
District of Columbia Public Library

www.dclibrary.org
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Table CE0-1

Description	FY 2020	FY 2021	FY 2022	FY 2023	% Change
	Actual	Actual	Approved	Approved	from FY 2022
OPERATING BUDGET	\$66,070,929	\$66,903,371	\$75,494,577	\$77,025,162	2.0
FTEs	550.2	562.2	611.0	642.0	5.1
CAPITAL BUDGET	\$70,194,822	\$15,120,432	\$3,404,889	\$29,680,585	771.7
FTEs	3.0	2.0	3.0	2.8	-8.3

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 (DCPL) is a dynamic source of information, programs, books and other library materials and services that improve the quality of life for District residents of all ages and that, when combined with expert staff, help build a thriving city. The Library provides environments that invite reading, community conversation, creative inspiration and exploration, lectures, films, computer access and use, workforce and economic development, story times for children, and much more. The D.C. Public Library includes a central library and 25 neighborhood libraries and also provides services in non-traditional settings outside of the library buildings. DCPL enriches and nourishes the lives and minds of all District residents, provides them with the services and tools needed to transform lives, and builds and supports community throughout the District of Columbia.

The agency's FY 2023 approved budget is presented in the following tables:

FY 2023 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table CE0-2 contains the approved FY 2023 budget by revenue type compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual data.

Table CE0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	% Change*	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	% Change
<u>GENERAL FUND</u>												
Local Funds	62,518	63,688	71,726	74,505	2,778	3.9	544.9	558.0	604.8	636.8	32.0	5.3
Special Purpose Revenue Funds	1,014	670	1,300	1,400	100	7.7	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	63,532	64,358	73,026	75,905	2,878	3.9	544.9	558.0	604.8	636.8	32.0	5.3
<u>FEDERAL RESOURCES</u>												
Federal Grant Funds	1,056	1,587	2,314	1,103	-1,211	-52.3	5.2	4.2	6.2	5.2	-1.0	-16.0
TOTAL FOR FEDERAL RESOURCES	1,056	1,587	2,314	1,103	-1,211	-52.3	5.2	4.2	6.2	5.2	-1.0	-16.0
<u>PRIVATE FUNDS</u>												
Private Donations	0	0	17	17	0	0.0	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR PRIVATE FUNDS	0	0	17	17	0	0.0	0.0	0.0	0.0	0.0	0.0	N/A
<u>INTRA-DISTRICT FUNDS</u>												
Intra-District Funds	1,482	958	137	0	-137	-100.0	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	1,482	958	137	0	-137	-100.0	0.0	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	66,071	66,903	75,495	77,025	1,531	2.0	550.2	562.2	611.0	642.0	31.0	5.1

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private) and Special Purpose Revenue type, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2023 Operating Appendices** located on the Office of the Chief Financial Officer's website.

In FY 2023, the Intra-District process will be eliminated, and the duplicated budget in the agencies providing services (seller agencies), known as Intra-District budget, will no longer be required. This process will be replaced by a new interagency process, which will enable seller agencies to directly charge interagency projects funded by the agencies receiving the services (buyer agencies). For more detailed information regarding the approved funding for interagency projects funded within this agency, please see Appendix J, FY 2023 Interagency Budgets, in the Executive Summary budget volume.

FY 2023 Approved Operating Budget, by Comptroller Source Group

Table CE0-3 contains the approved FY 2023 budget at the Comptroller Source Group (object class) level compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual expenditures.

Table CE0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	Percentage Change*
11 - Regular Pay - Continuing Full Time	34,780	36,256	39,394	42,360	2,966	7.5
12 - Regular Pay - Other	1,951	1,697	1,885	2,183	299	15.8
13 - Additional Gross Pay	986	787	1,437	1,417	-20	-1.4
14 - Fringe Benefits - Current Personnel	9,202	9,277	10,839	11,581	742	6.8
15 - Overtime Pay	251	322	405	405	0	0.0
SUBTOTAL PERSONAL SERVICES (PS)	47,170	48,339	53,960	57,946	3,986	7.4
20 - Supplies and Materials	461	434	712	474	-237	-33.4
31 - Telecommunications	37	67	137	137	0	0.0
40 - Other Services and Charges	9,283	9,738	12,125	11,670	-455	-3.8
41 - Contractual Services - Other	750	0	0	54	54	N/A
50 - Subsidies and Transfers	0	0	40	0	-40	-100.0
70 - Equipment and Equipment Rental	8,370	8,326	8,521	6,743	-1,778	-20.9
SUBTOTAL NONPERSONAL SERVICES (NPS)	18,901	18,564	21,535	19,079	-2,456	-11.4
GROSS FUNDS	66,071	66,903	75,495	77,025	1,531	2.0

*Percent change is based on whole dollars.

