
LIBRARIES





Program Description

The Robbins Library and the Fox Branch Library create opportunities for lifelong learning, meaningful connection, and discovery for all. The library offers a wide range of collections, services, and spaces to meet Arlington’s evolving interests and needs. Reference assistance and reader’s advisory services are offered in person and via email, chat, and phone. Library staff maintain efficient recordkeeping for over 200,000 items in the physical collection and access to over 120,000 titles in the digital library through shared resources of the Minuteman Library Network (MLN) and resources purchased exclusively for Arlington cardholders. The library promotes curiosity and a love of reading in children, teens, and adults, and programming that supports formal learning as well as entertainment and personal growth.

Budget Statement

The total projected FY24 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 Minuteman Library Network interlibrary loan system.

PROGRAM COSTS

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Request
Libraries				
Personnel Services	1,950,457	2,073,835	2,210,725	2,238,758
Expenses	507,285	521,637	517,880	539,880
Total	2,457,741	2,595,471	2,728,605	2,778,638

FY2024 Objectives

The library completed a new Strategic Plan in 2021 with extensive community feedback. The following objectives for FY24 were defined by staff and library Trustees based on the Strategic Plan. The complete plan can be found on the library website, robbinslibrary.org.

- Create a process and supporting policy for community members to submit ideas for new programs, services, and collections.
- Develop a pilot program for evening and weekend family and intergenerational events.
- Conduct a community audit to identify underserved audiences and non-users.
- Implement staffing models that support that library’s strategic goals and service objectives.
- Determine a list of priorities with respect to ongoing building maintenance needs, and building desired improvements inspired by the Reimagining Our Libraries (ROL) and Strategic Plan outcomes.
- Form a building committee to explore the financial feasibility of a mixed-use building for Fox Branch Library.
- Proceed with plans to divest the library of the Winfield Robbins Art Prints collection.

Major Accomplishments for 2022

- Launched new Robbins Library’s website on January 14, 2022. As the library’s “third branch,” the improved website, built on user feedback, connects library patrons to a wide array of library resources including the MLN catalog, databases, and additional information about library resources and collections. Page views increased 17.5% from January 2022 to June 2022. Library staff saw immediate increases in Grab Bag and homebound delivery requests, demonstrating that online visitors were more easily able to connect to library resources. The library contracted with an Arlington based web developer on this project.
- Created new programs, services, and collections to support evolving community interests and needs. Highlights include:
 - A Japanese language collection for adults, supporting a growing community of Japanese speakers in Arlington
 - A Library of Things collection at Fox Branch Library
 - Book groups for kindergartners and first graders, bringing new



Major Accomplishments (cont.)

- opportunities to engage for Arlington’s youngest readers
 - English language learning opportunities for adults including a volunteer-led conversation circle
- Partnered with Town departments, boards, commissions, and other organizations to better serve Arlington:
 - Served a community distribution site for COVID antigen test provided to the Department of Health and Human Services
 - Co-created the new Social Justice Book Group with the Diversity Task Group of Envision Arlington
 - Created a new story time program hosted at Menotomy Manor
 - Co-sponsored an Indigenous Peoples Day program with the Cyrus Dallin Museum and the Human Rights Commission
- Completed a long-term loan agreement with the Cyrus Dallin Museum, giving the Museum and researchers better access to Cyrus Dallin papers that had been stored in the library.
- Digitized aging microfilm via the new Historical Arlington Newspapers database. The digital collection provides easy access to newspapers from Arlington from 1871-2005. This work was supported by a targeted grant to the Arlington Libraries Foundation.
- Conducted a lighting assessment of Robbins Library with the Town’s Sustainability Manager to reduce the library’s carbon footprint. As a first step, the library added new auto switching power strips.
- Achieved record breaking circulation at Robbins Library in FY2022. With a total circulation of 939,396 physical and electronic items, Arlington is a circulation leader for the Minuteman Library Network and the Commonwealth.
- Library Trustees contracted with Museum Collector Resources to start the Winfield Robbins Art Print Deaccession Project.
- Continued serving as an active partner in the Housing Corporation of Arlington’s Human Services Network, a coalition of Town departments and non-profit social services organizations working to identify and stabilize vulnerable community members by connecting families and individuals to resources supporting housing, employment, and other key services.

