

**NATIONAL GALLERY OF ART
Salaries and Expenses
Art Care Function Budget
FY 2012 - FY 2013
(Dollars in Thousands)**

Art Care	FY 2012 Enacted *	FY 2013 Request	FY 2013 Increase / (Decrease) FY 2012
Personnel Compensation	\$ 24,133	\$ 25,369	\$ 1,236
Personnel Benefits	6,398	7,070	672
Subtotal - Compensation & Benefits	30,531	32,439	1,908
Travel of Persons	222	222	-
Transportation of Things	451	451	-
Rent, Communications, & Utilities	7	7	-
Printing & Reproduction	292	292	-
Other Services	3,406	3,546	140
Supplies & Materials	779	779	-
Equipment	961	1,476	515
Subtotal - Non-pay	6,118	6,773	655
Total - Salaries & Expenses**	\$ 36,649	\$ 39,212	\$ 2,563
FTE	268	268	-

* The FY 2012 Enacted Budget reflects a 0.16% across-the-board rescission.

**The Salaries & Expenses account includes no-year funding for special exhibitions.

Art Care Introduction

The Art Care function is at the core of the Gallery's mission which is to serve the nation by preserving, collecting, exhibiting, interpreting and encouraging the understanding of original great works of art by the American public. Since its establishment by a joint resolution of Congress in 1937, the Gallery has assembled its collection of original works of art through donation or purchase from private funds.

The Gallery's curators are responsible for the care, display and interpretation of the works of art. The Chief Curator, with assistance from the curatorial staff, is responsible for identifying great works of original art that may be considered for acquisition by the Board of Trustees either through donation or purchase. The care, display and elucidation of the Gallery's collections are financed primarily from federal funds.

Another key function of Art Care is exhibiting the Gallery's works of art in the permanent collection as well as presenting special exhibitions which include works of art from around the world. Highly visible international loan exhibitions are developed through the efforts of many of the departments of the Gallery, and often are the result of the Gallery's collaboration with foreign governments, other major art museums, and scholars throughout the world. Exhibitions are the result of years of planning and close coordination between the curators and many other departments. The department of Exhibitions helps plan and organize the show; the Design and Installation department plans and builds the installation of the show; the Registrar arranges safe transit of works of art in the exhibition; the Education and Film departments plan and develop

Art Care

educational materials to accompany the exhibition; the Development offices help raise private funds to support the exhibitions; and the Information office promotes the exhibition to the press and the public directly. Many other departments are involved in the educational process at the core of exhibiting, interpreting and disseminating knowledge of art. The department of Imaging and Visual Services, for example, takes digital photographs of works of art and makes them available for numerous educational purposes including publications, the web, school materials and for basic documentation purposes for conservation.

Whether working from special exhibitions or from the permanent collection, the objective of the educational programs staff is to disseminate knowledge of art and make the art accessible to as many people as possible throughout the nation. This is accomplished by in-house lectures and tours, as well as through the outreach programs of the Gallery's extension service, through the Gallery's web site, and through reproductions, DVD's, films and books. The extension service distributes information primarily to schools, and other institutions and groups throughout the fifty states.

The Conservation Division's mission is to preserve the Gallery's works of art. It is one of the largest and most comprehensive conservation facilities among the world's art museums, with laboratories for conserving paintings, sculpture, works on paper and textiles as well as for scientific research. Some of the most dramatic advances in the field of art conservation take place in the Gallery's Scientific Research Lab using highly advanced technologies and sophisticated equipment.

All of the activities above rely on the resources of an extensive art reference library, photo archives and art information database, all of which are used as research and educational resources for studying the collections, performing research on potential acquisitions, and organizing exhibitions as well as disseminating the knowledge of art to the general public.

