |

❖ Open on Sundays

MCPL Express @ Mid-County Recreation Center will provide materials for checkout, a book return, and holds service.

See <http://www.montgomerycountymd.gov/library> for a full listing of Library Hours and Holidays, Services, and Policies.

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