FY 2023 Approved Operating Budget and FTEs, by Division/Program and Activity

Table CE0-4 contains the approved FY 2023 budget by division/program and activity compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table CE0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022
(1000) AGENCY MANAGEMENT										
(1010) Personnel	927	704	1,036	1,038	2	8.1	7.4	8.5	8.5	0.0
(1015) Training and Employee Development	95	61	105	106	1	0.9	0.9	0.5	0.5	0.0
(1020) Contracting and Procurement	318	386	459	488	28	2.7	2.8	3.0	3.0	0.0
(1030) Property Management	1,324	1,356	1,339	1,054	-284	4.5	4.6	5.0	4.0	-1.0
(1040) Information Technology	1,343	1,342	1,411	1,461	50	5.4	5.6	6.0	6.0	0.0
(1060) Legal Services	521	552	621	650	29	2.7	2.8	3.0	3.0	0.0
(1070) Fleet Management	591	590	665	704	39	7.2	8.4	7.0	7.0	0.0
(1080) Communications	1,929	2,274	2,297	2,281	-16	10.8	12.1	14.0	16.0	2.0
(1085) Customer Service	646	589	591	209	-382	6.3	5.6	5.0	2.0	-3.0
(1087) Language Access	14	10	14	14	0	0.0	0.0	0.0	0.0	0.0
(1090) Performance Management	774	835	887	661	-226	2.7	3.7	4.0	3.0	-1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	8,481	8,699	9,426	8,666	-760	51.5	53.9	56.0	53.0	-3.0

Table CE0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022
(100F) AGENCY FINANCIAL OPERATIONS										
(110F) Budget Operations	388	399	463	517	54	3.2	3.3	3.5	3.5	0.0
(120F) Accounting Operations	575	574	584	572	-12	4.1	4.2	4.5	4.5	0.0
SUBTOTAL (100F) AGENCY FINANCIAL OPERATIONS	963	973	1,047	1,089	42	7.2	7.4	8.0	8.0	0.0
(FEDA) FEDERAL ASSISTANCE										
(CECO) DCPL Covid-19 Public Assistance	101	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (FEDA) FEDERAL ASSISTANCE	101	0	0	0	0	0.0	0.0	0.0	0.0	0.0
(L200) CHIEF LIBRARIAN										
(L210) Intergovernmental Affairs	0	103	131	181	50	0.9	0.9	1.0	1.0	0.0
(L220) Executive Management Office	241	228	256	266	10	0.9	0.9	1.0	1.0	0.0
(L230) Strategic Planning	0	0	0	278	278	0.0	0.0	0.0	2.0	2.0
(L240) Events, Exhibits & Development	0	0	0	850	850	0.0	0.0	0.0	6.0	6.0
(L250) Customer Experience	0	0	0	478	478	0.0	0.0	0.0	3.0	3.0
SUBTOTAL (L200) CHIEF LIBRARIAN	241	331	387	2,052	1,666	1.8	1.9	2.0	13.0	11.0
(L300) LIBRARY SERVICES										
(L310) Children and Young Adult Services	5,761	5,920	6,560	6,315	-245	50.5	49.3	55.0	54.0	-1.0
(L320) Martin Luther King Jr Memorial Library	4,770	7,430	9,098	7,833	-1,266	76.3	70.5	94.0	87.5	-6.5
(L330) Neighborhood Libraries	20,181	18,027	20,661	23,924	3,263	233.1	248.8	250.4	280.9	30.5
(L335) Adult Services	518	672	795	727	-68	5.0	4.6	6.0	5.0	-1.0
(L340) Adaptive Services	497	521	588	520	-68	7.2	6.5	6.0	5.0	-1.0
(L350) Literacy Resources	1,570	1,722	1,714	1,779	66	8.8	9.0	11.2	11.2	0.0
(L360) Teens of Distinction Program	63	60	86	88	1	2.2	2.2	2.4	2.4	0.0
(L370) Volunteers	81	85	86	93	7	0.9	0.9	1.0	1.0	0.0
(L380) Collections	8,370	7,184	8,159	6,809	-1,350	17.2	17.7	18.0	19.0	1.0
(L390) Library Program Information	30	225	57	57	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (L300) LIBRARY SERVICES	41,840	41,847	47,805	48,146	341	401.2	409.7	444.0	466.0	22.0
(L400) BUSINESS OPERATIONS										
(L410) Custodial and Maintenance	5,737	7,304	7,637	7,907	269	42.4	41.9	47.0	46.0	-1.0
(L420) Public Safety	2,870	3,240	3,754	3,470	-283	34.3	35.4	39.0	37.0	-2.0
(L430) Asset Management	110	107	124	128	4	0.9	0.9	1.0	1.0	0.0
(L440) 21st Century Capital Projects	1,915	1,029	1,084	1,084	0	0.0	0.0	2.0	2.0	0.0
(L450) Public Service Technology	3,814	3,373	4,231	4,026	-206	10.8	11.2	12.0	12.0	0.0
(L460) Administrative Operations	0	0	0	457	457	0.0	0.0	0.0	4.0	4.0
SUBTOTAL (L400) BUSINESS OPERATIONS	14,445	15,054	16,831	17,072	242	88.5	89.3	101.0	102.0	1.0
TOTAL APPROVED OPERATING BUDGET	66,071	66,904	75,495	77,025	1,531	550.1	562.2	611.0	642.0	31.0

