# DEPARTMENT OF LIBRARIES

*Agency of Administration*

Justin Johnson, Secretary

*Martha Reid, State Librarian*

Fiscal Year 2017 Budget Request

VERMONT

# *Department of Libraries*

*Fiscal Year 2017 Budget Request*

*Martha Reid, State Librarian*

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# *Department of Libraries*

*FY 2017 Budget Request*

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# Agency of Administration

## Department of Libraries

## *Executive Summary*

**Philosophy:**

Guided by 22 V.S.A. §601-635, the mission of the Department of Libraries (VTLIB) is to: (1) collect, organize, and disseminate information and library materials in a variety of formats (print, audio-visual, and digital) to State government, libraries statewide, the general public, and Vermonters with special needs; (2) support and strengthen local libraries; (3) foster statewide cooperation and resource sharing among all types of libraries; and (4) increase public awareness of libraries and their services and act as an advocate on their behalf.

- The Vermont State Library provides access to information in a variety of formats (books, documents, and digital resources) to the three branches of Vermont State Government in order to contribute to effective and efficient government;

- VTLIB provides consultation and professional development to public library employees and public library board members and administers a program of *Minimum Standards for Public Libraries*;

- VTLIB offers grants to qualifying libraries in order to strengthen their capacity to deliver quality library service;

- VTLIB enables resource sharing (interlibrary loan) between and among all types of libraries;

- VTLIB supports 21st century library service to Vermont citizens via their local libraries through collaborative efforts and parnerships to provide access to digital tools and resources and high-speed, high capacity broadband;

- VTLIB provides programs and services to local libraries for children, teens and families to support early literacy, STEM learning, the love of reading, and a path to success in school and life;

- VTLIB provides all Vermonters who have qualifying visual and physical disabilities access to quality library service and the special format materials they need in order to enjoy materials for recreational reading, to engage in lifelong learning, and to improve their economic self-sufficiency.

**Inherent in the VTLIB mission are these core values and principles:**

- *Right to Read and Intellectual Freedom:* The Department is an advocate for the right of Vermont citizens to read and have free and full access to

information by ensuring that libraries and their resources are readily accessible to all Vermonters regardless of their geographic location, their level of income or education, their native language, their access to technology or disability;

- *Vermont citizens have free access to books and other materials* that are located in library collections throughout Vermont and the United States via the interlibrary loan/resource sharing network;

- *The preservation of the record of Vermont state government for public scrutiny* is assured through the collection of state documents and publications in all formats at the Vermont State Library;

- *Free access to law reference service and legal resources* for the Vermont legal community, libraries, and the general public, now accomplished via a grant to the Vermont Law School;

- *Libraries are learning centers, critical partners in Vermont's lifelong learning continuum, which provide equal access to quality information,* designed to increase the level of knowledge in a community;

- *Libraries represent social capital, improving the lives of our citizens and strengthening local communities.* Libraries are non-sectarian, service-oriented institutions for all age groups. Libraries foster literacy, lifelong learning, intellectual freedom and inventiveness.

- *Libraries help bridge the "digital divide"* by providing citizens with free Internet access, support for digital and information literacy, and assistance in the use of online and digital resources.

**The Vermont Department of Libraries is committed to:**

- Responsible fiscal management;
- Excellent customer service;
- Responsiveness to the information needs of state government;
- Supporting the advancement and sustainability of quality local library service for all Vermonters;
- Ensuring the rights of individual citizens to have free access to the information they need in their lives, including access to e-governemnt services;
- Literacy support for citizens, including digital literacy, financial literacy, and early literacy;
- Safeguarding library records and library patron confidentiality;
- Developing statewide services that support 21st century skills and citizen access to library technology, including a wide range of electronic resources and high-speed, high-capacity broadband.

**Department Divisions and Programs**

VTLIB has 19 employees, including 10 librarians with a master's degree in Library Science (MLS). The

Department lost 26% of its workforce in FY2016 as a result of budget reductions (4 positions) and the retirement incentive (3 positions).

***State Librarian's Office*** [3.5 FTE]
*Martha Reid, State Librarian, MLS*
Assistant State Librarian, Executive Asst. to State Librarian, .5 support staff

- Administers budget and federal LSTA (Library Services and Technology Act) funds;
- Administers grants to libraries;
- Distributes state statutes and other state publications;
- State Librarian is Secretary of the Vermont Board of Libraries. The Board is an advisory group to the State Librarian and is responsible for geographic naming in Vermont;
- State Librarian serves as President of the Vermont Public Library Foundation;
- National library policy, trends, and legislation via participation with COSLA (Chief Officers of State Library Agencies);
- Assistant State Librarian directs the work of the Library Development Division.

***Library Development*** *[5.5 FTE]*
*2 Library Consultants; 1 Youth Services Consultant; 2 Library Assistants; .5 Coordinator of Continuing Education*

- Midstate Library Service Center, Berlin;
- 2 regional Library Consultants (Includes a field office in Bellows Falls);
- Youth Services Consultant
    - Vermont Early Learning Initiative (VELI)
    - Summer Reading Program
    - 3 statewide children's book awards;
- Continuing Education and libraian certification program for public libraries.

***Library and Information Technology*** *[1 FTE]*

- Consulting services to libraries on library technology and library automation;
- Vermont Automated Library System (statewide interlibrary loan network)
- Web2 statewide union catalog;
- Wide area network for 42 FiberConnect libraries.

***Technical Service Unit*** *[2.5 FTE]*

- Cataloging for VTLIB library collections;
- Cataloging and consulting services for Vermont libraries;
- SCOOP purchasing program for library books and library supplies (in partnership with ME and NH);
- Digitization project planning.

***Vermont State Library & Interlibrary Loan*** (Montpelier) [4.5 FTE]

- State & Federal Documents;
- Vermont books and newspapers;
- Reference & Information service;
- Library Science collection;
- Interlibrary Loan.

*Beginning in FY16, Law Library services are provided by the Vermont Law School, via a grant from VTLIB.*

***Special Services Unit*** (Berlin) [2 FTE]

- Library for the Blind & Physically Handicapped;
- Library service to state institutions.

