


**M E M O R A N D U M**

April 22, 2022

TO: Education & Culture [E&C] Committee

FROM: Carolyn Chen, Legislative Analyst 

SUBJECT: **FY23 Recommended Operating Budget Worksession:  
Non-Departmental Account [NDA]: Takoma Park Library Annual Payments**

PURPOSE: Review and make recommendations for Council consideration – vote expected.

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**Expected Participants:**

- Jessica Jones, Library Director, Takoma Park Maryland Library
- Nic Fontem, Library Manager, Coordinator for Technical Services, Takoma Park Maryland Library
- Estela Boronat de Gomes, Fiscal and Policy Analyst, Office of Management and Budget (OMB)

**SYNOPSIS: FY23 Recommended Operating Budget**  
**[NDA - Takoma Park Library Annual Payments \(p. 72-29\)](#)**

**About Takoma Park Library.** The Takoma Park Maryland Library is an independent municipal public library and a department of the City of Takoma Park. It operates its own website, complete with tools to search the library’s catalog, access individual accounts and renew borrowed materials. Library cards are free to anyone living in Montgomery County or working or attending school in Takoma Park. The Library also operates the City’s Computer Learning Center with 23-workstations, four workstations in the Senior Room and four additional workstations.

**Summary analysis of FY23 changes.** The annual payment to Takoma Park Library is calculated with a set historical formula that estimates the reimbursement of municipal taxes<sup>1</sup>. The FY23 recommended budget reflects a decrease of 5% from FY22 to \$167,911<sup>2</sup> or 12% of the City of Takoma Park’s FY22-23 proposed expenditures of ~\$1.4M for the library.

**Opportunity for Takoma Park Library to address racial equity and social justice inequities.** The City of Takoma Park issued a “Racial Equity Impact Statement” on all agenda items effective April 17, 2017, and passed [Resolution No. 2017-28](#) to committing the City Council to

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<sup>1</sup> The annual payment to Takoma Park Library is authorized by [Section 2-53 of the Montgomery County Code](#) after [Expedited Bill 32-10](#) was enacted in May 20, 2010. On March 14, 2022, the Council enacted [Expedited Bill 2-22](#) that amended the Municipal Revenue Program and reimbursement calculation for eligible costs. Annual payments to Takoma Park Library were excluded from this legislation. See [Council Legislative Attorney’s March 1, 2022 staff report](#).

<sup>2</sup> The average annual payment from FY13 to FY23 is \$158,094 and has peaked at \$199,329 in FY20.

systematically and deliberately apply a racial equity lens in decision-making; prior to the [County’s Racial Equity and Social Justice Act of December 2019](#). Post-pandemic and in parallel to the City of Takoma Park’s upcoming [library renovation capital project](#), Takoma Park Library has the opportunity to incorporate racial equity and social justice principles into its strategic planning and determine metrics to track progress towards narrowing a targeted racial disparity that impacts Takoma Park, hyperlocally.

**Council staff recommends approval of the FY23 Recommended Operating Budget – NDA: Takoma Park Library Annual Payments as submitted by the County Executive.**

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<sup>3</sup> Includes [NDA – Takoma Park Police Rebate](#) FY23 CE recommendation to realign ©3 with [Payments to Municipalities NDA](#) in Accordance with [Expedited Bill 2-22](#) ©4-5.