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

Note: For more detailed information regarding the approved funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2023 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

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 Director of Communications. With the Board of Library Trustees, the Executive Director develops and then implements the Library's long-range services and facilities.

This division contains the following 5 activities:

- **Intergovernmental Affairs** – performs liaison services on behalf of the Library to community groups, civic associations, Advisory Neighborhood Commissions, and elected officials;
- **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;
- **Strategic Planning** – oversees the development of the agency's strategic plan, manages and tracks agency performance metrics, and implements special projects;
- **Events, Exhibits & Development** – manages and implements the agency's exhibition and arts programs; manages revenue-generating activities and oversees logistics for agency special events; and serves as liaison with the DC Public Library Foundation, a non-profit organization that raises funds to support the Library; and
- **Customer Experience** – responsible for Library customer's experience, ensures that library customers can easily use and navigate library services, and creates opportunities for and is responsive to customer feedback.

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 program also includes funds transferred in from the District of Columbia Public Library Trust Fund.

This division contains the following 10 activities:

- **Children and Young Adult Services** – promotes reading to children and teens 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 children and teens, book clubs, and computer training assistance at 25 neighborhood libraries;
- **Adult Services** – provides library services and programs to adults 20 and older in areas of literacy, workforce development, technology, and cultural enhancement. Also includes services to the inmates of the D.C. Jail;
- **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;
- **Volunteer** – coordinates the many volunteers serving the Library through recruitment and training;
- **Collections** – acquires all the books and magazines, media, and movies made available in the libraries to District residents; and
- **Library Program Information** – provides District residents with library cards and information about library services.

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 by 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 6 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;
- **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 smartphones and other portable devices; and
- **Administrative Operations** – manages administrative operations of the agency to include oversight of the agency’s P-card program, supply program, and risk management; and ensures that the agency’s business operations are functioning optimally in support of library service delivery.

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 2023 approved budget.

FY 2022 Approved Budget to FY 2023 Approved Budget, by Revenue Type

Table CE0-5 itemizes the changes by revenue type between the FY 2022 approved budget and the FY 2023 approved budget. For a more comprehensive explanation of changes, please see the FY 2023 Approved Budget Changes section, which follows the table.

Table CE0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2022 Approved Budget and FTE		71,726	604.8
Removal of One-Time Costs	Multiple Programs	-1,725	0.0
LOCAL FUNDS: FY 2023 Recurring Budget		70,001	604.8
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	1,779	0.0
Increase: To align resources with operational spending goals	Multiple Programs	316	0.0
Enhance: To support additional FTE(s)	Library Services	2,317	32.0
Enhance: To support Site Selection for New Libraries	Business Operations	85	0.0
Enhance: To support the Peer Navigators Program	Library Services	7	0.0
LOCAL FUNDS: FY 2023 Mayor's Proposed Budget		74,505	636.8
No Change		0	0.0
LOCAL FUNDS: FY 2023 District's Approved Budget		74,505	636.8
FEDERAL GRANT FUNDS: FY 2022 Approved Budget and FTE		2,314	6.2
Decrease: To align budget with projected revenues	Library Services	-1,211	-1.0
FEDERAL GRANT FUNDS: FY 2023 Mayor's Proposed Budget		1,103	5.2
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2023 District's Approved Budget		1,103	5.2
PRIVATE DONATIONS: FY 2022 Approved Budget and FTE		17	0.0
No Change		0	0.0
PRIVATE DONATIONS: FY 2023 Mayor's Proposed Budget		17	0.0
No Change		0	0.0
PRIVATE DONATIONS: FY 2023 District's Approved Budget		17	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2022 Approved Budget and FTE		1,300	0.0
Increase: To align budget with projected revenues	Library Services	100	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2023 Mayor's Proposed Budget		1,400	0.0
No Change		0	0.0
SPECIAL PURPOSE REVENUE FUNDS: FY 2023 District's Approved Budget		1,400	0.0
INTRA-DISTRICT FUNDS: FY 2022 Approved Budget and FTE		137	0.0
Eliminate: To reflect the elimination of Intra-District funds budget, as part of the new interagency process	Multiple Programs	-137	0.0
INTRA-DISTRICT FUNDS: FY 2023 Mayor's Proposed Budget		0	0.0
No Change		0	0.0
INTRA-DISTRICT FUNDS: FY 2023 District's Approved Budget		0	0.0
GROSS FOR CE0 - DISTRICT OF COLUMBIA PUBLIC LIBRARY		77,025	642.0