**Budget Highlights for FY2017:**

***Economic Challenges***

- Lost 7 positions in FY16 (4 in budget reduction; 3 in retirement incentive), 26% of the Department's workforce;
- Reductions in VTLIB state general funds (MOE) threaten our annual allottment of federal funds from the Library Services and Technology Act (LSTA).

***As a result of budget reductions and changing priorities:***

- We eliminated all book purchases for Midstate Library in Berlin (January 2015), and curtailed most purchases for the Vermont State Library (July 2015);
- We have delayed microfilming (preservation) of Vermont newspapers. (Note: The State Library has the most complete microfilm archive of Vermont newspapers in the world);
- We ended the law library program at the State Library and provide a grant to the Vermont Law School to provide legal library service to the public;
- We closed our "Interlibrary Loan Office" at UVM and transferred a .5 FTE to Montpelier's Interlibrary Loan Unit;
- We consolidated space by vacating two floors of book stacks and the upper reading room at the State Library;
- We closed Library Consultant offices in St. Johnsbury and Rutland;
- We combined job duties so that a remaining Library Consultant also oversees the operations of the Special Services Unit (Library for the Blind & Physically Handicapped).

***As efficiencies, the Department has implemented these measures:***

- Out-of-state travel restricted to: (1) travel paid by third parties (e.g. Institute for Museum and Library Services); and (2) travel deemed essential and approved by the State Librarian (including travel for training and to attend meetings/conferences);
- We offer continuing education to VT libraries via webinars to replace some in-person trainings;
- We delayed filling staff vacancies to take advantage of vacancy savings (we will fill current 4 vacancies in the second half of FY16, following completion of Department reorganization);
- We hired a library consultant to help us restructure our Department (report expected February 2016);
- We will work with CAPS to create a new organization chart and strategic plan in 2016;
- We reduced State Library hours of operation from 43.75 hours/week to 20 hours/week (July 2015) and will consider further reduction in the hours of operation in FY2017;

- Will end federal documents program (print) and collect only electronic versions of federal documents (FY2016).

***VTLIB has the responsibility to meet the needs of our various <u>customers:</u>***

***(1) State Government***

The Vermont State Library houses a collection of books, journals, newspapers, documents, microfilm, and online resources to meet the research and information needs of all three branches of state government.

State employees and legislators are eligible to receive a State Library borrower's card which also gives free access to the online subscription resources in the *Vermont Online Library*.

VTLIB negotiates a single contract for the WESTLAW legal databases for use in agencies across state government, and provides a grant to the Vermont Law School to provide law library services to the public.

In FY2016 VTLIB is transferring selected state documents to the Vermont State Archives and Records Administration (VSARA). We are also coordinating transfer for management of electronic state documents to VSARA.

***(2) Public Libraries***

VTLIB supports the advancement of VT public libraries: (1) libraries receive almost 100% of their funding locally via municipal budgets and/or local fundraising. (Vermont is one of approximately 8 states without state funding for public libraries); (2) Our 183 public libraries are separate and independent and lack the advantage and efficiencies of regional or county library systems found in other states; (3) information technologies and digital resources have greatly increased the costs of providing library service; (5) Vermont's libraries require high-speed, high-capacity broadband; (6) small libraries have a high staff turnover and often hire untrained personnel, requiring VTLIB professional development/continuing education and consulting services.

In FY16 the Department lost 2 of 4 regional Library Consultant positions; our new strategic plan will address this loss of capacity and resulting changes in consulting services to public libraries.

**VTLIB *services to public libraries:***

- **Interlibrary Loan**

The VALS (Vermont Automated Library System) is the state's electronic network that connects public, school and academic libraries across the state to enable interlibrary loan of library materials.

**Challenges and solutions:**

Vermont libraries (and citizens) depend upon the integrity of the electronic union catalogs (DOLcat, PUBcat, K-12cat) managed by the Department of

Libraries. The VALS infrastructure is outdated and is no longer supported by the vendor. The FY17 general fund budget, combined with the use of federal LSTA funds and carryforward funds (preserved over the past two years for this purpose), will make it possible for the Department to replaceVALS with a new statewide resource sharing system so that citizens and librarians have easy access to materials housed in libraries statewide.

Beginning in FY16 VTLIB (using existing staff and resources) executes all citizen interlibrary loan (ILL) requests for materials located in out-of-state libraries on behalf of public libraries, saving libraries time and money, and ensuring that citizens have access to these materials. This allows for more robust and speedy citizen access to books and other materials that are not available in Vermont libraries. We were able to do this by using the LEAN process to streamline our internal ILL operation.

Traditional Interlibrary Loan delivery (i.e., U.S. mail) is cumbersome and expensive for local libraries. In 2016 VTLIB is partnering with the Green Mountain Library Consortium to offer a one-year pilot for an Interlibrary Loan Courier service for 80 public libraries.

- **Workforce Development and Digital Literacy**

Local libraries continue to report use of library resources, computers, and staff assistance by citizens looking for jobs, career change, job training, distance education, small business development, and other workforce and economic development activities.

Over the past 4-5 years, VTLIB partnered with the Vermont Council on Rural Development and Community College of Vermont in two federal grant projects to fund "internet interns" to teach adults basic computer skills in selected public libraries. VTLIB seeks ways to work with the Department of Labor, the Agency of Commerce and Community Development, adult education, and the VT Small Business Development Center to help Vermonters find, secure and keep good jobs. In 2016 VTLIB is working with the J. Warren & Lois McClure Foundation and the Community College of Vermont to pilot an "internet intern" program in six libraries to assist citizens who need to learn workforce and career-related computer skills.

- **Vermont Online Library (VOL)**

The VOL is a robust collection of subscription-based licensed electronic resources and is available at no cost to State government, students, and citizens. The program requires a cost-share from participating libraries. In January 2016 we raised the cost-share fees for school and academic libraries and added "U.S. History in Context" to the database offerings. In 2016 we expect membership of 25 college,154 school, and 125 public libraries to provide access to the VOL to their patrons and students.