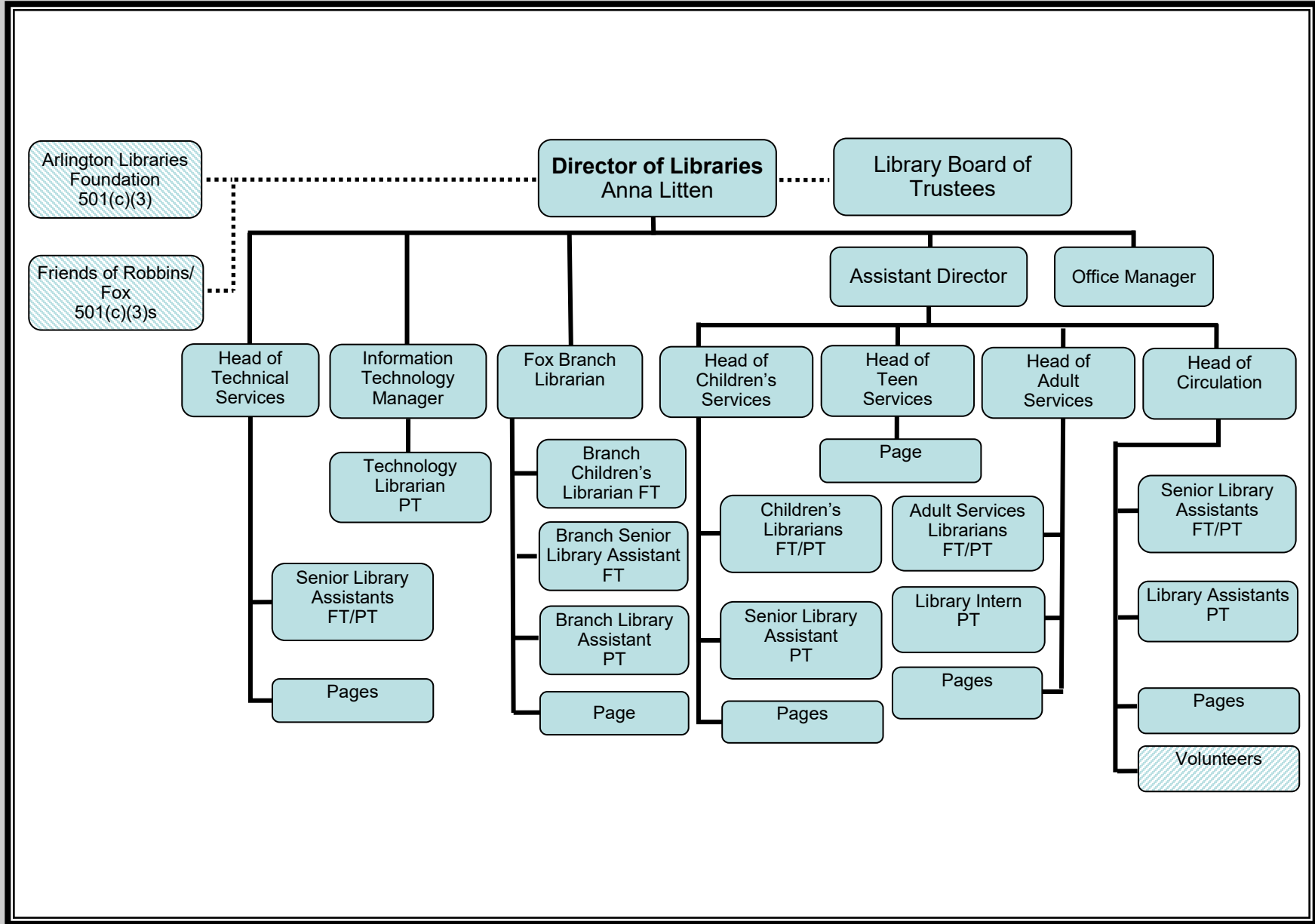
STAFFING

Libraries	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2024 Request
Managerial	1.00	1.00	1.00	1.00
Clerical	15.00	15.29	15.27	15.19
Professional/Technical	14.80	14.60	14.60	14.89
Custodial/Bldg. Maint.	0.00	0.00	0.00	0.00
Total	30.80	30.89	30.87	31.07

Performance / Workload Indicators

Library	FY2020 Actual	FY2021 Actual	FY2022 Actual	FY2023 Estimated
Library Trust funds expenditure	\$136,367	\$181,591	\$191,631	\$282,089
Public/private grant funds secured*	\$98,879	\$120,677	\$150,658	\$126,773
Total circulation	669,692	707,033	939,396	925,000
Physical materials	520,080	516,134	757,163	755,000
E-content	149,612	190,899	182,233	170,000
Interlibrary loans processed	125,143	390,553	297,176	295,000
Reference questions answered	45,556	6,686	30,361	50,000
Children’s programs	361	221	381	400
Adult and YA programs	236	137	155	200
Visits to Robbins Library	204,156	68,189	233,595	325,000
Uses of Meeting Rooms	684	0	399	500

*Includes grants from Arlington Libraries Foundation and Friends of the Robbins Library.
Fox Shop offset included in Personnel Services. For State Aid to Libraries--see Cherry Sheet.





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