# FY23 Recommended Operating Budget

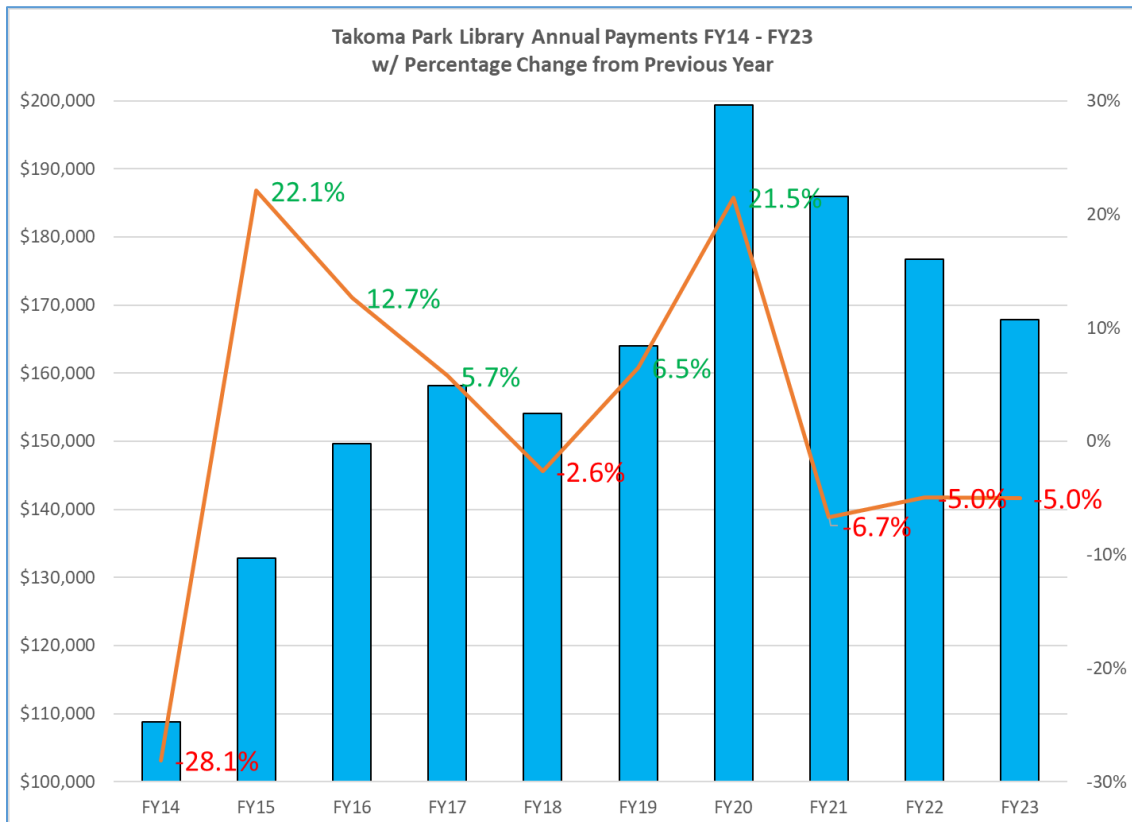
## NDA: Takoma Park Annual Library Payments

FY23 CE Rec Changes	FY23 Expenditure & FTE Net Impact from FY22
Decrease: FY23 Reimbursement Calculation	<b>-\$8,831</b> <b>0 FTE</b> <b>-5%</b>

### Budget Notes:

- Based on expenditures for Montgomery County Public Libraries (MCPL), as a share of property tax-funded spending, and the City of Takoma Park's assessable base. The calculation takes MCPL tax-supported expenditures approved in the prior year's budget and multiplies them by the actual proportion of property tax revenues to total tax revenues.

F23 Takoma Park Library Calculation	
F22 Estimated TP Taxable Base (Property Assessable bases for TP)	\$2,587,123,533
Multiplied by Real Property Tax Rate Related to Libraries (G)	\$0.0065
<b>F23 Estimated Payment</b>	<b>\$167,911</b>
FY22 Budget	\$176,742
<b>Decrease</b>	<b>-\$8,831</b>



## Selected Scholarship, History and Racial Equity & Social Justice Metrics in Public Libraries

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- **Milestones to desegregating libraries.** The [Virginia Sit-in of August 1939 in Alexandria](#), [Greenville Eight of July 1960 in South Carolina](#), [Tougaloo Nine in Jackson, Mississippi](#) and the [St. Helen Four of March 1964 in Greensburg, Louisiana](#) are credited with influencing Supreme Court decisions that helped dismantle segregation in public libraries and overrun the “separate but equal” ruling in segregated schools. Each scenario involved African American students that were denied access to a public library to conduct research for school assignments.
  - *What is the history of racism in Takoma Park’s Library? What role did Takoma Park Library play in desegregation in the MCPS system?*
- **Civil rights’ library origins and Congressman John Lewis.**<sup>4</sup> In 1956, when John Lewis was 16 years old, he and his brothers and cousins were denied public library cards and were told the library was for whites only. Lewis credits this experience as the genesis to his civil rights activism journey. Forty-two years later, after [“Bloody Sunday” in Selma, Alabama](#), being elected to the House of Representatives and authoring [Walking with the Wind: A Memoir of the Movement](#), the same library invited Lewis for a book-signing and gave him a library card. This marked the first time that Lewis set foot into a public library<sup>5</sup>.
  - *What are the barriers to library access for African American County residents? What role does implicit bias play in library staff as it relates to African American patrons, especially youth?*
- **Libraries continue to be white-dominated female-led institutions.** A 2017 American Library Association’s (ALA) demographic study found that 87% of librarians nationwide are white, with 75% of libraries being white women. Persons who work in institutions often function as gatekeepers to ensure that the institution perpetuates itself. By operating with anti-racist values, the gatekeeper can become an agent of institutional transformation.<sup>6</sup>
  - *What institutional structures and government policies have led to the racial disparity seen in the demographic of librarians nationwide? How many African American librarians are employed at Takoma Park Library?*
- **De-centering white narratives.** Libraries have failed to fully grapple with the harm that white cultural dominance creates for library staff, patrons, and the broader community. The issue of race has been evaded in library field through an unquestioned system of white normativity and liberal multicultural discourse.<sup>7</sup> While race-neutral approaches to library service may seem fair, colorblind, or race-neutral practices often reproduce racial disparity, resulting in unfair access and outcomes.<sup>8</sup>
  - *What is the current white narrative at Takoma Park Library? How is the library’s process for collection acquisition for books and other materials authored by African Americans quantified?*