The VOL includes full-text periodical databases, e-reference books, homework-help for students of all ages, "Powerspeak" for learning foreign languages, the "Career Transitions" databases, "Small Business Resource Center," Chilton's Auto Repair, and a variety of other resources.

VTLIB pays approximately 2/3 of the cost (general and federal funds) and subscribing libraries pay the other 1/3 in membership fees. In addition, ALL public libraries provide access to two additional VOL products. VTLIB pays 100% of the cost for:

- Universal Class online learning (access to over 500 free online classes);
- HeritageQuest (genealogy and local history databases, which includes fedeal census records beginning in 1790).

***(3) School and Academic Libraries***

VTLIB offers limited services to K12 school and college libraries:

- Interlibrary loan support (Vermont Automated Library System/VALS);
- Midstate Library Service Center library collection (K12 school libraries);
- *Vermont Online Library*, available with a cost-share from local libraries;
- 3 state children's book awards (K12 schools)

The Agency of Education no longer has a position dedicated to school libraries.

***(4) Vermont Citizens***

The Department of Libraries provides direct service to citizens:

- Citizens may use the Vermont State Library, including the microfilm collection of historic Vermont newspapers. They can also send online email inquiries via "Ask a Librarian";
- Citizens may borrow books from the State Library via interlibrary loan;
- Vermont non-profits use the State Library's grant collection and the Foundation Center's grant database to research grant;
- Qualified disabled citizens receive free "talking books," braille materials, and large print books from the Library for the Blind and Physically Handicapped;
- Children and teens participate in the statewide summer reading program. VTLIB provides libraries with training, posters, bookmarks, and other materials for this annual program;
- Young children, parents and childcare workers take part in the VT Early Literacy Initiative (VELI) at some 60 public libraries. (Partnership with the Vermont Center for the Book).

In FY2016 VTLIB secured a $340,000 National Leadership Grant from the Institute of Museum and Library Services to fund a 3-year VELI-STEM project to introduce science inquiry and physical science learning in 25 public libraries for young children and their families. This program will serve as a national model for STEM programs for young children in small and rural libraries

**Special Areas of Note:**

***Federal Funds***

VTLIB receives federal LSTA (Library Services and Technology Act) funds, administered by the Institute of Museum and Library Services (IMLS). The FFY15 grant was level-funded at $916,150. (The FFY16 allottment is pending passage of the federal budget.) LSTA funding is used for partial salaries and benefits for most VTLIB employees. As salaries increase each year, the "purchasing power" of LSTA to support programs is reduced. In addition, the reductions in VTLIB state funds challenge our ability to meet required Maintenance of Effort (MOE) in FY16 and FY17. LSTA funding also requires a 35% match in state and special funds to support the work in VTLIB's 5-Year LSTA Plan.

It is a Department priority to preserve the full amount of LSTA funding and are focusing spending of state general funds on programs which meet LSTA priorities and purposes. It is essential to have adequate state funding to meet the required MOE.

| FY | Federal LSTA Allottment | MOE Reported | MOE Required | MOE Margin |
|---|---|---|---|---|
| **FFY15** | $912,082 | n/a | $1,191,604 | *At Risk* |
| **FFY14** | $916,150 | $1,226,892 | $1,223,160 | $3,732 |
| **FFY13** | $906,522 | $1,220,694 | $1,182,987 | $37,707 |
| **FFY12** | $919,668 | $1,227,104 | $1,168,666 | $58,438 |
| **FFY11** | $929,254 | $1,221,681 | $1,221,141 | $ 540 |

Federal LSTA funding supports:

- Consulting services to local libraries;
- Library for the Blind & Physically Handicapped;
- Summer reading program for youth;
- Vermont Early Literacy Initiative (VELI);
- Continuing education for local librarians;
- *Vermont Online Library;*
- Library technology and electronic networks: Vermont Automated Library System (VALS); Web2 statewide library union catalog; Wide Area Network for 42 FiberConnect Libraries;
- Scholarships for local library staff to attend national conferences;
- Large Print books;
- Digital materials for public libraries (e.g., e-books).

***Special Funds***

- The Elva S. Smith Trust (bequest) "aid[s] in the development and maintenance of library service to the children of Vermont." These funds are used for: partial salary for the Youth Services Consultant, grants to public libraries and the VT Early Literacy Initiative.

- Membership fees from libraries which subscribe to the *Vermont Online Library*. will generate approximately $100,000 in revenue in 2016.

***Inter-Agency Transfers***

- Westlaw legal databases. VTLIB (working with the Attorney General's Office) negotiates and coordinates the Westlaw contract which provides access to licensed electronic legal resources for

attorneys throughout state government.

***Vermont Public Library Foundation (VPLF)***
During the 2000 legislative session, the State Librarian was authorized to form the Vermont Public Library Foundation (22 V.S.A. § 610) to enhance local public library services through private fundraising. The State Librarian serves as President of the Foundation. VPLF was started with an endowment from the Freeman Family Foundation. In FY2007, the Foundation began an association with Dr. Burnett Rawson of Essex (now deceased), who established the Winnie Belle Learned Fund of the VPLF to support library services to children. VPLF offers competitive grant awards to Vermont public libraries.

***Vermont Early Literacy Initiative***
VTLIB, in partnership with the Vermont Center for the Book, manages this program in more than 60 public libraries across the state. VTLIB supplemental funding for this program has come from the Winnie Belle Learned Fund of the Vermont Public Library Foundation, the Henderson Foundation, and the Turrell Fund. Trainings for local librarians have focused on these areas for young children, their parents and local childcare workers: pre-reading skills, basic math concepts, and social/emotional skills. In FY2016, VTLIB secured a National Leadership Grant for Libraries from IMLS to develop a program to incorporate STEM and science inquiry methods into librarian practice in small and rural libraries.

***Motion Picture Performance License***
In FY2016, VTLIB continues a program that makes available at no cost to public libraries a statewide motion picture performance license. VTLIB negotiates two movie license contracts: (1) VTLIB pays 100% of the cost for public libraries (state and federal funds) and (2) the school contract allows schools to purchase the license at a 50% discount.