The magnitude of the art collections in the National Gallery's care and the general public's interest in those collections can be suggested by summary statistics. The National Gallery has sizable collections: over 124,000 works of art in its care, some 382,000 volumes on the history, theory and criticism of art and architecture as well as the rare book collection with more than 9,100 volumes. The Art Research Library is used by staff, visiting fellows, professors and scholars associated with the Gallery's Center for Advanced Study in the Visual Arts, as well as by some 2,000 members of the public each year. These collections, augmented by the special exhibitions held during the year, attracted approximately 4.5 million visitors to the Gallery during FY 2011.

Art Care

SUMMARY OF ART CARE FUNCTION BUDGET BY OBJECT CLASS

Personnel Compensation and Benefits (\$32,439,000; +\$1,908,000)

A total of \$32,439,000 is requested for personnel compensation and benefits in FY 2013 (including \$1,390,000 of no-year funding for Special Exhibitions), an increase of \$1,908,000 over the FY 2012 Enacted Budget. These funds support 268 FTEs.

This increase is necessary for mandatory pay increases including within grades, locality pay, and a 0.5% general pay raise in 2013 pro-rated for $\frac{3}{4}$ of the fiscal year.

Travel of Persons (\$222,000; no change)

A total of \$222,000 is requested for travel of persons, which represents no change over the FY 2012 Enacted Budget.

- \$172,000 (no change) is for travel for staff reporting to the Director and Deputy Director. Travel is an integral part of the art care function. Little of the art world exists in Washington, D.C. Gallery curators are required to travel to New York, London, Paris, Rome and other major art centers to observe exhibitions and public collections. In addition, travel is used to visit and encourage potential donors and collectors of works of art, attend auctions and raise funds needed to purchase art and rare books for the library. Registrar and Conservation staffs are required to travel as couriers to inspect and accompany works of art on loan to the Gallery. Staff travel ensures that works of art that are shipped to the Gallery have adequate protection and are properly crated. Travel is also an essential element of research in relation to the work of creating scholarly publications about the Gallery's collections. In addition, these funds are used to attend professional conferences and training seminars and other professional business travel. These funds are also used by the Information office to promote the Gallery, its programs, and exhibitions.
- \$50,000 (no change) is no-year funding for Special Exhibitions travel. During the planning phase of an exhibition, NGA curators travel world-wide to view works of art for consideration of inclusion in exhibitions. Additional travel is incurred by Gallery staff who accompany the works of art during transit to the museum, as well as travel for the purpose of preparing condition reports on the objects (both a requirement of the US Federal Indemnity Program).

Transportation of Things (\$451,000; no change)

A total of \$451,000 is requested in FY 2013 for transportation of things, the same amount as the FY 2012 Enacted Budget.

- \$300,000 (no change) is no-year funding for Special Exhibitions. The costs to transport art for an exhibition typically represent over one third of the total exhibition budget. These funds cover air and ground transportation of the works of art sent to or from the Gallery.
- \$151,000 (no change) is for air and ground transportation of works of art coming to the Gallery. Transportation costs are used to ship art for off-site professional restoration and

Art Care

for loan exchanges with other museums. A portion of this budget is used for Education and Film programs. Since much of the film material used for Gallery programs comes from Europe, customs charges and special handling are mandatory. Film archives require this kind of treatment and often will not permit their fragile materials to be shipped via standard commercial carriers such as FedEx. These funds are also used to ship catalogues, brochures and other promotional materials to and from the Art Education Association convention.

Rent, Communications & Utilities (\$7,000; no change)

A total of \$7,000 is requested in FY 2013 for rent, communications and utilities. This amount is used to rent film production equipment for films produced by the department of Exhibition Programs and for the Education department to rent a booth at the annual National Art Education Association convention.

Printing & Reproduction (\$292,000; no change)

A total of \$292,000 is requested in FY 2013 for printing and reproduction, as described below:

- \$79,000 (no change) is for the Information office to print and distribute the Calendar of Events and to print press kits to promote the Galley's programs.
- \$67,000 (no change) is for the Editor's office for printing of Gallery stationery, forms, and pamphlets; and to reprint hundreds of thousands of copies of the Gallery Map and the Visitors Guide in several languages.
- \$94,000 (no change) is for the Library and Curatorial departments for book binding, preservation photocopying, printing of the film calendar, and the restoration of rare books.
- \$52,000 (no change) is for the Education department to print Gallery guides, maps, public information and educational resource publications.