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<sup>4</sup> CBS Mornings. “[Note to Self: Congressman John Lewis.](#)”

<sup>5</sup> Guardian News and Media. (2016, November 17). [Rep John Lewis tells National Book Awards how he was refused entry to library because he was black.](#) *The Guardian.*

<sup>6</sup> People’s Institute for Survival and Beyond. “[Our Principles.](#)”

<sup>7</sup> Honma, T. (2005). [Trippin’ Over the Color Line: The Invisibility of Race in Library and Information Studies.](#) *InterActions: UCLA Journal of Education and Information Studies.*

<sup>8</sup> Government Alliance on Race & Equity (G.A.R.E.). [Issue Brief – Advancing Racial Equity in Public Libraries: Case Studies from the Field.](#) p.6.

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## ☀ State Positions Supplement

This NDA provides for the County supplement to State salaries and fringe benefits for secretarial assistance for the resident judges of the Maryland Appellate Courts.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>60,756</b>	<b>0.00</b>
<b>FY23 Recommended</b>	<b>60,756</b>	<b>0.00</b>

## ☀ State Property Tax Services

This NDA funds the reimbursement to the State for three programs that support the property tax billing administration conducted by the Department of Finance: the Montgomery County Homeowners Credit Supplement, the Homestead Credit Certification Program, and the County's share of the cost of conducting property tax assessments by the State Department of Assessments and Taxation. This NDA also funds the County Renters' Property Tax Relief Supplement (Bill 21-15) enacted in 2016 and administered by the Department of Finance.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>3,565,615</b>	<b>0.00</b>
<b>FY23 Recommended</b>	<b>3,565,615</b>	<b>0.00</b>

## ☀ State Retirement Contribution

This NDA provides for the County's payment of two items to the State Retirement System:

- Maryland State Retirement System: Unfunded accrued liability, as established by the Maryland State Retirement System (MSRS), for employees hired prior to July 1, 1984, who are members of the MSRS (including former Department of Social Services employees hired prior to July 1, 1984), and for those who have retired (all County employees participated in the State Retirement System until 1965.) The County's contribution for this account is determined by State actuaries. Beginning in FY81, the amount due was placed on a 40-year amortization schedule. The funding of the 40-year amortization schedule was completed in FY20.
- State Library Retirement: Accrued liability for retirement costs for three Montgomery County Public Library retirees who are receiving a State retirement benefit. These were County employees prior to 1966 who opted to stay in the State plan.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>3,754</b>	<b>0.00</b>
<b>FY23 Recommended</b>	<b>3,754</b>	<b>0.00</b>

## ☀ Takoma Park Library Annual Payments

The annual amount provided in this NDA is a function of County expenditures for the Montgomery County Public Libraries (as a share of property tax-funded spending) and the City of Takoma Park's assessable base. The payment is authorized by Section 2-53 of the Montgomery County Code.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>176,742</b>	<b>0.00</b>
Decrease Cost: FY23 Reimbursement Calculation Decrease	(8,831)	0.00
<b>FY23 Recommended</b>	<b>167,911</b>	<b>0.00</b>

## Telecommunications

This NDA provides the operating expenses appropriations for telecommunication charges incurred by departments, including land-line charges and Private Branch Exchange System (PBX) maintenance and support charges. Prior to FY17, the Department of Technology Services charged individual departments and funds for expenses incurred.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>5,356,382</b>	<b>0.00</b>
<b>FY23 Recommended</b>	<b>5,356,382</b>	<b>0.00</b>

## Vision Zero

This NDA provides for the planning and implementation of educational, enforcement, and engineering efforts to reduce the number of traffic related fatalities to zero. This could include activities such as targeted enforcement of distracted and aggressive driving; educational campaigns to increase driver awareness of pedestrians and bicyclists; or designing roadways to reduce conflicts and enhance safety.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>180,171</b>	<b>1.00</b>
Increase Cost: Annualization of FY22 Personnel Costs	5,186	0.00
Increase Cost: FY23 Compensation Adjustment	1,764	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.	2,442	0.00
<b>FY23 Recommended</b>	<b>189,563</b>	<b>1.00</b>