***Vermont Humanities Council's (VHC) "First Wednesday" Programs***
In FY2016, VTLIB continues its support of the "First Wednesdays" program series with a state grant to VHC (general funds) to partially cover the cost of the programs as well as a grant (federal funds) to each participating library. This once-a-month humanities forum brings nationally renowned speakers to libraries for public lectures on the first Wednesday of each month, October through May, and is offered in the following communities: Brattleboro, Essex Junction, Manchester, Middlebury, Montpelier, Newport, Norwich, Rutland and St. Johnsbury.

***Vermont Board of Libraries***
The Vermont Board of Libraries is a 7-member citizen board which serves in an advisory capacity to the State Librarian. They are also statutorily responsible for geographic naming decisions. Board members are appointed by the Governor.

***Partnerships***
The Department works with a number of groups, organizations and agencies. This is a representative list:

Foundation Center (NY); Vermont Public Radio; Library of Congress National Library Service; National and Vermont Federations for the Blind; New England Library Association (NELA); WCAX-TV ("Across the Fence"); Vermont Center for the Book; Vermont PTA (Dorothy Canfield Fisher Book Award); Young Writer's Project; Vermont Association for the Blind; Vermont Community Foundation; Vermont School Library Association (VSLA); Vermont Historical Society; Vermont Library Association (VLA); Vermont State Colleges; Green Mountain Library Consortium; Institute of Museum and Library Services (IMLS); Chief Officers of State Library Agencies (COSLA); American Library Association (ALA); Vermont Consortium of Academic Libraries; Bill & Melinda Gates Foundation; Vermont Business Development Center; Vermont Council on the Arts; Vermont Humanities Council; VT Department of Information and Innovation; VT Secretary of State's Office; VT Agency of Education; VT Department of Labor; VT Department of Disabilities, Aging, & Independent Living; Vermont Council on Rural Development; and Vermont Agency of Commerce and Community Development.

**Summary**

Libraries provide essential services to Vermont citizens and students and demand for their services is ever-changing and on the rise. VTLIB is helping local libraries to make the transition that comes with 21st century technology and digital media. In the coming year VTLIB will focus on selecting and implementing a new statewide resource sharing system, improved library services to state government, early literacy, citizen access to a wide range of digital and electronic resources, professional development for our public library workforce, and digital literacy for Vermont citizens.

VERMONT
DEPARTMENT OF LIBRARIES

# FY 2016 Budget to FY 2017 Request

Department of Libraries

## Section 1

## FY 2017 Budget Submission

# Fiscal Year 2017 Budget Development Form - Libraries

| | General $$ | Transp $$ | Special $$ | Interdept'l Transfer $$ | All other $$ | Total $$ |
|---|---|---|---|---|---|---|
| **Libraries: FY 2016 (As Passed)** | **2,342,682** | **0** | **102,563** | **95,393** | **1,040,195** | **3,580,833** |
| Base salary Change | 22,992 | | 362 | | 10,673 | 34,027 |
| Base benefit Change | 11,962 | | (696) | | 1,455 | 12,721 |
| Eliminated Position #780039 - Librarian C AC: Special Servic | (43,585) | | | | (29,056) | (72,641) |
| Eliminated Position #780042 - Sec-clerical Supp Svcs Coord | (62,921) | | | | | (62,921) |
| Eliminated Position #780055 - Librarian C AC: Law Librarian | (102,505) | | | | | (102,505) |
| Eliminated Position #780056 - Program Services Clerk | (17,426) | | | | (40,661) | (58,087) |
| Eliminate Position #780034 - Retirement Incentive | (43,107) | | | | (43,107) | (86,214) |
| Eliminate Position #060035 - Retirement Incentive | (58,051) | | | | (38,700) | (96,751) |
| Eliminate Position #060028 - Retirement Incentive | (56,470) | | | | (24,201) | (80,671) |
| Change in Vacancy Savings | 508,614 | | | | | 508,614 |
| Change in Workers Comp - Ins Premium | (4,000) | | | | | (4,000) |
| Change in Other Contract and 3rd Pty Services | 41,026 | | 3,790 | | (6,600) | 38,216 |
| Change in Fee For Space Charges | (94,413) | | | | | (94,413) |
| Change in IT and Telecom Charges | (9,845) | | | | | (9,845) |
| Change in Printing and Binding | | | | | (1,070) | (1,070) |
| Change in Process&Printg Films,Microfilm | (6,193) | | | | | (6,193) |
| Change in Postage | | | | | (1,376) | (1,376) |
| Change in Travel related expenses | (6,063) | | | | | (6,063) |
| Change in Other Purchased Services | (31,620) | | (1,632) | | (6,707) | (39,959) |
| Change in Agency Fee | 5,949 | | | | | 5,949 |
| Change in Human Resources Services | (2,495) | | | | | (2,495) |
| Change in Administrative Service charge | (34,815) | | | | (8,706) | (43,521) |
| Change in Office Supplies | (3,166) | | | | (1,981) | (5,147) |
| Change in Educational Supplies | | | | | 4,437 | 4,437 |
| Change in Books&Periodicals-Library/Educ | (12,955) | | (1,183) | | | (14,138) |
| Change in Subscription-DOL-Electronic | | | 1,586 | 1,609 | 3,347 | 6,542 |
| Change in Hardware-Other Info Technology | (17,034) | | | | | (17,034) |
| Change in Hardware-Srvrs,Mainframe,Data | (13,200) | | | | | (13,200) |
| Change in Software - Other | (4,530) | | | | 24,350 | 19,820 |
| Change in Software - Office Technology | (1,530) | | | | | (1,530) |
| Change in Grants | | | | | (20,775) | (20,775) |
| All other adjustments | (138) | | 67 | | (419) | (490) |
| **Subtotal of increases/decreases** | **(35,519)** | **0** | **2,294** | **1,609** | **(179,097)** | **(210,713)** |
| **FY 2017 Budget Request** | **2,307,163** | **0** | **104,857** | **97,002** | **861,098** | **3,370,120** |

# Program Budget Profiles

Department of Libraries

## Section 2

## FY 2017 Budget Submission

## DEPARTMENT OF LIBRARIES (VTLIB)

**Contact:** Martha Reid, State Librarian
martha.reid@vermont.gov/ 802-828-3265

**1.**

**a. What are your programs?**

Authorized by 22 V.S.A. §601-635, the Vermont Department of Libraries administers these programs:

• **Vermont State Library (Montpelier):** Library resources (including electronic databases) and reference service to the three branches of state government & the general public; library collections include: Vermont state documents, federal documents, Library Science, Vermontiana, General Reference, Vermont historical newspapers on microfilm, and the Foundation Center's grant database. The State Library is the official depository for Vermont state documents and is a partial Federal documents depository. We handle calls from the general public via the State of Vermont main information line, and via online "Ask the Librarian" reference service.

