
District of Columbia Public Library

www.dclibrary.org
Telephone: 202-727-1101

Description	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	% Change from FY 2015
Operating Budget	\$54,415,559	\$57,728,308	\$57,402,378	-0.6
FTEs	585.5	596.1	598.1	0.3

The District of Columbia Public Library (DCPL) supports children, teens, and adults with services and materials that promote reading, success in school, lifelong learning, and personal growth.

Summary of Services

The District of Columbia Public Library supports children and adults with books and other library materials that foster success in school, reading, and personal growth. D.C. Public Library includes a central library and 25 neighborhood libraries that provide services to children, youth, teens, and adults. “Space is the service” is new and enhanced library facilities that provide inspiring destinations for learning, exploration, and community. “Libraries are not their buildings” is how DCPL strives to reach users in increasingly surprising and convenient ways outside of the library buildings. Libraries are also engines of human capital development, and libraries must plan for the rapidly evolving informational and educational needs of the residents of the District.

The agency’s FY 2016 proposed budget is presented in the following tables:

FY 2016 Proposed Gross Funds Operating Budget, by Revenue Type

Table CE0-1 contains the proposed FY 2016 agency budget compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CE0-1
(dollars in thousands)

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
General Fund						
Local Funds	41,583	53,095	56,285	55,927	-358	-0.6
Special Purpose Revenue Funds	29	305	540	540	0	0.0
Total for General Fund	41,612	53,401	56,825	56,467	-358	-0.6
Federal Resources						
Federal Grant Funds	996	912	903	919	15	1.7
Total for Federal Resources	996	912	903	919	15	1.7
Private Funds						
Private Donations	39	0	0	0	0	N/A
Total for Private Funds	39	0	0	0	0	N/A
Intra-District Funds						
Intra-District Funds	572	102	0	17	17	N/A
Total for Intra-District Funds	572	102	0	17	17	N/A
Gross Funds	43,219	54,416	57,728	57,402	-326	-0.6

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private), Special Purpose Revenue type and Intra-District agreement, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Full-Time Equivalents, by Revenue Type

Table CE0-2 contains the proposed FY 2016 FTE level compared to the FY 2015 approved FTE level by revenue type. It also provides FY 2013 and FY 2014 actual data.

Table CE0-2

Appropriated Fund	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change
<u>General Fund</u>						
Local Funds	442.7	582.2	591.1	593.1	2.0	0.3
Total for General Fund	442.7	582.2	591.1	593.1	2.0	0.3
<u>Federal Resources</u>						
Federal Grant Funds	5.2	3.3	5.0	5.0	0.0	0.0
Total for Federal Resources	5.2	3.3	5.0	5.0	0.0	0.0
Total Proposed FTEs	448.0	585.5	596.1	598.1	2.0	0.3

FY 2016 Proposed Operating Budget, by Comptroller Source Group

Table CE0-3 contains the proposed FY 2016 budget at the Comptroller Source Group (object class) level compared to the FY 2015 approved budget. It also provides FY 2013 and FY 2014 actual expenditures.

Table CE0-3
(dollars in thousands)

Comptroller Source Group	Actual FY 2013	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Percent Change*
11 - Regular Pay - Continuing Full Time	21,442	27,201	23,528	26,881	3,352	14.2
12 - Regular Pay - Other	2,784	3,351	8,454	6,169	-2,285	-27.0
13 - Additional Gross Pay	486	864	574	915	340	59.2
14 - Fringe Benefits - Current Personnel	5,535	6,851	8,496	7,932	-564	-6.6
15 - Overtime Pay	347	412	350	437	87	24.9
Subtotal Personal Services (PS)	30,594	38,679	41,403	42,333	930	2.2
20 - Supplies and Materials	499	650	687	882	195	28.4
30 - Energy, Communication and Building Rentals	114	263	316	0	-316	-100.0
31 - Telephone, Telegraph, Telegram, Etc	40	0	50	50	0	0.0
32 - Rentals - Land and Structures	0	0	306	356	50	16.3
40 - Other Services and Charges	4,880	6,584	7,414	6,847	-567	-7.6
41 - Contractual Services - Other	1,333	1,236	1,310	1,054	-256	-19.6
50 - Subsidies and Transfers	59	0	0	0	0	N/A
70 - Equipment and Equipment Rental	5,700	7,005	6,242	5,881	-361	-5.8
Subtotal Nonpersonal Services (NPS)	12,625	15,736	16,326	15,070	-1,256	-7.7
Gross Funds	43,219	54,416	57,728	57,402	-326	-0.6

*Percent change is based on whole dollars.

