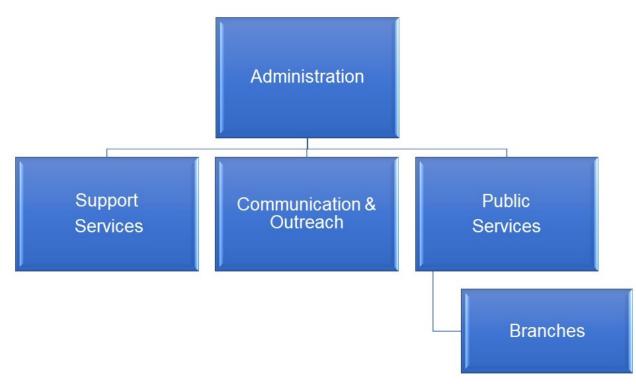
Memorial Library



MISSION AND SERVICES

Prince George's County Memorial Library System (PGCMLS) helps build relationships that support discovery by providing equal access to opportunities and experiences.

CORE SERVICES

- Technology connection
- Hub of early literacy
- Center for personal skills development

FY 2022 KEY ACCOMPLISHMENTS

- Opened the new Hyattsville Branch Library and Surratts-Clinton Branch Library.
- Designed and built the five Commons labs (Beltsville, Bladensburg, Fairmount Heights, Largo-Kettering and Oxon Hill) which feature technology labs and work-study fellowship programs.
- Expanded the Library's summer learning programming for teens.
- Conducted an all staff race and social equity audit.
- Expanded language access for French and Dari/Farsi/Pashto speakers through programs, outreach and communications.

STRATEGIC FOCUS AND INITIATIVES IN FY 2023

The agency's top priorities in FY 2023 are:

- Provide information resources with a customer-focused collection of materials in print, electronic and other formats.
- Increase early childhood literacy skills in children from birth to age five.
- Provide public access to the Internet.
- Embrace culture, inclusion and social justice, promote lifelong learning for all, foster economic growth through career & business development, champion creatives and develop skills for healthy living for all County residents.

FY 2023 BUDGET SUMMARY

The FY 2023 approved budget for the Memorial Library is \$35,528,300, an increase of \$2,166,700 or 6.5% over the FY 2022 approved budget.

Expenditures by Fund Type

	FY 2021 Act	ual	FY 2022 Bud	lget	FY 2022 Estin	nate	FY 2023 Appı	oved
Fund Types	Amount	% Total	Amount	% Total	Amount	% Total	Amount	% Total
General Fund	\$32,972,016	100.0%	\$33,361,600	100.0%	\$33,070,500	100.0%	\$35,528,300	100.0%
Total	\$32,972,016	100.0%	\$33,361,600	100.0%	\$33,070,500	100.0%	\$35,528,300	100.0%

Reconciliation from Prior Year

	Expenditures
FY 2022 Approved Budget	\$33,361,600
Increase Cost: Operating — Increase in funding to support the purchase of media and periodicals for Library programming, utilities and advertising	\$775,400
Increase Cost: Compensation - Mandated Salary Requirements — Annualization of staffing complement adjustments and associated compensation	724,600
Add: Compensation — Funding to support new salary enhancements of 3.0% for eligible staff	587,400
Add: Compensation — Funding for nine previously unfunded positions - two Librarian I, two Librarian II, one Circulation Supervisor I, three Digital Navigators and one Circulation Assistant to support the opening of the Bladensburg Library Branch	549,900
Increase Cost: Fringe Benefits — Increase in the fringe benefit expenses associated with anticipated costs and compensation adjustments	383,200
Add: Operating- General & Administrative Contracts — Increase to support information technology needs and related service contracts for cyber assessement services and cyber incident response retainer, Cloud Protection and Ransomware recovery; Endpoint Detection and Response Security Operations	258,300
Increase Cost: Operating — Increase in insurance premiums associated with cybersecurity insurance and related technology costs	101,000
Increase Cost: Operating — Increase associated with the on-boarding of new staff and supplies and equipment needs	86,300
Increase Cost: Operating — Increase in training for staff in response to the ongoing implementation of the PGCMLS Strategic Framework 2021-2024 strategic plan	19,500