## Working Families Income Supplement

This NDA provides funds to supplement the State's Refundable Earned Income Tax Credit (EITC). The intent of the Working Families Income Supplement is to provide financial assistance to low-income working families in Montgomery County. The County, through the NDA, reimburses the State for the cost of the refund and related administrative expenses. The amount reflected for FY23 reflects utilization of \$25 million in funding the County received from the American Rescue Plan Act.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>45,105,090</b>	<b>0.00</b>
<b>FY23 Recommended</b>	<b>45,105,090</b>	<b>0.00</b>

## WorkSource Montgomery, Inc

This is the private non-profit corporation authorized by Council Resolution 18-295 as the County's designated workforce development corporation. WorkSource Montgomery, Inc. has been designated to implement the County's workforce development

policies established by the Workforce Development Board to promote job growth and talent attraction.

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>1,445,594</b>	<b>0.00</b>
Add: Employment & Training Services for Immigrants	350,000	0.00
Add: Re-Entry: Coding Our Way Home	317,000	0.00
Enhance: Summer Rise Increase	60,000	0.00
<b>FY23 Recommended</b>	<b>2,172,594</b>	<b>0.00</b>

## REALIGNED PROGRAMS

Funding in the following programs has been realigned to other programs within this department.

### Takoma Park Police Rebate

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>1,263,255</b>	<b>0.00</b>
Decrease Cost: Beginning in FY23 Payments to Takoma Park Under this NDA are Now Included In the Payments to Municipalities NDA in Accordance with Expedited Bill 2-22	(1,263,255)	0.00
<b>FY23 Recommended</b>	<b>0</b>	<b>0.00</b>

## BUDGET SUMMARY

	Actual FY21	Budget FY22	Estimate FY22	Recommended FY23	%Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	1,057,480	4,198,160	1,759,483	4,148,627	-1.2 %
Employee Benefits	265,816	524,466	435,463	7,221,462	1276.9 %
<b>County General Fund Personnel Costs</b>	<b>1,323,296</b>	<b>4,722,626</b>	<b>2,194,946</b>	<b>11,370,089</b>	<b>140.8 %</b>
Operating Expenses	313,580,486	291,804,535	357,095,541	272,655,145	-6.6 %
<b>County General Fund Expenditures</b>	<b>314,903,782</b>	<b>296,527,161</b>	<b>359,290,487</b>	<b>284,025,234</b>	<b>-4.2 %</b>
<b>PERSONNEL</b>					
Full-Time	21	21	21	23	9.5 %
Part-Time	1	1	1	0	-100.0 %
FTEs	12.51	23.46	23.46	43.34	84.7 %
<b>REVENUES</b>					
Conference Center - Net Proceeds	0	1,500,000	0	1,000,000	-33.3 %
Conference Center - Rental Income	345,692	319,100	319,100	319,100	—
Indirect Costs: Grants	18,086	0	0	0	—
Miscellaneous Revenues	693,345	431,171	431,171	431,171	—
Property Rentals	5,290,428	3,900,000	3,900,000	3,900,000	—
<b>County General Fund Revenues</b>	<b>6,347,551</b>	<b>6,150,271</b>	<b>4,650,271</b>	<b>5,650,271</b>	<b>-8.1 %</b>

### GRANT FUND - MCG

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## ☀ Motor Pool Fund Contribution

This NDA funds the acquisition of new, additional Motor Pool fleet vehicles, as opposed to replacement vehicles, which are financed through an established chargeback mechanism.

<b>FY23 Recommended Changes</b>	<b>Expenditures</b>	<b>FTEs</b>
<b>FY22 Approved</b>	<b>87,032</b>	<b>0.00</b>
Add: Correction and Rehabilitation - Two Perimeter Patrol Vehicles	66,490	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.	(87,032)	0.00
<b>FY23 Recommended</b>	<b>66,490</b>	<b>0.00</b>

## ☀ Payments to Municipalities

The Montgomery County Municipal Revenue Program, authorized by Chapter 30A of the Montgomery County Code, reimburses municipalities for those public services they provide that would otherwise be provided by the County. The current reimbursement policy goes beyond State law, Section 6-305 of the Tax-Property Article, which requires the County to provide to municipalities only the Property Tax-funded portion of those costs. The County Executive negotiated a new formula with the County's municipal partners over the course of 2021. Changes to the calculation formula were adopted by the County Council on March 1, 2022, with the enactment of Expedited Bill 2-22.

