



**Program Description**

The Robbins and Fox libraries, known collectively as the Library, are vital community centers for all. Library staff, trustees, and volunteers create opportunities for lifelong learning, personal fulfillment, and enjoyment. The library responds to citizens’ needs with services and activities in a welcoming setting built on a history of free and equal access to information for all Arlington residents. Library staff selects, purchases, and processes a wide range of library materials including books, periodicals, and audio-visual materials. Reference assistance and reader’s advisory services are offered in person, via email, via chat, and by telephone. Access is provided to a vast array of electronic resources.

The Library ensures efficient recordkeeping and accountability for the over 600,000 items that citizens borrow each year, and makes the collection of over 350,000 items available to patrons by returning items to their accurate shelving locations. The library promotes the love of reading in children, teens, and adults, while providing materials and services which support formal learning as well as the desire for personal growth and development for people of all ages.

**Budget Statement**

The projected FY2017 budget includes increases in the salary budget line due to a personnel reclassification and the restoration of a full-time position. The decrease in expenses is related to costs being absorbed by the Facilities Department. The total projected FY2017 budget will meet the state municipal appropriation requirement for library certification, which in turn affords Arlington residents borrowing privileges at local libraries and through interlibrary loan.

**FY2017 Objectives**

- Identify goals for the Reimagining Our Libraries renovation campaign with input from staff and the community. Understand existing conditions, define project limits, and develop options that will transform Arlington’s libraries for 21<sup>st</sup> Century users.
- Form partnerships with community organizations, strengthening town-wide efforts to make Arlington a cultural destination for residents and visitors. Contribute to the managing partnership of the Cultural District effort.
- Expand the Library’s reach through content, programs, and services that connect to residents and visitors where they are in Arlington. Reach new communities within Arlington and increase the visibility and participation of the Library throughout Arlington.
- Continue efforts to ensure the library provides a clean, welcoming, useful, and aesthetically pleasing environment.
- Review and revise Library policies in accordance with best practices for the benefit of Library users and staff, and make Library policies available to all via the Town website.
- Build audience and engage with the community through social media in order to increase public awareness of library resources and services.
- Work with the Friends of the Robbins Library and the Friends of Fox to make use of private funding to supplement the municipal budget.
- Provide support to the Arlington Libraries Foundation that was established in 2012 to develop and conduct comprehensive fundraising campaigns for materials and renovation projects.

**PROGRAM COSTS**

Libraries	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Fin Com
Personnel Services	1,561,010	1,691,429	1,728,537	
Expenses	526,486	563,080	537,580	
<b>Total</b>	<b>2,087,496</b>	<b>2,254,509</b>	<b>2,266,117</b>	



**Major Accomplishments for 2015**

- New circulation hardware and software was implemented as part of a multi-step transition to RFID circulation technology, which streamlines the check-out and check-in process.
- The Robbins Library introduced summer Saturday service. In July and August the library was open 9 a.m. to 12 p.m. An average of 400 visitors came through the doors and checked out about 1,000 items each Saturday.
- The Library was honored with three Massachusetts Library Association PR Awards in 2015: second place for Event (Arlington Book Festival), Logo (Arlington Book Festival), and Poster (promotional database display).
- The popular PLUGGED IN program series for adults age 50 plus continued with funding from the Barry Memorial Trust Fund. Coordinator Michele Meagher worked with input from library staff to create a high-quality mix of educational and entertaining programs.
- For the first time the Robbins Library closed for Staff Development Day, bringing staff from the Robbins Library and the Fox Branch Library together for emergency preparedness ALICE training and team building exercises.
- The Arlington Author Salon series kicked off in 2015, a quarterly reading series held at Kickstand Café and co-sponsored by the Library. The Salon was inspired by the Arlington Book Festival held by the Library in 2014.
- By participating in the state-wide Commonwealth E-book Collection, the Library provided access to thousands of e-books and e-audiobooks in addition to the collection available through the Minute-man Digital Catalog.