Reconciliation from Prior Year (continued)

	Expenditures
Decrease Cost: Compensation — Assumes vacancy lapse for 75% of the year for 39 full time and five part time staff	(633,600)
Decrease Cost: Operating — Net decrease in telephones, mileage reimbursement, contracts, other equipment maintenance and building repair and maintenance costs	(685,300)
FY 2023 Approved Budget	\$35,528,300

REVENUES

COUNTY CONTRIBUTION

The FY 2023 approved County contribution for the Memorial Library is \$25,598,100, an increase of \$1,568,300 or 6.5% over the FY 2022 approved budget. The County's contribution comprises 72.0% of total agency funding.

STATE AID

The FY 2023 approved State Aid budget for the Memorial Library is \$8,729,000, an increase of \$1,007,000 or 13.2% over the FY 2022 approved budget. State Aid comprises 24.6% of total agency funding.

FINES, FEES AND OTHER FUNDING SOURCES

The FY 2023 approved budget for other funding sources for the Memorial Library is \$1,201,200, a decrease of -\$408,600 or -25.4% under the FY 2022 approved budget. These revenues are generated from interest, detention center costs, various branch services, as well as use of fund balance. Other funding sources comprise 3.4% of total agency funding.

Reconciliation from Prior Year

	Expenditures
FY 2022 Approved Budget	\$33,361,600
Increase Revenue: County Contribution — Increase in accordance with the Prince George's FY 2023 Approved Budget	\$1,568,300
Increase Revenue: State Aid — Increase in accordance with the State of Maryland's FY 2023 Approved Budget	1,007,000
Decrease Revenue: Use of Fund Balance — Decrease in the use of the Memorial Library fund balance	(408,600)
FY 2023 Approved Budget	\$35,528,300

STAFF AND BUDGET RESOURCES

Authorized Positions	FY 2021 Budget	FY 2022 Budget	FY 2023 Approved	Change FY22-FY23
General Fund				
Full Time - Civilian	302	303	312	9
Full Time - Sworn	0	0	0	0
Subtotal - FT	302	303	312	9
Part Time	39	38	29	(9)
Limited Term	0	0	0	0
TOTAL				
Full Time - Civilian	302	303	312	9
Full Time - Sworn	0	0	0	0
Subtotal - FT	302	303	312	9
Part Time	39	38	29	(9)
Limited Term	0	0	0	0

	FY 2023		
Positions By Classification	Full Time	Part Time	Limited Term
CEO & Chief Operating Officers	4	0	0
Professional Support	24	1	0
Area Managers and Assistant Branch Managers	8	0	0
Public Service Professionals	125	5	0
Information Technology	8	0	0
Circulation	84	6	0
Materials Management Support	19	0	0
Clerical	8	8	0
Building Support/Delivery Services	32	9	0
TOTAL	312	29	0

FY 2021	FY 2021	FY 2022	FY 2022	FY 2023 —	Change FY2	22-FY23
Category	Actual	Budget	Estimate	Approved	Amount (\$)	Percent (%)
Compensation	\$19,511,510	\$20,033,000	\$19,927,400	\$21,261,300	\$1,228,300	6.1%
Fringe Benefits	4,864,460	5,039,300	5,012,700	5,422,500	383,200	7.6%
Operating	8,496,017	8,189,300	8,030,400	8,744,500	555,200	6.8%
Capital Outlay	100,029	100,000	100,000	100,000	—	0.0%
SubTotal	\$32,972,016	\$33,361,600	\$33,070,500	\$35,528,300	\$2,166,700	6.5%
Recoveries						
Total	\$32,972,016	\$33,361,600	\$33,070,500	\$35,528,300	\$2,166,700	6.5 %

Expenditures by Category - General Fund

In FY 2023, compensation expenditures increase 6.1% from the FY 2022 budget due to funding for nine previously unfunded positions within the agency's current staffing complement to support the opening of the Bladensburg Library Branch. The compensation increase also reflects a 3.0% salary enhancement for eligible staff. Compensation costs include funding for 310 out of 312 full time positions and 29 part time positions. However, the agency reserves autonomy in determining human resource needs throughout the organization. Fringe benefit expenditures increase 7.6% over the FY 2022 budget due to rising insurance premiums and changes in compensation.