Under Expedited Bill 2-22, a municipality would be reimbursed by the County based upon the County Executive's approximation of the costs that the County would incur if it were to provide the municipality with transportation, police, crossing guards, and park maintenance services. Specifically, as the exact payment amount for the current year cannot be determined until both municipal and County books are closed, reimbursements are based on the final audited cost of performing eligible services during the fiscal year two years prior to the budget year. The new law also provides for a phased-in implementation of the new formula calculation for FY23 (80 percent of the calculation), FY24 (90 percent of the calculation), and FY25 (100 percent of the calculation). The amounts included in the FY23 budget for this program reflect the required 80 percent phased-in payment.

Finally, the new calculation formula incorporates payments to Takoma Park under the separate Takoma Park Police Rebate Non-Departmental Account into this budget beginning in FY23.



## Payment to Municipalities - FY23 Recommended

Municipality	FY23Payment
Brookeville	15,186
Chevy Chase, Sec. III	55,648
Chevy Chase View	77,527
Chevy Chase Village	275,985
Town of Chevy Chase	237,650
Drummond	8,665
Friendship Heights	108,511
Gaithersburg	3,498,978
Garrett Park	91,049
Glen Echo	38,992
Kensington	266,908
Laytonsville	44,373
Martin's Additions	50,393
North Chevy Chase	47,428
Oakmont	6,157
Poolesville	529,829
Rockville	6,593,160
Somerset	105,600
Takoma Park	5,133,285
Washington Grove	84,368
<b>TOTAL</b>	<b>\$17,269,690</b>

This does not include the estimated Municipalities' Speed Camera Allocation of \$129,344

FY23 Recommended Changes	Expenditures	FTEs
<b>FY22 Approved</b>	<b>9,122,411</b>	<b>0.00</b>
Increase Cost: New Bill 2-22 Municipal Tax Duplication	8,147,279	0.00
<b>FY23 Recommended</b>	<b>17,269,690</b>	<b>0.00</b>

### Police Accountability Board

This NDA provides funding for the Police Accountability Board (PAB) and the Administrative Charging Committee (ACC) in accordance with the Maryland Police Accountability Act of 2021. The purpose of the PAB and the ACC is to review police data, and adjudicate on law enforcement officers being investigated or charged for disciplinary infractions. At the time of this budget development, local enabling legislation had not been fully executed by the County Council and, therefore, this NDA will likely need to be adjusted in the future. Funding in the NDA would accommodate the projected administrative needs of the anticipated nine PAB members and five ACC members. Administrative and operating costs incurred by those bodies include expenses for annual meetings, staffing support, compensation for ACC members, office supplies, printing, interpreter services, and dependent care for board and committee members. The NDA will also accommodate training costs for board and committee members, however until those costs can be finalized by the Maryland Police Training and Standards Commission (MPTSC) an estimate consistent with other certifications provided by MPTSC was used. The operations of the Police Accountability Board and the Administrative Charging Committee are independent of the Montgomery County Police Department (MCPD) and MCPD leadership.

FY23 Recommended Changes	Expenditures	FTEs
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City of Takoma Park  
**Fiscal Year 2022-2023  
Proposed Budget**

**Planning for a Strong and  
Resilient Future**



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**Department Summaries**

**Library**



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## Department Summaries

### Department Summary

#### Department Overview

The Takoma Park Maryland Library enhances the quality of life in Takoma Park by responding to and inspiring the literary, educational, and informational needs of a diverse community. The Library provides and promotes up-to-date resources, collections, and referrals that match community interests, promote literacy and learning, nurture a love of books and stories, and present a broad range of views within an inviting and safe environment. The Library also operates the City's Computer Learning Center.



## Department Summaries

### Personnel Schedule

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
<b>Library Division 7000</b>					
Library Director	130	1.00	1.00	1.00	-
Library Manager	122	1.00	1.00	1.00	-
Library Manager	122	1.00	1.00	1.00	-
Library Manager	122	1.00	1.00	1.00	-
Library Associate	114	1.00	1.00	1.00	-
Library Associate	114	1.00	1.00	1.00	-
Library Associate	114	1.00	1.00	1.00	-
Librarian	118	0.50	0.62	0.62	-
Library Associate	114	1.00	1.00	0.50	(0.50)
Library Associate	114	-	-	0.50	0.50
Library Shelver	106	0.38	0.38	0.38	-
Supplemental Assistance	NA	0.87	0.87	1.13	0.26
<b>Total Library Division FTE</b>		<b>9.75</b>	<b>9.87</b>	<b>10.13</b>	<b>0.26</b>
FTEs with benefits		8.50	8.50	8.50	-
FTEs without benefits		1.25	1.37	1.63	0.26
<b>Total Library Division FTE</b>		<b>9.75</b>	<b>9.87</b>	<b>10.13</b>	<b>0.26</b>
<b>Computer Center Division 7200</b>					
Library Instructional Associate	114	1.00	1.00	1.00	-
Library Instructional Associate	114	0.25	0.25	0.50	0.25
Library Instructional Associate	114	0.13	0.13	0.13	-
<b>Total Computer Center FTE</b>		<b>1.38</b>	<b>1.38</b>	<b>1.63</b>	<b>0.25</b>
FTEs with benefits		1.13	1.13	1.13	-
FTEs without benefits		0.25	0.25	0.50	0.25
<b>Total Computer Center FTE</b>		<b>1.38</b>	<b>1.38</b>	<b>1.63</b>	<b>0.25</b>
					-
<b>Total Library Department FTE</b>		<b>11.13</b>	<b>11.25</b>	<b>11.76</b>	<b>0.51</b>