Other Services (\$3,546,000; +\$140,000)

A total of \$3,546,000 is requested in FY 2013 for other services, an increase of \$140,000 over the FY 2012 Enacted Budget.

- \$1,578,000 (+6,000) is for no-year funding for other services for Special Exhibitions. The increase is due to contractual increases for labor and services. A wide variety of contract services are required for the successful mounting of an exhibition. Much of the cost of these services is incurred by the Registrar's office. The Registrar contracts with shipping agents and brokers to execute the movement of art, and they procure security and packing services to ensure the safekeeping of the works in transit. The Design and Installation department manages a portion of these costs by designing and constructing temporary spaces in which special exhibitions are presented. These funds are also used for the contracted services of carpenters, electricians and painters.
- \$789,000 (+\$86,000) is for contracts to repair and maintain the galleries and Art Care equipment, an increase of \$86,000 over the FY 2012 Enacted Budget. This total consists of the following:

Art Care

- \$675,000 (+\$58,000) is for repair and maintenance of the permanent collection galleries and includes service contracts for carpentry, painting, lighting, and electrical maintenance of the galleries and public spaces. The increase is due to contractual increases for these services.
- \$114,000 (+\$28,000) is for preventative maintenance and repair contracts to maintain costly scientific equipment used by the Conservation Department to preserve the art. These funds are also required to maintain specialized equipment including cameras and printing machinery for the Library, the Editor's office, and the Digital Imaging Services Department. The increase is due to contractual increases for equipment maintenance in the conservation labs.
- \$432,000 (no change) is for IT services, which consists of the following:
 - \$60,000 is for user licenses for the Gallery's Collection Management System.
 - \$84,000 is for the Library's integrated Voyager system and ENCompass modules.
 - \$50,000 is for Digital Imaging and Visual Services and covers licenses and contract maintenance fees for the workflow toolkit used to manage image production requests.
 - \$238,000 is for maintenance costs to create and update content of the Gallery's Web site.
 -
- \$29,000 (no change) is for professional training for all staff in the Art Care function.
- \$288,000 (+\$18,000) is for Conservation services including those provided by professional contract art restorers, an increase of \$18,000 over the FY 2012 Enacted Budget. This increase is due to price increases for contract art restoration as well as new demands for short-term treatments of art. These specialists assist the regular staff in continuing to preserve the collections and meet ever increasing demands on the Conservation Department.
- \$151,000 (no change) is for the Library's external database subscriptions, cataloging utilities, inter-library loan fees and temporary employment services.
- \$143,000 (+\$30,000) is for other services used by a variety of departments including the Curatorial, Conservation and Registrar's departments. Of this increase, \$20,000 reflects the projected additional costs of packing, crating and handling of works of art on loan and exhibition, and \$10,000 is for video captioning, transcripts and digital conversion of website. These funds are also used for professional conference registrations, contract art handling, crate construction for transporting and storing works of art, crane rental for moving large artworks, equipment repair, and temporary employee services and interns. In the Film department, these funds are used for translation services, tape duplication, piano tuning for silent film accompaniment, introductions by film historians and archivists, writing of program notes and other materials. These funds also support honoraria for guest speakers at film showings and license fees for rights for certain films to be screened.

Art Care

- \$76,000 (no change) is for the Development, Information, and Corporate Relations departments and is used for on-line database subscriptions such as LexisNexis, press-clipping services, mailing list management and fulfillment services, as well as temporary help services.
- \$60,000 (no change) is for the Education department for honoraria, travel and lodging fees for speakers at the Sunday Lecture Series, and for education content within the Gallery's website. The Sunday lecture series is offered every Sunday and often has more than one guest speaker. Guest speaker honoraria, travel and lodging costs are also required to support the Teacher Institute, an educational program to enhance art education for teachers throughout the country. The Education department also uses these funds for professional services such as brochure design, image acquisition, translation, and production services for its publications such as the Teacher Resource Packet.