Operating expenditures increase by 6.8% from the FY 2022 budget due to rising insurance premiums associated cybersecurity and investments in multi-factor authentication (MFA) and virtual private network (VPN) access for all employees. Funding enhancements support increases in General and Administrative contracts for information technology needs and related services for cyber assessments, a cyber incident response retainer, cloud protection and ransomeware recovery, endpoint detection and response security operations. Furthermore, additional support is provided to address the need for increased digital advertising and print/promotional campaigns to reach non-English speaking patrons and broader audiences.

Capital outlay expenditures remain at the FY 2022 budget of \$100,000 for the replacement of two delivery vehicles and one maintenance truck.

	FY 2021	FY 2022	FY 2022	FY 2023 —	Change FY2	22-FY23
Category	Actual	Budget	Estimate	Approved	Amount (\$)	Percent (%)
Public Services	\$24,047,705	\$24,246,100	\$24,040,200	\$25,844,700	\$1,598,600	6.6%
Administration	1,690,920	1,587,400	1,706,300	1,850,300	262,900	16.6%
Support Services	5,406,480	5,524,400	5,506,000	5,900,500	376,100	6.8%
Communication & Outreach	1,826,911	2,003,700	1,818,000	1,932,800	(70,900)	-3.5%
Total	\$32,972,016	\$33,361,600	\$33,070,500	\$35,528,300	\$2,166,700	6.5 %

Expenditures by Division - General Fund

General Fund - Division Summary

	FY 2021	FY 2022	FY 2022	FY 2023	Change FY2	22-FY23
Category	Actual	Budget	Estimate	Approved	Amount (\$)	Percent (%)
Public Services						
Compensation	\$13,234,720	\$13,613,600	\$13,531,700	\$14,443,400	\$829,800	6.1%
Fringe Benefits	3,274,300	3,385,100	3,375,300	3,651,000	265,900	7.9%
Operating	7,438,656	7,147,400	7,033,200	7,650,300	502,900	7.0%
Capital Outlay	100,029	100,000	100,000	100,000	—	0.0%
SubTotal	\$24,047,705	\$24,246,100	\$24,040,200	\$25,844,700	\$1,598,600	6.6 %
Recoveries	—	—	—	—	—	
Total Public Services	\$24,047,705	\$24,246,100	\$24,040,200	\$25,844,700	\$1,598,600	6.6 %
Administration						
Compensation	\$1,052,900	\$969,200	\$1,073,700	\$1,144,800	\$175,600	18.1%
Fringe Benefits	273,770	249,000	282,200	305,300	56,300	22.6%
Operating	364,250	369,200	350,400	400,200	31,000	8.4%
Capital Outlay	—	—	—	—	—	
SubTotal	\$1,690,920	\$1,587,400	\$1,706,300	\$1,850,300	\$262,900	16.6%
Recoveries	—	—	—	—	—	
Total Administration	\$1,690,920	\$1,587,400	\$1,706,300	\$1,850,300	\$262,900	16.6 %
Support Services						
Compensation	\$4,165,270	\$4,234,100	\$4,242,500	\$4,522,000	\$287,900	6.8%
Fringe Benefits	1,042,620	1,093,400	1,073,000	1,160,900	67,500	6.2%
Operating	198,590	196,900	190,500	217,600	20,700	10.5%
Capital Outlay	—	—	—	—	—	
SubTotal	\$5,406,480	\$5,524,400	\$5,506,000	\$5,900,500	\$376,100	6.8 %
Recoveries	—	—	—	—	—	
Total Support Services	\$5,406,480	\$5,524,400	\$5,506,000	\$5,900,500	\$376,100	6.8 %
Communication & Outreach						
Compensation	\$1,058,620	\$1,216,100	\$1,079,500	\$1,151,100	\$(65,000)	-5.3%
Fringe Benefits	273,770	311,800	282,200	305,300	(6,500)	-2.1%
Operating	494,521	475,800	456,300	476,400	600	0.1%
Capital Outlay	—	—	—	—	—	
SubTotal	\$1,826,911	\$2,003,700	\$1,818,000	\$1,932,800	\$(70,900)	-3.5%
Recoveries				—	_	
Total Communication & Outreach	\$1,826,911	\$2,003,700	\$1,818,000	\$1,932,800	\$(70,900)	-3.5%
Total	\$32,972,016	\$33,361,600	\$33,070,500	\$35,528,300	\$2,166,700	6.5 %