## Department Summaries

### Library Department Expenditures Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
<b>Library</b>	1,274,197	1,422,064	1,424,232	1,401,556	(22,675)	(2%)
<b>Total</b>	1,274,197	1,422,064	1,424,232	1,401,556	(22,675)	(2%)

### Library Department Revenue

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
<b>Library</b>						
Library Aid	166,626	176,742	176,742	176,000	(742)	-0%
Library Fines & Fees	478	0	1,300	2,010	710	55%
<b>Total</b>	167,105	176,742	178,042	178,010	(32)	-0%
<b>Total</b>	167,105	176,742	178,042	178,010	(32)	-0%

## Department Summaries

### Library Expenditures by Division

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
<b>Library</b>	1,175,777	1,304,683	1,299,124	1,275,017	(24,107)	(2%)
<b>Computer Learning Center</b>	98,420	117,381	125,108	126,539	1,432	1%
<b>Total</b>	1,274,197	1,422,064	1,424,232	1,401,556	(22,675)	(2%)

### Library Expenditures by Type

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
<b>Personnel</b>						
Wages	851,949	942,313	845,907	915,475	69,569	8%
Fringe Benefits	310,502	322,121	387,367	319,961	(67,406)	(17%)
Overtime	1,695	6,200	6,300	6,200	(100)	(2%)
Employee Recognition	6,000	0	52,500	5,325	(47,175)	(90%)
Overtime-Holiday	49	0	100	0	(100)	(100%)
<b>Total</b>	1,170,195	1,270,634	1,292,174	1,246,961	(45,212)	(3%)
<b>Other Operating Expenses</b>						
Supplies	69,972	79,800	81,300	102,100	20,800	26%
Computer Expenditures	799	5,200	2,366	3,000	634	27%
Services and Charges	23,312	48,050	32,850	30,315	(2,535)	(8%)
Communications	6,523	7,880	7,880	9,480	1,600	20%
Office Expenditures	2,100	4,000	2,162	0	(2,162)	(100%)
Conferences, Training, & Dues	1,296	6,500	5,500	9,700	4,200	76%
<b>Total</b>	104,002	151,430	132,058	154,595	22,537	17%
<b>Total</b>	1,274,197	1,422,064	1,424,232	1,401,556	(22,675)	(2%)

### Adjusted to Projected Fiscal Year 22:

- Total departmental expenditures are relatively stable in the projected Fiscal Year 2022 budget compared to the adjusted Fiscal Year 2022 budget, reflecting a less than 1 percent increase of \$2,168.
- There were City wide increases in Fiscal Year 2022 personnel expenses including an increase in base salaries and bonuses. These increases were offset for the Library by a positive variance primarily due to an extended vacancy in the Youth Services Manager position from July 2021 through mid-January 2022.
- The children's and adults' book budgets in Fiscal Year 2022 are approximately half of Fiscal Year 2021's, which will be spent in its entirety, also reflecting a relative equilibrium between the two fiscal years. Book funds were only expended by half in Fiscal Year 2021 due to the pandemic, and the Fiscal Year 2022 budget reflects a similar expected expenditure.

## Department Summaries

### Fiscal Year 23 Budget Highlights:

- Proposed personnel costs for Fiscal Year 2023 are 3 percent lower than the projected Fiscal Year 2022.
- The supplies budget includes the children's and adults' books budgets, which include a 26 percent increase over Fiscal Year 2022 to reflect that the Library has fully reopened and needs to be able to stay current with new releases and replace worn copies of popular titles.
- The conference budget reflects a \$4,200, or 76 percent, increase to accommodate renewed training and professional development opportunities for staff who participate in national and regional library and technology associations.
- The communications budget reflects a \$1,600, or 20 percent, increase that is in line with pricing directives from our IT department.
- Computer expenditures reflect an increase of \$634, or 27 percent, over Fiscal Year 2022's projected amount. This is in anticipation of similar computer expenditures to Fiscal Year 2022, with some additional funds built in for unexpected hardware replacement costs.
- Library fines and fees are expected to increase slightly over Fiscal Year 2022's projected amount, from \$1,300 to \$2,010, due to increased use of the Library. While we have continued to refrain from charging overdue fines, the Library is still assessing fees for replacement costs of lost and damaged items.
- Library aid is expected to remain stagnant or slightly decrease, due to the funding formula applied by Montgomery County. The Library has been meeting with the County to explore increasing this amount beginning in Fiscal Year 24 to help support operational costs.

