



Program Description

The Robbins Library and the Fox Branch Library are vital community centers for all. Library staff, trustees, and dedicated 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 for all Arlington residents. Library staff select, purchase, and process a wide range of library materials including books, periodicals, audio-visual, and downloadable materials. Reference assistance and reader's advisory services are offered in person and via email, chat, and phone. Access is provided to multiple electronic resources and innovative, engaging programs are offered for all age groups.

Library staff maintain efficient recordkeeping for over 200,000 items in the physical collection and access to over 90,000 titles in the digital library through shared resources of the Minuteman Library Network and resources purchased exclusively for Arlington cardholders. The Library promotes curiosity and the love of reading in children, teens, and adults and provides materials and services which support formal learning as well as the desire for entertainment and personal growth.

Budget Statement

The total projected FY20 budget will meet the state municipal appropriation requirement for library certification, which in turn affords Arlington residents borrowing privileges at local libraries and through the interlibrary loan system.

FY2020 Objectives

- Identify ways to promote the new fine-free initiative among community groups with the goal of increasing library card registrations and overall circulation/use.
- Develop a new Strategic Plan for Arlington's Libraries, a requirement of the Massachusetts Board of Library Commissioners for State Aid.
- Use the outcome of the FY18 Reimagining Our Libraries space planning project to determine a direction and timeline for renovations based on real and potential funding sources.
- Identify prerequisites for an MBLC design and construction grant and prepare to be responsive.
- Enhance collections at Fox Library that hold appeal for 6th grade Gibbs students, and support the Fox Branch Librarian/Head of Teen Services in building programs and displays that engage teens and tweens.
- Pending Town Meeting action, make a plan to deaccession the Winfield Robbins Art Prints collection through sale or gift for the benefit of the community and the library and pursue the related goal of applying funds to future library improvements.
- Cultivate a "hot titles" collection at the Fox Library with multiple copies of new and popular materials for teens and adults to better meet town-wide demand for such materials.
- Develop community engagement using a survey to evaluate perceptions of library programming for all ages.
- Promote increased use of the Library of Things, including developing programming and partnerships to support the maker community.
- Promote the Library as a key component of Arlington's cultural

PROGRAM COSTS

	FY2018 Actual	FY2019 Budget	FY2020 Request	FY2020 Town Mtg.
Libraries				
Personnel Services	1,766,009	1,921,044	1,984,238	1,984,238
Expenses	509,965	533,880	538,880	538,880
Total	2,275,974	2,454,924	2,523,118	2,523,118