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

Note: For more detailed information regarding the approved funding for interagency projects funded within this agency, please see Appendix J, FY 2023 Interagency Budgets, in the Executive Summary budget volume.

FY 2023 Approved Operating Budget Changes

Table CE0-6 contains the approved FY 2023 budget by fund compared to the FY 2022 approved budget.

Table CE0-6

Appropriated Fund	FY 2022 Approved	FY 2023 Approved	% Change from FY 2022
Local Funds	\$71,726,221	\$74,504,712	3.9
Federal Grant Funds	\$2,314,056	\$1,103,450	-52.3
Private Donations	\$17,000	\$17,000	0.0
Special Purpose Revenue Funds	\$1,300,000	\$1,400,000	7.7
Intra-District Funds	\$137,300	\$0	-100.0
GROSS FUNDS	\$75,494,577	\$77,025,162	2.0

Recurring Budget

The FY 2023 budget for DCPL includes a reduction of \$1,725,000 to account for the removal of one-time funding appropriated in FY 2022 of which \$1,500,000 supported special collections in the Library Services division and \$225,000 in the Business Operations division to support the 27th Library services cost savings.

Mayor's Proposed Budget

Increase: DCPL's Local funds budget proposal includes a net increase of \$1,778,795 across multiple divisions to support salary, step increase, and Fringe Benefit costs. Additionally, the proposed budget includes a net increase of \$315,894 to align the information technology software maintenance and Fleet budgets with operational spending goals primarily in the Business Operations division.

In Special Purpose Revenue funds, the proposed budget reflects an increase of \$100,000 in the Library Services division to align the budget with projected revenue.

Decrease: In Federal Grant funds, the budget includes a reduction of \$1,210,606 and 1.0 Full-Time Equivalent (FTE) because of a reduction in American Recovery Plan Act and Memory Labs grants.

In FY 2023, the prior Intra-District process, which required District agencies to account for negotiated service agreements with other District agencies in a buyer agency-seller agency arrangement, will be eliminated. This process required duplicated budget in the seller agencies, known as Intra-District budget, which will no longer be used. This process will be replaced by a new interagency process, which will enable the agencies providing services (seller agencies) to finance the services by directly charging interagency projects funded by the agencies receiving the services (buyer agencies).

Eliminate: The impact of the elimination of the seller agencies' budgets will be reflected as a reduction of the proposed FY 2023 budget of \$137,300 in the Intra-District budget for DCPL in comparison to FY 2022.

Enhance: DCPL's Local funds budget proposal includes an increase of \$2,316,803 and 32.0 FTEs. This adjustment consists of \$1,824,876 and 22.0 FTES for District residents to access neighborhood library buildings for more hours during the week, and \$491,927 will support 10.0 FTEs in the Library Services division. Of these positions \$156,000 with 5.0 FTEs will address Neighborhood Digital Access Team - Digital Navigator and \$335,927 including 5.0 FTEs will enable the District to Assist residents at risk of homelessness and provide internet access to equip residents with access to essential services. Additionally, the proposed Local funds budget reflects an increase of \$85,000 in the Business Operations division to support funding for three Libraries (Northwest One, Rosedale and Ward 4) according to DCPL's Master Plan to fund potential sites in addition to existing facilities. Lastly, an increase of \$7,000 in the Library Services division will support the Peer Navigators program, which is part of the District's efforts to reach out to residents currently experiencing or at risk of homelessness.

District's Approved Budget

No Change: The District of Columbia's Public Library's budget reflects no change from the Mayor's proposed budget to the District's approved budget.