As a result of reductions in our FY16 budget, we eliminated law library services at the State Library and shifted this service to the Vermont Law School. Our FY16 budget included a $67,000 grant to the Vermont Law School for public legal reference services which began in the fall of 2016. Our FY17 budget includes funding at the FY16 level.

We have vacated two floors of book stacks (withdrawing thousands of law and reference books from the collection) and the upper reading room of the State Library. We also reduced State Library hours by 46%. The result has been a sharp drop in library use (both in-person and via phone/email).

• **Library for the Blind & Physically Handicapped and Special Services Unit (Berlin)** serves all qualifying Vermont citizens with "talking books" in cassette and digital formats and braille by mail; large print book collection; library services to three state institutions. In FY16 we are expanding our "local recording" program, with volunteers recording and editing books by Vermont authors (or on Vermont-related topics) for uploading into the national catalog of digital recordings for the blind and physically handicapped. Currently we have 7 volunteers and have successfully produced 6 books. We have another 5 books in various stages of production.

In FY16 we purchased and installed a portable recording studio at the Midstate Library Service Center in Berlin. In FY16 we lost 2 FTE positions in this unit, including the Unit Head Librarian position.

• **Library Development:** Library consultation services statewide to public library staff and trustees; continuing education for public library personnel; librarian certification program (public libraries); Midstate Library Service Center supports local library collections and houses a computer training lab(Berlin); cataloging support for local libraries; assistance with library automation projects; special projects funded via grants (e.g., digital literacy); *Minimum Standards for Public Libraries* program, and public library statistics data collection. In 2016 we will complete a strategic planning process that we expect will result in major changes to these programs.

- **Library Services to Children, Teens and Families**

Vermont Early Literacy Initiative (VELI) in public libraries; Children's Book Exhibit Center (Montpelier); statewide summer reading program for children and teens in public libraries; three statewide children's book awards. In FY16 we received a National Leadership for Libraries grant of $340,000 from the Institute of Museum and Library Services to implement the 3-year VELI-STEM program in 25 Vermont public libraries, introducing science inquiry and physical science (STEM) activities and learning for young children and their families. This project is designed to be a model for small and rural libraries across the country and will include training of state library staff from 22 other states.

• **Resource Sharing and Interlibrary Loan among all types of libraries:** Vermont Automated Library System (VALS)and the online Web2 shared union catalogs make possible statewide interlibrary loan; OCLC searching for out-of-state locations for interlibrary loan; DII-managed Wide Area Network (WAN) provides library Internet service to 42 networked public libraries, and networked access to Internet 2; support for library automation. These programs make it possible for Vermont citizens to have access to information resources beyond what is held in local library collections.

Replacing VALS is a very high priority project for FY16-FY17. In 2016 we will replace the aged VALS network with a new up-graded system. The FY17 budget, combined with federal LSTA funds and state carryforward funds, will make this possible.

Beginning in January 2016 VTLIB is partnering with the Green Mountain Library Consortium to launch a twelve-month pilot courier service for delivery of interlibrary loan materials for 80 public libraries. VTLIB is using federal LSTA funds to help support the pilot.

• **The Vermont Online Library (VOL)**, the "virtual library" of online subscription databases for citizens via public, school, and academic libraries includes full-text periodical articles, medical/health information, homework help, car repair, foreign language learning, business, employment, and other resources. The cost is supported by a combination of State, federal, and library cost-share funding. In 2016 we have raised fees for school and academic libraries and will add a new database: *U.S. History in Context*.

- **Vermont Public Library Foundation** provides grants to libraries, via private funds.

- **Vermont Board of Libraries and Geographic Naming** (10 V.S.A. § 151-154)

Note: naming of transportation entities has been moved to the State Transportation Board, effective March 2016.

- **Sale, Distribution, and Storage of state publications**
  (53 V.S.A. § 1115 – 1193a)

**b. How do these programs meet your core mission?**

Our mission is to collect, organize, and disseminate information and library materials in a variety of formats to the three branches of State government, to citizens via libraries statewide and Vermonters with special needs; to support and strengthen local libraries; to foster new means for statewide cooperation and resource sharing among all types of libraries; and to increase public awareness of libraries and their services and to act as an advocate on their behalf.

**Vermont State Library services** will see significant changes in 2016 and 2017. In FY16 we eliminated the law collection and legal reference service, shifting that program to the Vermont Law School. In FY16 and FY17 we will further reduce the size of the print collection, shift at least part of the state documents collection to VSARA, explore the possibility of moving parts of the remaining book collection to other agencies and collecting institutions, and shift to a more "virtual" model of serving the research needs of state government.

**We provide consultation, training and other services to librarians and public library board members** and we offer resources, services and grants to libraries in order to strengthen their capacity to deliver quality library service to citizens. We expect to make major changes to these programs as a result of our strategic planning process during 2016, with the goal to increase the impact of local library services in communities across the state.

**We support resource sharing between all types of libraries** making it possible for citizens to borrow books and other materials from across the state and the country. We assist public libraries and library employees to adopt 21st century skills and practices, including library automation and networking. Changes to this program are outlined in Section a. above.