Division Description

The District of Columbia Public Library operates through the following 5 divisions:

Office of the Chief Librarian – provides executive direction to the Chief Business Officer, the Director of Public Services, and the directors of Communications and Information Technology. With the Board of Library Trustees, the Executive Director develops and then implements the long-range services and facilities.

This division contains the following 2 activities:

- **Intergovernmental Affairs** – performs liaison services on behalf of the Library to community groups, civic associations, advisory neighborhood commissions, and elected officials; and
- **Executive Management Office** – coordinates with the Board of Library Trustees, tracks library transformation – the strategic changes to the operations of the Library to improve the way library services are delivered to District residents - and monitors innovation in library systems outside of the District.

Library Services – selects all books and other library materials available in libraries; manages all services to children, teens, and adults including programs like story time, summer reading, job support and book clubs; provides information and research to residents; and provides training to use library resources and technology.

This division contains the following 9 activities:

- **Children and Young Adult Services** – promotes reading to children from birth to age 19 to build a foundation of reading, a love of the library, and most importantly, a love of reading; encourages school retention and graduation through homework help and other educational supports; and instills in youth a lifelong love of learning;
- **Martin Luther King, Jr. Memorial Library** – serves as the central library; hosts District-wide programs of interest; and provides a broad range of books and library materials including the special collections on District of Columbia history, large meeting rooms for Library and public use, and more than 100 public access computers;
- **Neighborhood Libraries** – offers programs and services for residents in neighborhoods across the District including story times, summer reading, activities for youth and teens and book clubs, and computer training assistance at 25 neighborhood libraries;
- **Adaptive Services** – supports outreach and library services to the blind and physically disabled, and provides support including access to and training for specialized technology such as large font computer screens, Braille, audio or recorded books, and programs in American Sign Language;
- **Literacy Resources** – assists adult learners in finding tutors and educational resources, and administers the practice General Equivalency Diploma (GED) test;
- **Teens of Distinction Program** – serves as an employment program for District teens ages 14 to 20;
- **Volunteers** – coordinates the many volunteers serving the Library by recruiting and training them;
- **Collections** – acquires all of the books and magazines, media, and movies made available in the libraries to District residents; and
- **Library Program Information** – promotes Library programs and services to District residents and keeps the public up-to-date on library construction projects through community outreach, bulletins, media and online and electronic communications.

Business Operations – provides effective support services that facilitate customers’ access to materials, information, programs, and services that position the Library system as an employer of distinction. The division is committed to making a positive difference to District residents and has the responsibility to provide welcoming, clean and safe environments to attract residents to the libraries through building and maintaining state-of-the-art facilities with capacities for new and emerging technologies that help bridge the digital divide. The division also strives to position the D.C. Public Library as an employer of distinction through the hiring and training process, fiscal accountability, standards of excellence, and innovative business practices.

This division contains the following 5 activities:

- **Custodial and Maintenance** – supports all library locations (central and neighborhood libraries) by maintaining a clean and inviting environment for District residents;
- **Public Safety** – supports security staff that provides public oversight and accountability, resulting in improved safety in libraries;
- **Asset Management** – is accountable for all District government library properties, including their use and disposal;
- **21st Century Capital Projects** – is responsible for rebuilding and renovating all libraries in the District; and
- **Public Service Technology** – manages the network connecting the library’s 26 facilities, maintains the library’s online catalog and website, and creates new library applications for smart phones and other portable devices.

Agency Management – provides for administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Agency Financial Operations – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The District of Columbia Public Library has no division structure changes in the FY 2016 proposed budget.

FY 2016 Proposed Operating Budget and FTEs, by Division and Activity

Table CE0-4 contains the proposed FY 2016 budget by division and activity compared to the FY 2015 approved budget. It also provides FY 2014 actual data.