DIVISION OVERVIEW

Public Services

The Public Services Division plays an integral role in the overall operations of the Prince George's County Memorial Library System. It is the primary facilitator of information access. Our primary focus is delivering services in nineteen branches, three of which have a specialized research collection, and another has a stateof-the-art media lab. In addition to the branches, Public Services broadens the mission of the County Corrections Center by delivering relevant research and resources in a safe, secure and humane environment for pre-trial and sentenced offenders.

Fiscal Summary

In FY 2023, the division expenditures increase \$1,598,600 or 6.6% over the FY 2022 budget. Staffing resources increase by seven full time positions and decrease by eleven part time positions from the FY 2022 budget. However, the agency reserves autonomy in determining human resource needs throughout the organization. The primary budget changes include:

- Compensation costs increase due to 3.0% salary enhancements for eligible staff.
- Fringe benefit costs increase due to the compensation adjustments.
- An increase in operating impacting areas such as insurance premiums, cybersecurity investments, periodical and media purchases.

	FY 2022	FY 2022 FY 2023		Y22-FY23	
	Budget	Approved	Amount (\$)	Percent (%)	
Total Budget	\$24,246,100	\$25,844,700	\$1,598,600	6.6 %	
STAFFING					
Full Time - Civilian	213	220	7	3.3%	
Full Time - Sworn	0	0	0	0.0%	
Subtotal - FT	213	220	7	3.3%	
Part Time	26	15	(11)	-42.3%	
Limited Term	0	0	0	0.0%	

Administration

The Administration Division includes the Chief Executive Officer's Office, department of Talent and Culture and the Finance and Budget department. The CEO oversees the overall operation of the library system. The Department of Talent & Culture provides overall policy direction on various cultural, professional development and other human resource topics. The Department of Finance and Budget oversees the recording, tracking, and reporting activities of the Library's financial and budget activities.

Fiscal Summary

In FY 2023, the division expenditures increase \$262,900 or 16.6% over the FY 2022 budget. Staffing resources increase by three full time positions from the FY 2022 budget. The primary budget changes include:

- Personnel costs increase primarily due to the 3.0% salary enhancements for eligible staff within the division.
- An increase in fringe benefit costs increase due to increase in compensation adjustments.
- An increase in operating impacting areas such general office supplies and training.

	FY 2022 FY 2023		Change FY22-FY23		
	Budget	Approved	Amount (\$)	Percent (%)	
Total Budget	\$1,587,400	\$1,850,300	\$262,900	16.6 %	
STAFFING					
Full Time - Civilian	11	14	3	27.3%	
Full Time - Sworn	0	0	0	0.0%	
Subtotal - FT	11	14	3	27.3%	
Part Time	3	3	0	0.0%	
Limited Term	0	0	0	0.0%	

Support Services

The Support Services Division provides support functions to the branches and administration including collection management, procurement, business intelligence, information technology and facilities management. Safety, security and the oversight of capital construction projects are also included in this division.

Fiscal Summary

In FY 2023, the division expenditures increase by \$376,100 or 6.8% over the FY 2022 budget. Staffing resources decrease by four full time positions and increase by two part time positions from the FY 2022 budget. The primary budget changes include:

- Compensation increases due to 3.0% salary enhancements for eligible employees.
- Fringe benefit expenditures increase due to compensation adjustments.