## Department Summaries

### Books to Go

Books to Go remains an option for patrons who are unable to safely visit the Library to check out books. Please email us at [librarytakomapark@gmail.com](mailto:librarytakomapark@gmail.com) or call 301-891-7259 to inquire about using our Books to Go service.



## Department Summaries

### Library

#### Division Purpose

The Library provides circulation and reference services, and readers' advisory. Resources include public Internet access, online reference tools, research databases, books, downloadable and streaming e-books, magazines, audio books, and music media. It sponsors programs each year for children of all ages and adults, including programs in Spanish and French. The Library building closed in March 2020 and reopened in July 2021. Since reopening, we have continued to circulate materials through our Books-to-Go curbside service and limited home delivery.

The Library has presented numerous programs throughout the pandemic, both via Zoom and in-person. We have also distributed supplies that empower residents to mitigate their risk of contracting and spreading COVID-19. Additionally, the Library has taken an active role in combating misinformation surrounding the pandemic and vaccines through partnerships with community nonprofits and federal grant funding.

#### Management Objectives

- Pursue the presentation of Library programs for children and adults - either online through Zoom and YouTube, or live in locations throughout Takoma Park.
- Provide a safe environment in which residents can enjoy Library programs and services.
- Continue offering accommodations to residents who are unable to participate in conventional delivery of Library services, including: Books-to-Go curbside service to card-holders, book delivery to Takoma Park residents, and online and outdoor programs.
- Develop, refine, and support plans and preparations for new Library space, to include temporary relocation of all Library programs, services, and collections.
- Reinforce the continued importance of the Library and its relevance to the community during building reconstruction – through publicity, and with support from the Friends and community partnerships.
- Increase patron access to, and discoverability of, streaming and downloadable books, magazines, and music for all ages that reflect a diversity of perspectives, cultures, and languages.

## Department Summaries

### Library Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
Circulation of materials	86,620	25,332	70,000	54,000
Circulation per capita	5.1	1.5	3.9	3
In-library use of materials	24,254		9,000	7,500
Use per capita	1		1	1
Program attendance	13,567	3,405	1,900	2,000
Programs	316	104	160	150



## Department Summaries

## Department Summaries

### Library Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
<b>Library</b>	1,175,777	1,304,683	1,299,124	1,275,017	(24,107)	(2%)
<b>Total</b>	<b>1,175,777</b>	<b>1,304,683</b>	<b>1,299,124</b>	<b>1,275,017</b>	<b>(24,107)</b>	<b>(2%)</b>

### Library Expenditures by Type

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23	
<b>Personnel</b>	<b>Wages</b>	777,647	855,629	765,001	818,903	53,902	7%
	<b>Fringe Benefits</b>	288,087	299,124	354,227	294,884	(59,343)	(17%)
	<b>Overtime</b>	1,545	6,000	6,000	6,000	0	0%
	<b>Employee Recognition</b>	4,500	0	45,000	4,950	(40,050)	(89%)
	<b>Overtime--Holiday</b>	49	0	100	0	(100)	(100%)
	<b>Total</b>	<b>1,071,828</b>	<b>1,160,753</b>	<b>1,170,328</b>	<b>1,124,737</b>	<b>(45,591)</b>	<b>(4%)</b>
<b>Other Operating Expenses</b>	<b>Supplies</b>	69,972	79,800	81,300	102,100	20,800	26%
	<b>Computer Expenditures</b>	799	0	366	0	(366)	(100%)
	<b>Services and Charges</b>	23,312	47,250	32,250	29,500	(2,750)	(9%)
	<b>Communications</b>	6,523	7,880	7,880	9,480	1,600	20%
	<b>Office Expenditures</b>	2,048	3,000	2,000	0	(2,000)	(100%)
	<b>Conferences, Training, &amp; Dues</b>	1,296	6,000	5,000	9,200	4,200	84%
	<b>Total</b>	<b>103,949</b>	<b>143,930</b>	<b>128,796</b>	<b>150,280</b>	<b>21,484</b>	<b>17%</b>
<b>Total</b>	<b>1,175,777</b>	<b>1,304,683</b>	<b>1,299,124</b>	<b>1,275,017</b>	<b>(24,107)</b>	<b>(2%)</b>	

### Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- There were City wide increases in Fiscal Year 2022 personnel expenses, including an increase in base salaries and bonuses, which have increased the projected Fiscal Year 2022 and proposed Fiscal Year 2023 personnel costs. This was offset by an extended vacancy in the Youth Services Manager position between July 2021 and January 2022.
- Computer expenditures increased due to a phasing out of the account from which this line item is derived.
- Services and charges decreased by \$15,000 due to unspent funds for the Wi-Fi hotspot lending program, which was budgeted for but has not been implemented as of yet. We expect to have this program running before the end of the fiscal year.
- Conferences, training, and dues were decreased by \$2,000 for a lack of travel during the pandemic. The majority of funds in this account will be spent sending staff to the national American Library Association conference in June 2022, which this year will be held locally in Washington, DC.

### Fiscal Year 23 Budget Highlights:

- Personnel costs between projected Fiscal Year 2022 and proposed Fiscal Year 2023 are expected to decrease 4 percent overall, primarily due to a decrease in employee recognition and fringe benefits costs.
- Supplies are set to increase by \$20,800, or 26 percent, to accommodate a larger budget for books for both children and adults. The Fiscal Year 2022 books budget was approximately 50 percent of the most recent non-Covid year budget, and while we are still operating in a pandemic, the Library has reopened and needs to be able to pursue new releases and replacement copies of popular materials.
- Services and charges decreased by \$2,750, or 9 percent, due to a restructuring of the payment accounts for several of our online reference services. These were originally paid from book accounts, but they should be considered reference services.
- The communications budget reflects a \$1,600, or 20 percent, increase that is in line with pricing directives from our IT department.
- Office expenditures is primarily a Miscellaneous account, which is being phased out in Fiscal Year 2023, hence the 100 percent reduction in Fiscal Year 2023.
- Conferences, training, and dues was increased \$4,200, or 84 percent, to accommodate training and professional development opportunities for staff who participate in national and regional library and technology associations. To support an initiative to increase and improve our Spanish language collections, this amount will fund more opportunities with organizations like REFORMA, the branch of ALA that focuses on serving Spanish speaking communities.

## Department Summaries

## Department Summaries

### Computer Learning Center Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Computer Learning Center	98,420	117,381	125,108	126,539	1,432	1%
<b>Total</b>	<b>98,420</b>	<b>117,381</b>	<b>125,108</b>	<b>126,539</b>	<b>1,432</b>	<b>1%</b>

### Computer Learning Center Expenditures by Type

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
<b>Personnel</b>	Wages	74,302	86,684	80,906	96,572	15,667 (19%)
	Fringe Benefits	22,415	22,997	33,140	25,077	(8,063) (24%)
	Overtime	150	200	300	200	(100) (33%)
	Employee Recognition	1,500	0	7,500	375	(7,125) (95%)
	<b>Total</b>	<b>98,367</b>	<b>109,881</b>	<b>121,846</b>	<b>122,224</b>	<b>379</b>
<b>Other Operating Expenses</b>	Computer Expenditures	0	5,200	2,000	3,000	1,000 (50%)
	Services and Charges	0	800	600	815	215 (36%)
	Office Expenditures	52	1,000	162	0	(162) (100%)
	Conferences, Training, & Dues	0	500	500	500	0 (0%)
	<b>Total</b>	<b>52</b>	<b>7,500</b>	<b>3,262</b>	<b>4,315</b>	<b>1,053</b>
<b>Total</b>	<b>98,420</b>	<b>117,381</b>	<b>125,108</b>	<b>126,539</b>	<b>1,432</b>	<b>1%</b>

- Computer expenditures were increased from \$2,000 to \$3,000 in anticipation of needing to replace some hardware for the public computers and printing services in the Computer Center.
- Conference, training, and dues will remain at \$500 primarily to fund attendance to the annual Computers in Libraries conference.

### Adjusted to Projected Fiscal Year 22:

- Personnel expenses overall increased \$11,965, or 11 percent, between the adjusted and projected Fiscal Year 2022 amounts.
- Computer expenditures decreased by \$3,200 to reflect that the Computer Center was able to avoid replacing some equipment in Fiscal Year 2022.
- Services and charges were reduced by \$200, or 25 percent, to reflect a decrease in commitments related to that line item.
- Office expenditures is primarily a Miscellaneous account, which is being phased out. We will refrain from spending additional funds from this account for the rest of Fiscal Year 2022.

### Fiscal Year 23 Budget Highlights:

- City wide increases in personnel relating to base salaries, and simultaneous decreases to the fringe benefits in the Computer Center personnel costs, result in a net zero increase of personnel costs between projected Fiscal Year 2022 and proposed Fiscal Year 2023.