Table CE0-4
(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(1000) Agency Management								
(1010) Personnel	801	851	753	-98	7.9	8.0	8.0	0.0
(1015) Training and Employee Development	355	822	270	-552	1.0	1.0	1.0	0.0
(1020) Contracting and Procurement	370	431	425	-6	3.0	3.0	3.0	0.0
(1030) Property Management	1,608	1,961	1,782	-179	3.0	3.0	5.0	2.0
(1040) Information Technology	1,152	1,404	1,378	-27	5.9	6.0	6.0	0.0
(1060) Legal Services	398	436	516	80	2.0	3.0	3.0	0.0
(1070) Fleet Management	477	482	651	169	5.9	6.0	9.0	3.0
(1080) Communications	1,384	1,385	1,377	-8	7.9	10.0	11.0	1.0
(1085) Customer Service	389	463	659	196	5.0	5.0	7.0	2.0
(1087) Language Access	5	26	24	-2	0.0	0.0	0.0	0.0
(1090) Performance Management	564	677	695	18	3.0	3.0	3.0	0.0
Subtotal (1000) Agency Management	7,504	8,939	8,530	-409	44.5	48.0	56.0	8.0
(100F) Agency Financial Operations								
(110F) Budget Operations	315	330	350	20	2.5	2.5	2.5	0.0
(120F) Accounting Operations	448	477	503	26	4.4	4.5	4.5	0.0
Subtotal (100F) Agency Financial Operations	763	807	853	46	6.9	7.0	7.0	0.0
(L200) Chief Librarian								
(L210) Intergovernmental Affairs	144	147	149	1	1.0	1.0	1.0	0.0
(L220) Executive Management Office	238	300	250	-51	1.0	1.0	1.0	0.0
Subtotal (L200) Chief Librarian	382	448	398	-49	2.0	2.0	2.0	0.0

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Table CE0-4 (Continued)

(dollars in thousands)

Division/Activity	Dollars in Thousands				Full-Time Equivalents			
	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015	Actual FY 2014	Approved FY 2015	Proposed FY 2016	Change from FY 2015
(L300) Library Services								
(L310) Children and Young Adult Services	1,431	4,377	5,300	923	10.9	52.0	58.0	6.0
(L320) Martin Luther King Jr Memorial Library	4,733	5,664	5,495	-169	73.8	79.0	79.5	0.5
(L330) Neighborhood Libraries	19,880	17,016	16,368	-648	301.4	258.8	253.3	-5.5
(L340) Adaptive Services	642	859	760	-99	9.9	10.0	10.0	0.0
(L350) Literacy Resources	1,204	1,211	1,235	24	6.3	8.0	8.0	0.0
(L360) Teens of Distinction Program	168	255	270	15	10.1	10.2	10.2	0.0
(L370) Volunteers	67	72	73	1	1.0	1.0	1.0	0.0
(L380) Collections	5,400	5,630	5,651	21	19.8	20.0	20.0	0.0
(L390) Library Program Information	50	101	95	-6	0.0	0.0	0.0	0.0
Subtotal (L300) Library Services	33,576	35,185	35,247	62	433.1	439.0	440.0	1.0
(L400) Business Operations								
(L410) Custodial and Maintenance	6,059	5,974	6,320	346	59.4	59.1	51.0	-8.1
(L420) Public Safety	1,791	2,210	2,228	19	25.2	26.5	28.6	2.1
(L430) Asset Management	78	140	114	-26	1.0	1.0	1.0	0.0
(L440) 21st Century Capital Projects	257	257	153	-105	1.0	1.0	0.0	-1.0
(L450) Public Service Technology	4,006	3,768	3,559	-209	12.4	12.5	12.5	0.0
Subtotal (L400) Business Operations	12,190	12,349	12,374	25	98.9	100.1	93.1	-7.0
Total Proposed Operating Budget	54,416	57,728	57,402	-326	585.5	596.1	598.1	2.0

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the proposed funding for the activities within this agency's divisions, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2016 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2016 Proposed Budget Changes

The District of Columbia Public Library's (DCPL) proposed FY 2016 gross budget is \$57,402,378, which represents a 0.6 percent decrease from its FY 2015 approved gross budget of \$57,728,308. The budget is comprised of \$55,926,547 in Local funds, \$918,531 in Federal Grant funds, \$540,000 in Special Purpose Revenue funds, and \$17,300 in Intra-District funds.