 Operating expenditures increase to reflect additional training associated with the PGCMLS Strategic Framework 2021-2024 and its ongoing implementation.

	FY 2022 FY 2023		Change FY22-FY23		
	Budget	Approved	Amount (\$)	Percent (%)	
Total Budget	\$5,524,400	\$5,900,500	\$376,100	6.8 %	
STAFFING					
Full Time - Civilian	65	61	(4)	-6.2%	
Full Time - Sworn	0	0	0	0.0%	
Subtotal - FT	65	61	(4)	- 6.2 %	
Part Time	9	11	2	22.2%	
Limited Term	0	0	0	0.0%	

Communication & Outreach

The Communication and Outreach Division oversees and supports the Library's engagement with the community through strategic partnerships, virtual and in-person programs, outreach, intercultural services, digital platforms, public relations, media production and government affairs. This division includes all the departments under the supervision of the Chief Operating Officer for Communication and Outreach: Public Relations/Marketing, Digital Services, Program Services, Intercultural Services and the PGCMLS Foundation.

Fiscal Summary

In FY 2023, the division expenditures decrease by -\$70,900 or -3.5% under the FY 2022 budget. Staffing resources increase by three full time positions from the FY 2022 budget. The primary budget changes include:

- A decrease in compensation to align with staffing adjustments within the current complement offset by a 3.0% salary enhancement for eligible staff.
- A decrease in fringe benefits due to the adjustments and compensation.
- A decrease in operating expenditures to align with division needs.

	FY 2022	FY 2023	Change F	Y22-FY23	
	Budget	Approved	Amount (\$)	Percent (%)	
Total Budget	\$2,003,700	\$1,932,800	\$(70,900)	-3.5%	
STAFFING					
Full Time - Civilian	14	17	3	21.4%	
Full Time - Sworn	0	0	0	0.0%	
Subtotal - FT	14	17	3	21.4%	
Part Time	0	0	0	0.0%	
Limited Term	0	0	0	0.0%	

SERVICE DELIVERY PLAN AND PERFORMANCE

Goal 1 — To provide information resource services to the County's citizens, residents and visitors in order to effectively meet their educational, cultural and recreational needs.

Objective 1.1 — Increase the percentage of County residents that are registered cardholders.

FY 2027 Target	FY 2020 Actual			FY 2022 FY 2023 stimated Projected		
70%	61%	65%	60%	63%	⇔	

Trend and Analysis

The number of Prince George's County Memorial Library System cardholders has fluctuated due to COVID-19. Many residents continued to use their cards with online library services and the digital library. However, many cards lapsed due to building closures. The percentage also declined due to a larger than expected increase in the County's population following the 2020 Census.

With PGCMLS resuming full services, as well as major branches coming online after renovation and construction, the need for in-person library services is expected to climb in FY 2023. PGCMLS expects new materials and programming (see Objective 1.2) will be being made available to residents. This will have a positive impact on cardholder numbers.

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
Hours all library branches are open	43,867	30,794	3,172	41,173	48,000
New titles added	14,727	57,596	33,814	20,000	35,000
Collection uses (including circulation, in-house and digital resources)	5,288,355	4,120,657	2,511,896	3,500,000	4,000,000
Persons entering the library	2,371,557	1,679,342	32,345	900,000	1,500,000
Library website page views	8,303,522	6,235,194	5,590,843	5,305,000	5,200,000
Reference questions asked	694,774	349,139	102,256	250,000	5,000,000
Efficiency					
Materials circulated and reference questions asked per hour open	136.5	129.0	805.0	90.0	93.0
Impact (Outcome)					
Registered cardholders as percent of population	73%	61%	65%	60%	63%
Active registered cardholders	687,762	570,717	596,029	580,320	609,336

Objective	1.2	—	Increase	the	number	of	participants	in	Library
programm	ing.								