**We provide all Vermonters with qualifying visual and physical disabilities access to the special format materials they need in order to enjoy recreational reading,** to engage in lifelong learning, and to improve their economic self-sufficiency; in our new "local recordings" program we have completed recordings of 6 Vermont books and have installed a new portable recording studio in Berlin so that our visually impaired citizens will have access to recordings of local and regional content not available from the National Library Service (NLS). We support library service at three state institutions: VT Veteran's Home, Woodside Juvenile Rehabilitation Center, and the State Psychiatric Hospital.

**Inherent in our mission is the Department's advocacy of the right of Vermont citizens to read and have full access to information** by ensuring that libraries and their resources are readily accessible to all Vermonters regardless of their geographic location, their level of income, access to technology or disability. Priority programs for the remainder of FY16 and FY17: purchase and implement a new statewide resource sharing system; complete a pilot Interlibrary Loan Courier Delivery program in 80 public libraries; continue training librarians who participate in the VT Early Literacy Initiative (VELI); develop the VELI-STEM program in 20 public libraries (federal grant project); support the local recording program for the visually impaired; make significant changes to the professional development program for public library employees; and implement an "internet intern" program that places CCV students in 6 libraries to help citizens with workforce and career-related computer assistance/training (funded by the McClure Foundation).

**2.**

**a. What does success in each program look like to Vermonters both those served by the program and the general population?**

Our Department is working to put greater emphasis on assessment and evaluation of the programs and services we provide. One measure that we have long used is the annual *Vermont Public Library Report*, which reports revenues, expenditures and use statistics of our public libraries: http://libraries.vermont.gov/libraries/stats/plstats
We are now beginning to implement Results-Based Accountability (RBA) in our Department and we have used the LEAN process to evaluate our Interlibrary Loan functions for greater efficiency and improved use of staff time.

Much of our work involves direct service to public libraries, with the goal that our libraries will provide quality service to citizens. We also provide services directly to citizens – and to state government, especially via the State Library in Montpelier.

Success looks (or will look) like this:

- The Vermont State Library meets the information and research needs of state government, and has adequate trained library professionals and 21st century library resources to be able to respond to both basic and complex information inquiries. The State Library successfully incorporates databases and other digital resources into their services. Through careful assessment and discussions with other collecting institutions, we site and house our print collections in order to provide the best possible public access, as well as preserving the most valuable of these materials.
- The Vermont State Library collects and disseminates to the public VT state publications, including those publications in electronic format. Working with VT State Archives & Records Administration (VSARA) we will implement a system for collecting, storing and making assessable state publications in electronic format so that they are easily discovered and accessed by State Government and the public.
- Our state's public library employees are trained, tech-savvy, knowledgeable, good managers, and provide quality service to their local communities. They have skills that support community partnerships and collaboration and they adapt library services to the changing needs of their communities – and to changes in the technology and information marketplaces. They possess – and they support the same in Vermont citizens – the 21st century skills necessary to live and work in today's world. In FY16 and FY17 we will focus on professional development training in these areas: management skills, advocacy, legal reference, and measurement and assessment.
- Parents read to their children and have books and other reading materials in the home. Children develop a love for reading and learning from a very early age and have success in school. They use their local school and public libraries as places of learning and discovery, including STEM-related learning. Vermont's small and rural libraries offer a national model for STEM-related programs for young children and their families.
- All Vermonters have access to the information and reading materials they need for their recreational, educational, informational and aspirational pursuits. Libraries provide services and programs that enhance lives and allow citizens to grow and prosper – and provide resources in both print and digital formats.
- Libraries are important community centers, offering space, materials, and expertise for public programs, civic engagement, and lifelong learning. They also play a critical community role in disaster situations, providing information, safe havens, and technology that allow residents to make contact with the "outside world."
- Vermonters are finding jobs, creating businesses, engaging in online distance learning, connecting with neighbors and exploring new ideas across space and time at their local public libraries.

- Libraries in Vermont are on a path of sustainability with adequate funding, sound fiscal management, and visionary strategic planning. The Department of Libraries has a strong interest in looking at new models for library governance and funding for Vermont public libraries.
- All Vermonters have free access to computers and the Internet, books and library resources and the assistance of a trained library professional, no matter their age, income or economic status, educational attainment, ability or disability, or where they live. This gives them free access to the wealth of ideas, viewpoints and opinions necessary to become critical thinkers, informed citizens and active participants in our democracy.
- Vermonters have access to their libraries – in the library building and also from home and office via virtual and online library services, and a robust statewide resource sharing system.
- Vermont libraries and other collecting institutions work in partnership to preserve the written record and cultural heritage of Vermont in digital formats and work to provide access to these treasures via the Digital Public Library of America (DPLA).

**b. What performance measures are used to determine progress and what baseline data is available (current and proposed budget, # served, etc.)?**

In general, we recognize that our collection and reporting of data (measures) is outmoded and does not adequately show the impact of our work. In 2016 we will complete a strategic planning process which will include identifying key indicators and deploying effective tools for collecting and reporting data.

Traditionally, this is how we show the impact of the work of Department units: number of reference questions answered, number of workshops presented, number of books sent via interlibrary loan, etc. Some of these measures are still valid, but we are working to establish new outcomes that show the impact of our programs.

- Replacing the Vermont Automated Library System (VALS) with an expected increase in citizen interlibrary loan activity;
- Showing impact of services and programs in Vermont public libraries, with emphasis on early literacy and digital literacy;
- Progress in library automation, broadband and networking across the state;
- Public library usage statistics (e.g., number of Vermonters who are registered borrowers);
- Statewide usage of digital resources;
- Participation of children in early literacy and summer reading programs;
- Number of Library Directors who have completed our certification training program;

- Increases in local tax support for public libraries;
- Progress of public libraries meeting state minimum standards.

**Note:** In 2016/2017 we will make major changes to our *Vermont Minimum Standards for Public Libraries* program and the Librarian Certification program.

**3. Is there a better way?**

Yes. And we are actively moving in the right direction. In February 2016 we will receive the final report from Himmel & Wilson Library Consultants which will provide us with a roadmap for Department re-structuring and a new organizational chart. We will then begin our strategic planning process which will allow us to look at every aspect of our Department's operations and programs with the goal of transforming not only the kinds of programs and services we offer, but also program delivery and measurement for success. We are looking at strategic plans of other state library agencies, are engaged with local librarians, and are looking at national trends in libraries and digital technology. The next two years will be an exciting time of change and reinvention.