Supplies & Materials (\$779,000; no change)

Supplies are used in a variety of ways by several Gallery departments. The Film department uses its supplies budget for film stock, film rentals, image permissions and DVDs of films. The Digital Imaging department purchases specialized films, papers and inks for the production and distribution of digital images. The Editor's office uses these funds to procure specialized films for its silk screening operation. The Library uses these funds to purchase barcodes and labels for inventory control, custom-made boxes and acid-free containers for printed books and image materials, and computer supplies for the integrated library system. The Education department uses these funds to purchase materials for teacher packets, color slides, videos, CD-ROMs and DVDs that are sent out to audiences across the nation in order to foster awareness of the visual arts and make Gallery collections accessible to a broad audience beyond the Gallery's walls. The Registrar uses these funds to purchase specialized supplies for art handling, such as plastic sheeting to protect art in storage, plywood, tape, screws, and packing foam. Departments also purchase small IT hardware such as hard drives, flash drives and flash cards.

A total of \$779,000 is requested in FY 2013 for supplies and materials.

- \$200,000 (no change) is requested for no-year funding for supplies and materials for Special Exhibitions. Exhibition installation supplies (including lumber, drywall, paint, lighting and floor materials) typically represent almost twenty-five percent of the cost of mounting an exhibition. These funds are also used for the construction of packing crates for the movement of the works of art in an exhibition.
- \$101,000 (no change) is for supplies related to the maintenance of the permanent collection galleries. These funds are utilized for carpentry, painting, lighting and electrical supplies required to maintain the galleries and public spaces. It also includes uniforms, professional grade papers, inks, design supplies, and general office supplies not stocked in-house.
- \$81,000 (no change) is for the purchase of Conservation supplies and subscriptions. This includes solvents, paints, gold leaf, mat board, brushes, cleaning agents, X-ray film, varnish, adhesives, scalpels, cotton and linen canvas, painting stretchers, archival

Art Care

papers, silica gel, and other specialized conservation supplies. These funds are also used for subscriptions to professional journals, and specialized electronic databases.

- \$397,000 (no change) is for all other supplies not stocked in-house, books, business cards, subscriptions to newspapers, directories and databases, catalogues and professional journals.

Equipment (\$1,476,000; +\$515,000)

A total of \$1,476,000 is requested in FY 2013 for Art Care equipment, an increase of \$515,000 over the FY 2012 Enacted Budget.

- \$420,000 (+\$350,000) is for IT equipment and software upgrades. This increase pertains to acquisition of the Image Intellectual Property Management System and development and deployment of additional features in the new public website. This new system will address the Gallery's need to ensure copyrights are protected for all works in the Gallery's collection, works on loan, and works published by the Gallery in print and electronic form.
- \$364,000 (no change) is for the Library to acquire books, monographs, exhibition catalogs, publications in microform, rare books, current and rare photographs, albums and digital images. Library funds are also used to acquire or replace library shelving, specialized processing and preservation equipment, library automation peripherals, office furnishings including lamps, chairs and filing cabinets.
- \$223,000 (+\$55,000) is for all other equipment. These funds are used by the Curatorial departments, Conservation, Education, the Editor's office, the Web site, Exhibition staff, the Design and Installation department, the Press and Development offices. The funds are primarily used to replace worn or broken office equipment such as office furniture, chairs and lamps; and for carpentry, painting and lighting tools; and inexpensive electronic equipment such as digital cameras and flash drives. The increase is needed for equipment to convert printed material to digital form for the web site and other uses.
- \$469,000 (+\$110,000) is for the purchase of highly specialized Conservation equipment. These funds are for equipment needed to conduct chemical analysis of artworks so that the best treatment of the art can be determined photography lab equipment, a digital radiograph unit, and microscopes necessary for examinations and analysis to determine appropriate treatments. The increase is needed for equipment in the newly renovated conservation space in work Area #4 and #5.