FY 2027 Target	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected	Trend
230,000	131,210	267,454	30,500	57,000	⇔

Trend and Analysis

In-person programming resumed in late FY 2021 with outdoor and some off-site outreach offerings. FY 2022 is expected to resume to on site programs, and participation is expected to rebound. Current trends point to a slow but steady return to previous numbers in FY 2023. Virtual programs helped offset drops in attendance, but as COVID-19 continued, the demand for virtual programming began to decrease. These programs are expected to continue but in a more diminished capacity to reflect decreased demand.

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
Expenditures (millions)	\$31.0	\$32.3	\$33.0	\$33.1	\$34.8
Workload, Demand and Production (Output)					
Meeting room uses	6,137	5,071	0	350	1,000
Adult programs	2,234	1,672	852	1,000	1,200
Attendance at adult programs	24,442	22,483	251,979	10,500	17,000
Teen programs	655	390	161	200	400
Attendance at teen programs	22,960	17,339	2,761	5,000	10,000
Children's programs	5,944	4,074	569	700	1,500
Attendance at children's programs	134,103	90,230	12,176	15,000	30,000
Active registered cardholders	687,762	570,717	596,029	580,320	609,336
Attendance for online programs	0	7,787	264,744	12,000	10,000
Efficiency					
Program attendance - adult	11	16	280	11	14
Program attendance - teen	34	39	19	25	25
Program attendance - children	23	19	18	21	20
Quality					
New registrants added yearly	61,693	31,587	24,118	30,000	40,000
Impact (Outcome)					
Total program attendance	181,505	131,210	267,454	30,500	57,000
Program attendance per 1,000 cardholders	22	17	39	10	11

Goal 2 — To increase early childhood (birth to age five) literacy participation.

 $\ensuremath{\textbf{Objective}}\xspace$ 2.1 — Increase the participation at programs offered for children.

FY 2027 Target	FY 2020 Actual			FY 2023 Projected	Trend	
200,000	90,230	12,176	15,000	30,000	Ļ	

Trend and Analysis

Early childhood programs were especially impacted by COVID-19 restrictions, because most programming in this age group is typically done in-person. This should rebound significantly once indoor programs resume. Large branch reopenings will also have a positive impact on this objective.

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
County population (estimate)	913,508	967,201	967,201	967,201	967,201
Workload, Demand and Production (Output)					
Preschool cardholders	24,208	32,493	47,779	50,000	55,000
School-age cardholders	225,651	216,245	265,153	280,000	295,000
Preschool summer reading signups	1,436	1,333	246	450	1,000
Training hours	0	594	0	100	500
Beanstack sessions	0	14,286	12,705	15,000	20,000
Impact (Outcome)					
Attendance at children's programs	134,103	90,230	12,176	15,000	30,000

Goal 3 — To provide public access to the Internet.

Objective 3.1 — Increase the total number of Internet sessions by Library customers including both public computer and wireless sessions.

FY 2027 Target	FY 2020 Actual			FY 2023 Projected	Trend
2,350,000	1,304,363	182,369	700,000	1,600,000	⇔

Trend and Analysis

Computer and particularly wireless sessions have been one of the most robust measures during the pandemic due to PGCMLS's expansion of the wireless network to the parking-lots around library buildings and the promotion of "Driveup Wi-Fi". The need for free computer and wireless services in the County is evident in its quick rebound after reopening. This will be positively impacted by job seekers, students and residents requiring access to online-only services, as well as printing and scanning.

Measure Name	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Estimated	FY 2023 Projected
Resources (Input)					
Public computer sessions	678,181	477,296	7,658	190,000	400,000
Computer session time (average)	55:62	55:00	42:00	50:00	59:00
Wireless sessions	1,040,638	827,067	174,711	500,000	1,200,000
Public access computers	707	625	488	750	750
Workload, Demand and Production (Output)					
Active registered cardholders	687,762	570,717	596,029	580,320	609,336
Quality					
New registrants added yearly	61,693	31,587	24,118	30,000	40,000
Impact (Outcome)					
Public computer and wireless internet sessions	1,718,819	1,304,363	182,369	700,000	1,600,000