Current Services Funding Level

The Current Services Funding Level (CSFL) is a Local funds ONLY representation of the true cost of operating District agencies, before consideration of policy decisions. The CSFL reflects changes from the FY 2015 approved budget across multiple divisions and it estimates how much it would cost an agency to continue its current divisions and operations into the following fiscal year. The FY 2016 CSFL adjustments to the FY 2015 Local funds budget are described in table 5 of this agency's budget chapter. Please see the CSFL Development section within Volume 1: Executive Summary for more information regarding the methodology used and components that comprise the CSFL.

DCPL's FY 2016 CSFL budget is \$57,242,701, which represents a \$957,865, or 1.7 percent, increase over the FY 2015 approved Local funds budget of \$56,284,836.

CSFL Assumptions

The FY 2016 CSFL calculated for DCPL included adjustment entries that are not described in detail on table 5. These adjustments were made for a net increase of \$1,041,144 in personal services to account for Fringe Benefit costs based on trend and comparative analyses, the impact of cost-of-living adjustments, and approved compensation agreements implemented in FY 2015, and an increase of \$20,461 in nonpersonal services based on the Consumer Price Index factor of 2.2 percent.

DCPL's CSFL funding for Operating Impact of Capital, reflects an adjustment for an increase of \$210,000 to account for the operating budget impact of completed capital projects. Additionally, adjustments were made for a decrease of \$313,740 for Other Adjustments to account for proper funding of compensation and classification reforms within the Workforce Investments fund for Compensation Groups 1 and 2.

Agency Budget Submission

Increase: DCPL continues to encourage the passion for reading and life-long learning among children, teens, and adults through various resources that are available in the agency's facilities. In order to maintain these efforts, the agency proposes adjustments in the Local funds budget to reflect a net increase of \$1,088,647 across multiple divisions to fund projected personal services costs related to salary steps, Fringe Benefits, and Overtime.

In the Federal Grant funds budget, DCPL proposes a net increase of \$46,046 in the Library Services division primarily to fund projected increases in equipment costs. The funding source for DCPL's Federal Grant funds budget is the Library Services and Technology Act (LSTA) Grant from the Institute of Museum and Library Services.

In FY 2016, DCPL proposes to establish an Intra-District funds budget for \$17,300. This increase is based on a Memorandum of Understanding with the D.C. Department on Disability Services' Rehabilitation Services Administration to provide blind or low vision individuals access to state and national newspapers, magazines, and wire feeds, as well as television listings.

Decrease: In Local funds, DCPL proposes to streamline operational efficiencies across various divisions in nonpersonal services that will partially offset the increases in personal services. These adjustments include a net decrease of \$266,500 in the Agency Management program based on estimates from the Department of General Services for Fixed Cost commodities such as Energy and Rent. Other adjustments include a net reduction of \$822,147 across multiple divisions, consisting of reductions of \$311,247 primarily in

maintenance and professional services fees, \$276,902 for Information Technology upgrades, \$118,606 for Supplies, and \$115,392 in equipment costs

In Federal Grant funds, DCPL’s proposed budget reduced allocations for personal services costs related to salary steps and Fringe Benefits. This adjustment includes a net decrease of \$30,987 within the Library Services division.

Mayor’s Proposed Budget

Reduce: In Local funds, the proposed budget includes a net reduction of \$750,000 in employee training, computer training, and the elimination of Tutor.com allocations across various programs. Additional adjustments include decreases of \$992,388 in personal services based on salary lapse savings and \$1,325,000 in the Library Services program for furniture and book purchases.

District’s Proposed Budget

Enhance: In Local funds, the budget proposal includes nonpersonal services increases in the Library Services division of \$1,313,862 to restore library collections and \$300,000 to provide additional computer training for the public. Additionally, the proposed budget includes a personal services increase of \$137,372 and 2.0 FTEs to support the Books from Birth Establishment Act of 2015.

FY 2015 Approved Budget to FY 2016 Proposed Budget, by Revenue Type

Table CE0-5 itemizes the changes by revenue type between the FY 2015 approved budget and the FY 2016 proposed budget.