**Note:** Changes in programs that are currently guided by Vermont Statute will require corresponding changes in Statute, some of which will not happen until 2017.

In FY16 and FY17 we will:

- Develop and implement a new strategic plan;
- Hire an independent evaluator to assess our federally-funded programs (federal mandate);
- Replace the Vermont Automated Library System (VALS) with a robust and interactive system;
- Overhaul our Library Standards and Librarian Certification programs;
- Seek outside grant funding and partnerships to leverage for expanded services;
- Establish staff competencies and create individual training plans for all department employees;
- Expand use of RBA performance assessment to set outcomes and measure success;
- Focus on statewide services that have the greatest impact for VT citizens;
- Work to preserve our full allotment of federal LSTA funding.

**Note:** The Department of Libraries receives an annual appropriation ($916,150 in FFY15) in federal LSTA (Library Services & Technology Act) funds from the Institute of Museum and Library Services (IMLS). Budget cuts over the years have taken a toll and in FY17 we face the possibility of not meeting the federal requirement for state funding Maintenance of Effort (MOE).

# Program Performance*

*per 32 VSA §307(c)

Department of Libraries

## Section 3

## FY 2017 Budget Submission

# Department of Libraries

## Department Strategic Mission Statement

Guided by 22 V.S.A. §601-635, the mission of the Department of Libraries (VTLIB) is to collect, organize, and disseminate information and library materials in a variety of formats to the three branches of State government, libraries statewide, the general public, and Vermonters with special needs; to support and strengthen local libraries; to foster new means for statewide cooperation and resource sharing among all types of libraries; and to increase public awareness of libraries and their services and to act as an advocate on their behalf.

- We provide access to information in a variety of formats to the three branches of Vermont State Government in order to contribute to effective and efficient government;
- We provide consultation, training and other services to librarians, public library board members and elected officials and offer resources, services and grants to qualifying libraries in order to strengthen their capacity to deliver quality library service;
- We enable resource sharing between all types of libraries and offer citizens free access to online licensed content;
- We provide all Vermonters with qualifying visual and physical disabilities access to quality library services and the special format materials they need in order to enjoy recreational reading, to engage in lifelong learning and to improve their economic self-sufficiency.

Inherent in this mission is the Department's advocacy of the right of Vermont citizens to read and have full access to information by ensuring that libraries and their resources are readily accessible to all Vermonters regardless of their geographic location, their level of income, access to technology or disability, and, as the official depository for Vermont state documents, the preservation of the record of Vermont state government for public scrutiny.

In offering our services we espouse the core concept that libraries are social and community centers, which provide equal access to quality information, designed to increase the level of knowledge in a community. Libraries represent social capital that makes people's lives better. They are non-sectarian service-oriented institutions for all age groups. They are a safe place fostering intellectual freedom, life-long learning and inventiveness.

In FY16 the Department of Libraries (VTLIB) is working with Himmel & Wilson Library Consultants to restructure the Department. FY16 budget resulted in a 26% reduction of VTLIB staff positions and the loss of the Vermont State Law Library program. These changes, combined with the changing landscape of libraries and innovations in digital technology, made this the perfect time to look at our organization "from top to bottom." The Himmel & Wilson report, which will be released in February 2016, will include recommendations for a new organizational chart and changes in programs and services designed to provide greater impact to libraries and the citizens they serve.

Following release of this report, Department leadership will work with CAPS (DHR) to determine new strategic direction and create a new strategic plan. In addition, in 2016 the Department will begin a process to revise and update the current program of *Minimum Standards for Public Libraries.*

The current strategic plans include these goals:

**Goals:** *Department of Libraries, State Strategic Plan, 2012*-2015
http://libraries.vermont.gov/sites/libraries/files/finaldolstrategicplan062012.pdf

- GOAL 1. The Department of Libraries will work with local libraries and other partners to develop a Digital Literacy (digital skills training) program for Vermont citizens, via local public libraries and partner organizations.

- GOAL 2. The Vermont Public Library Foundation (managed by the Department of Libraries) will be a robust organization with increased visibility, public awareness and fund-raising capacity to support the work of Vermont's public libraries.

- GOAL 3. The Vermont State Library will meet the information and research needs of State Government.

- GOAL 4. The Department of Libraries will increase its capacity to provide 21st Century services and programs by improving its own organizational framework and supporting a well-trained and empowered Department workforce.

**Goals:** *Vermont Department of Libraries*: *Library Services and Technology Act, Five-Year Plan, 2013-2017*
*http://libraries.vermont.gov/sites/libraries/files/Vermont%20LSTA%20Plan%202013-2017%20%282%29.pdf*

- GOAL 1. Vermont citizens will have access to a wide array of library and information resources made available through networks and other linkages and via resource sharing among all types of libraries.

- GOAL 2. Vermont libraries will have opportunities to strengthen their capacity to provide quality services and resources to all citizens

- GOAL 3. All Vermonters will have access to a wide range of high quality library resources and services to meet their lifelong learning, informational, recreational and occupational needs and interests.

**Indicators:**
We are slowly implementing Results-based Accountability (RBA) to establish new areas for measurement and assessment to replace many of the indicators used in the past which no longer show the full impact of our work. The new organizational chart and strategic plan will have an emphasis on data collection and analysis and measures for success, currently largely absent at VTLIB. The two employees that were charged (and trained) with RBA (and LEAN) responsibilities have left the Department, leaving a hole in our ability to implement RBA in any effective way at present, but giving us the opportunity to "start anew" as we create our new strategic plan. We also lost our (federally mandated) State Data Coordinator to the retirement incentive program, and will incorporate those duties into another position as partof our strategic planning process.

Many of our past indicators and measurements (e.g. number of books circulated from VTLIB collections) are no longer useful. Because much of our work is focused on services to libraries, we are also challenged to help these local institutions with their own program assessment and data collection. In FY16 and FY17 we will revamp our Professional Development and Certification programs for local public librarians and will include a focus on assessment and measurement. With that in mind, we plan to send three VTLIB employees and offer scholarships to 2 public library directors to attend RIPL training at the Colorado State Library in the fall of 2016. This 3-day training will provide training for us to effectively incorporate assessment and measurement into library program planning.