Major Accomplishments for 2018

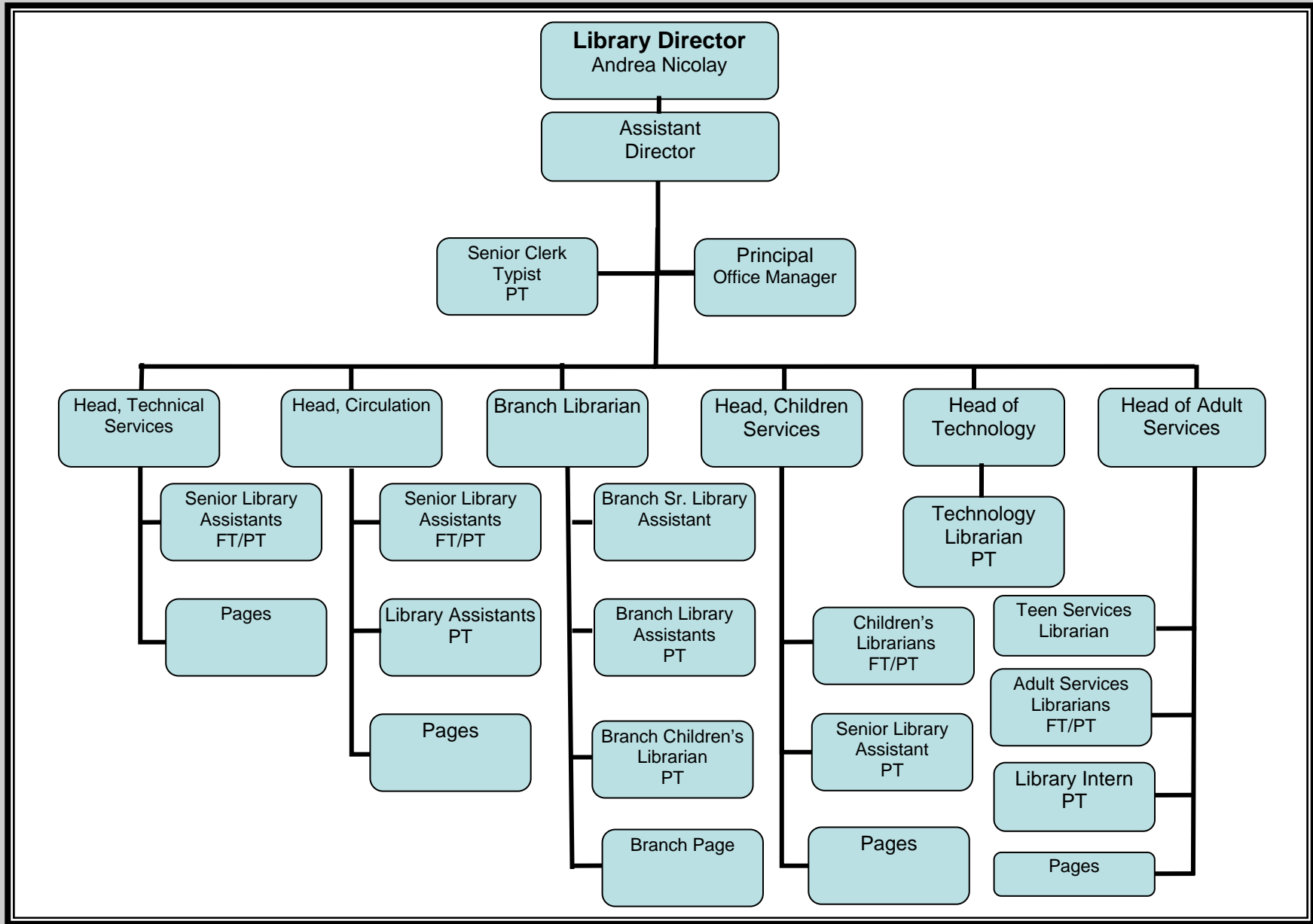
- Completed the Reimagining Our Libraries space planning project, resulting in a building program and schematic designs for the Robbins Library and the Fox Branch Library and recommendations for phasing the project.
- Completed an updated appraisal of the Winfield Robbins Art Prints collection for the purpose of evaluating options for the future of the collection.
- In its first full year as a collection, the Library of Things saw a circulation of 724, with holdings of 68 non-traditional “things” for patrons to borrow including kitchen gadgets, board games, tools, and craft kits. The collection is co-sponsored by Sustainable Arlington and the Friends of the Robbins Library.
- Initiated free public printing subsidized by the Friends of the Robbins Library.
- Achieved a 1.3% increase in circulation of materials and e-content, comparing favorably with neighboring communities.
- As a Managing Partner of the Arlington Cultural District, the library was successful in applying for the maximum \$5,000 grant from the Mass Cultural Council to support district activities.

STAFFING

Libraries	FY2018 Actual	FY2019 Budget	FY2020 Request	FY2020 Town Mtg.
Managerial	1	1	1	1
Clerical	14.62	14	14.5	14.5
Professional/Technical	13.79	15.65	15	15
Custodial/Bldg. Maint.	0	0	0	0
Total	29.41	30.65	30.5	30.5

Performance / Workload Indicators

Library	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Estimated
Circulation of materials	694,149	666,966	663,644	670,000
eContent Circulation	62,879	64,631	77,730	80,000
Interlibrary loans processed	145,677	143,729	148,384	150,000
Reference questions answered	89,729	89,480	63,969	75,000
Children's programs	436	451	436	450
Adult and YA programs	217	228	225	250
New items ordered and processed	17,904	18,226	18,472	18,500
Visits to Robbins Library	296,367	286,667	336,381	340,000
Uses of Meeting Rooms	1,099	1,136	1,200	1,144





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