Table CE0-5
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
LOCAL FUNDS: FY 2015 Approved Budget and FTE		56,285	591.1
Other CSFL Adjustments	Multiple Programs	958	0.0
LOCAL FUNDS: FY 2016 Current Services Funding Level (CSFL) Budget		57,243	591.1
Increase: To adjust personal services	Multiple Programs	1,089	0.0
Decrease: To align Fixed Costs with proposed estimates	Agency Mangement	-266	0.0
Decrease: To offset projected increases in personal services	Multiple Programs	-822	0.0
LOCAL FUNDS: FY 2016 Agency Budget Submission		57,243	591.1
Reduce: To adjust training costs	Multiple Programs	-750	0.0
Reduce: Recurring salary lapse savings	Multiple Programs	-992	0.0
Reduce: Operational efficiency savings	Multiple Programs	-1,325	0.0
LOCAL FUNDS: FY 2016 Mayor’s Proposed Budget		54,175	591.1
Enhance: To fund library collections	Library Services	1,314	0.0
Enhance: To fund computer training for the public	Library Services	300	0.0
Enhance: To support additional FTEs	Library Services	137	2.0
LOCAL FUNDS: FY 2016 District’s Proposed Budget		55,927	593.1

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Table CE0-5 (Continued)
(dollars in thousands)

DESCRIPTION	DIVISION	BUDGET	FTE
FEDERAL GRANT FUNDS: FY 2015 Approved Budget and FTE		903	5.0
Increase: To align resources with operational goals	Library Services	46	0.0
Decrease: To adjust temporary full time personal services and Fringe Benefits with projected costs	Library Services	-31	0.0
FEDERAL GRANT FUNDS: FY 2016 Agency Budget Submission		919	5.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 Mayor's Proposed Budget		919	5.0
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2016 District's Proposed Budget		919	5.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2015 Approved Budget and FTE		540	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Agency Budget Submission		540	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 Mayor's Proposed Budget		540	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2016 District's Proposed Budget		540	0.0
INTRA-DISTRICT FUNDS: FY 2015 Approved Budget and FTE		0	0.0
Increase: To support program initiative(s)	Library Services	17	0.0
INTRA-DISTRICT FUNDS: FY 2016 Agency Budget Submission		17	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 Mayor's Proposed Budget		17	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2016 District's Proposed Budget		17	0.0
Gross for CE0 - District of Columbia Public Library		57,402	598.1

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Agency Performance Plan

The agency's performance plan has the following objectives for FY 2016:

Library Services

Objective 1: Space is the service: New and enhanced library facilities provide inspiring destinations for learning, exploration, and community.

Objective 2: Libraries are not their buildings: DCPL strives to reach users in increasingly surprising and convenient ways.

Objective 3: Libraries are engines of human capital development.

Objective 4: Libraries must plan for the rapidly evolving informational and educational needs of the residents of the District.

KEY PERFORMANCE INDICATORS

Library Services

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY 2015 Projection	FY 2016 Projection	FY 2017 Projection
Annual circulation of books and other library materials	3,295,485	3,299,121	3,938,767	4,180,200	4,598,220	5,058,042
Cardholders as a percent of total population	50.3%	50%	55.6%	50%	50%	50%
Number of cardholders	315,737	316,161	359,371	316,161	316,161	316,161
Number of website user visits	2,377,925	1,849,033	1,758,748	1,750,000	1,750,000	1,750,000
Number of attendees at Library sponsored programs	264,557	280,267	284,969	272,489	280,664	289,084
Number of attendees at community sponsored meetings	20,026	21,560	25,409	25,600	26,880	28,224
Number of participants at community sponsored meetings	261,920	268,611	320,468	317,286	333,151	349,808
Circulation of children's materials	1,095,219	1,097,059	1,464,871	1,547,191	1,701,910	1,872,102
Attendance at programs for children in their first five years	157,421	166,178	166,309	159,819	164,614	169,552
Number of people using on-line homework help	4,497	4,775	4,313	4,816	4,816	4,816
Number of books and other library materials downloaded	357,237	371,218	745,036	782,503	939,003	1,126,804
Circulation per capita	5.2	5.8	6.09	6.0	6.2	6.5
Number of sessions of access to Library's electronic resources	378,263	396,934	709,626	811,699	892,869	982,156
Number of sessions on public access computers by children	90,500	90,605	108,724	108,479	113,903	119,598
Number of sessions on public access computers by teens and adults	764,838	793,636	941,899	972,359	1,020,977	1,072,026