**STAFFING**

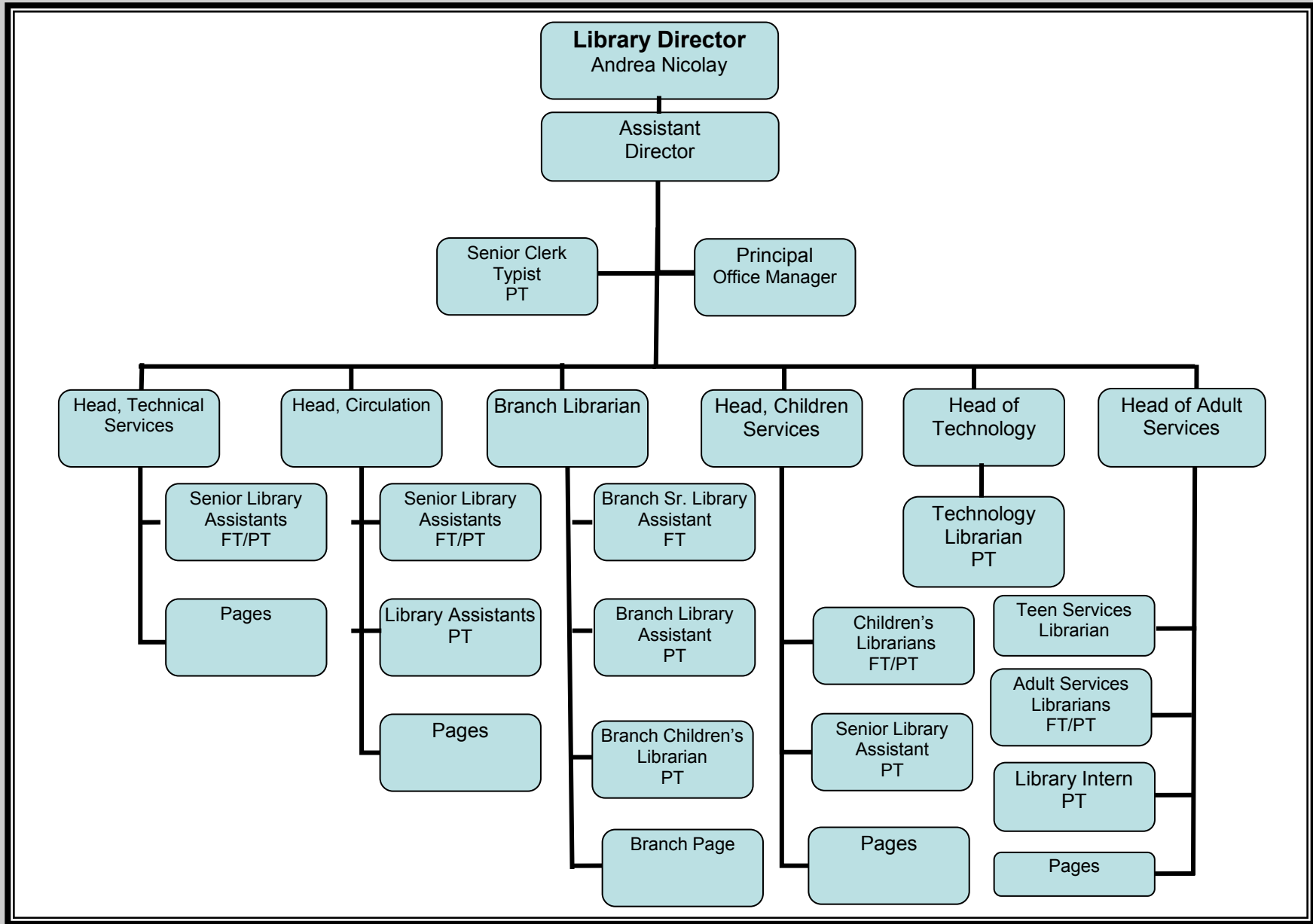
Libraries	FY2015 Actual	FY2016 Budget	FY2017 Request	FY2017 Fin Com
Managerial	1	1	1	
Clerical	14.62	14.6	14.62	
Professional/Technical	12.45	13.54	13.4	
Custodial/Bldg. Maint.	0.83	0.83		
<b>Total</b>	<b>28.9</b>	<b>29.97</b>	<b>29.02</b>	

**Performance / Workload Indicators**

Library	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Estimated
Circulation of materials	668,087	686,036	690,000	700,000
eContent Circulation	29,862	49,760	55,000	60,000
Interlibrary loans processed	142,543	141,725	140,000	140,000
Reference questions answered	93,869	87,875	90,000	90,000
Children's programs	369	302	350	350
Adult and YA programs	131	169	170	170
New items ordered and processed	20,419	18,422	20,000	20,000
Visits to Robbins Library	313,203	300,291	320,000	325,000
Uses of Meeting Rooms	1,022	1,020	1,050	1,050

**Major Accomplishments for 2015 (cont.)**

- With funding from the Friends of the Robbins Library, the Library contracted with Best Bees, Inc. to install and maintain two beehives on the third floor balcony overlooking the garden, for educational and inspirational purposes. The hives gave rise to Arlington's "Beehive Table" poets' group run by Arlington Poet Laureate Miriam Levine.
- The addition of a part-time technology librarian significantly improved computer services for staff and the public.





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