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Agency of
Administration

Date: August 03, 2015
To: Jim Reardon, Commissioner, Department of Finance & Management
From: Jason Pinard, Financial Director
cc: Martha Reid, State Librarian
Brad Ferland, Deputy Commissioner, Finance & Management
Jason Aronowitz, Budget Analyst, Finance & Management
Paul Rousseau, Chief Financial Officer, AOA Financial Services
Subject: FY 2015-16 Carry Forward Spending Plan

The Department of Libraries ended FY 2015 with carry forward balances of **\$616,800.36** of general fund spending authority. We request that you approve the spending of the general fund in the current fiscal year as our carry forward plan, except as noted below.

The location and planned use for these funds generated in FY 2015 and to be spent in FY 2016 are as follows:

General Fund:

1. Library Operations – Dept ID 1130030000 **\$616,800.36**

The Department of Libraries ended FY 2015 with carry forward balances of general fund spending authority. We request that you approve the spending of the general fund in the current fiscal year as our carry forward plan except as noted below.

Please note that even in the face of significant FY16 budget reductions, the Department of Libraries was once again frugal in FY2015 in order to find funding for replacing the antiquated (and no longer supported) Vermont Automated Library System (VALS). Proposed funding for the VALS replacement project was not approved for inclusion in the VTLIB FY2016 budget. However, it remains a very high priority and VTLIB plans to move forward with existing funding levels, including use of some federal LSTA funds. We expect to issue an RFP for the replacement of VALS in August 2015.

The location and planned use for these funds generated in FY 2015 and to be spent in FY 2016 are as follows:

Of this total carry forward amount, \$30,411.45 will be used for paying prior year invoices (PY) that have been received and paid by the Department in FY2016.

The remaining carry forward amount will be spent: (1) \$5,000 for newspaper microfilming; (2) ***\$100,000 reserve** to cover any Pay Act expenses and staff re-classification increases; (3) **the \$481,388.91 for the replacement of the Vermont Automated Library System (VALS).**

***Keeping this available for any additional implementation costs for the VALS replacement, including required temporary "parallel" operations of new and redundant systems. Could also be used for needed moving and office reconfiguration expenses. (January 2016)**

Special Fund:

2. Fund 21015 Elva S Smith Bequest Fund – Dept ID 1130030000 **\$67,071.52**

This balance was due to an overpayment in FY09 and FY10 by Citizens Investment Management Services, which is the organization in charge of distributing the Elva S Smith bequest. These funds are restricted to use related to services to children in libraries and is used to pay for (partial) Salaries and Benefits of a state employee (Youth Services Consultant), and for other materials and programs which benefit library service to children and youth.

3. Fund 21824 Sale of Copies/Publication Fund – Dept ID 1130030000 **\$2,413.96**

These funds will be used for purchasing subscriptions to electronic database(s) for the State Library, or for support of a system to collect and make accessible to the public State of Vermont electronic publications.

4. Fund 21825 Memorial Gifts Fund – Dept ID 1130030000 **\$6,173.51**

These memorial gifts are given to the Library for the Blind and Physically Handicapped and will be used for the purchase of large print books and to support other services for this special population.

5. Fund 21920 VOL Membership/Due Fund – Dept ID 1130030000 **\$262,160.71**

This balance will be used to pay vendors under contract with the Department of Libraries to provide the Vermont Online Library statewide database service citizens via Public Libraries, Schools, and Academic libraries.

6. Fund 21870 Misc Special Fund – Dept ID 1130030000 **\$39,068.23**

These funds were transferred from the Vermont Telecommunications Authority to the Department of Libraries for the purpose of bringing public wireless fiber connectivity to 43 Public Libraries. The balance in this fund will continue to be used for this purpose in FY2014.

7. Fund 21908 Misc Grants Fund – Dept ID 1130030000 **\$11,964.95**

The balance in this fund (grant from Google, Inc) will be used for to establish Videoconferencing service in 13 public libraries around the state, and at the Midstate Library Service Center in Berlin.

8. Fund 21883 Gates Fund – Dept ID 1130030000 **\$29,644.31**

Grant funds were provided by the Bill & Melinda Gates Foundation for the purpose of providing Fiber Broadband Connectivity to 43 Public Libraries around the state. These funds will be used for sustainability of that project and for development of digital literacy training for Vermont citizens.