**Market:**
VTLIB is part of the Agency of Administration and provides a variety of library and information services to the three branches of state government, libraries statewide, the general public, and Vermonters with special needs. The Department also offers consulting, training and continuing education for public library staff and library trustees.

Changes we expect to implement as part of our new strategic plan will result in transformation at the State Library and a shift from being a book repository to providing "virtual" library services to State Government. We have delayed filling a vacant "reference librarian" position so that we can define this new role as part of our strategic planning process. We recognize that state employees have information needs that can best be served with electronic/digital resources and training on effective research and online searching skills.

**Resources:**
In FFY15 our allotment of federal LSTA (Library Services and Technology Act) funding was level-funded at $916,150 with a required (state general fund expenditure) Maintenance of Effort (MOE) of $1,223,160. LSTA funds also require 35% matching money from general and special funds designated for services and programs outlined in VTLIB's LSTA Five-Year Plan. We face the possibility in FY16 and FY17 of not meeting the required MOE. This means that we face a possible reduction of federal funds in the FFY17 allocation. If this happens, it would trigger additional cuts in the Department's services and programs (including a further reduction of staff positions).

The FY17 budget includes funding to support the replacement of the Vermont Automated Library System (VALS). This is a priority project for the Department. Not only will this bring Vermont current with what is offered to citizens in other states, but it will also provide much-needed state funds that can be used for both MOE and Match.

**Programmatic Changes:**
We expect to make significant changes in our programs and services as a result of our 2016 strategic planning process. Our goal is to transform the Department to meet the current needs of our constituent audiences and to provide 21st century services and resources. Some of these changes will require changes in statute over the next 12-18 months.

**How we are going to achieve the desired outcomes:**
- Receive and implement report/recommendations from Himmel & Wilson Library Consultants (February 2016);
- Revise employee job descriptions, reclassify selected positions and fill four vacancies to improve organizational effectiveness, and to carry forward the work that will be outlined in our new strategic plan;
- Assess professional development needs and implement a training plan for VTLIB employees to increase efficiencies and competencies;
- Continue to move routine department activities from paper to electronic methods;
- Partner with other state agencies and organizations when possible to increase our capacity;
- Provide a larger portion of our continuing education training for librarians via webinars;
- Consolidate space and move toward housing all Department employees and functions at a single location for greater consistency, efficiency and program impact;
- Eliminate and/or streamline existing programs in order to use funding as efficiently as possible, while maintaining a focus on priority programs. Eliminate "old-school" programs and program delivery and replace with programs and methods which emphasize measurement for success, outcomes and impact, particularly to citizens (via their local libraries) and state government;

- Create new Department policies and procedures and strengthen internal operations and controls to support good communication, efficient program delivery, improved employee satisfaction, and successful program outcomes.

**Measuring Productivity and Efficiency:**

- Continue to monitor and evaluate programs and services, as well as Department workflow, policies, and procedures to make the best use of time, staff and money. Eliminate or redesign programs when necessary.
- Look at opportunities for relocating progams to other agencies or organizations, or developing new partnerships for sharing programs and services.
- Use survey tools to determine information needs of state government.
- Use survey tools, forums and focus groups to determine needs and to measure success of programs delivered to libraries (and, therefore, to citizens.)
- Improve techniques used to gather and report department data. Establish internal controls to help with program evaluation (e.g. RBA).
- Seek opportunities for grant funding.
- Improve data collection and reporting and create Marketing Plan.

**Capital Needs for the Program:**

- **Replace the statewide resources sharing system: Vermont Automated Library System (VALS).** HIGH priority.

Our current statewide resource sharing system is no longer supported by the vendor and is long overdue for replacement. Our review of other states shows us that Vermont is likely at the bottom of the list in terms of resource sharing technology. The current system impedes citizen ability to get the library resources they need and is inefficient and costly, esepcially in terms of staff time both at the state and local library levels.

In FY15 we completed an RFI process and hosted system demonstrations from three major library IT vendors. We also invited library leaders from across the state to a forum to share what we learned from the RFI process and to get their input on what they need and desire in a new statewide resource sharing system. We also collected sample RFPs from other state library agencies.

We submitted a business case to DII, have submitted an RFP to the Purchasing Department (expected release in February 2016), and have designed our FY17 budget to cover the cost of maintaining a new system. In addition to state funds, we will use $400,000+ of carry-forward funds (saved over two FYs for this purpose) and an increased amount from our federal LSTA funds. Success of this critical program relies on our ability to meet the state funding MOE requirement.

- **Interlibrary Loan Delivery System:** Beginning in January 2016, VTLIB, in partnership with the Green Mountain Library Consortium (GMBA), will launch a one-year pilot statewide interlibrary loan courier service in 80 public libraries. GMBA has contracted with Green Mountain Messenger to provide the service for the first 6 months. VTLIB will issue an RFP for a courier service for the second half of the pilot year, with the potential for extending the service beyond one year and expanding it to public libraries statewide. GMBA has purchased bins and bags for libraries; VTLIB will pay a portion of the library courier service costs for the first year (using federal funds), and will administer data collection and reporting.

Statewide interlibrary loan courier service is a core service of the state library agency in many states. In 2012 we conducted a survey of other states, and in preparing for this pilot, we spoke with personnel in many states. Vermont has a relatively low volume of interlibrary loans compared with other states. Part of the reason for this is that it is difficult for citizens to "discover" what libraries across the state have in their collections, due to our aged and out-of-date Vermont Automated Library System (VALS). We anticipate that implementing a new state resource sharing system software will result in an increase in interlibrary loan demand. Thus, the timing of this delivery system pilot project is critical.

- **Office/Space renovation and moving.**

In FY2016 we consolidated space and vacated 2 floors of books stacks and the upper reading room at the State Library in Montpelier. We lost 26% of the Department's positions in FY16 and must implement new cross-training and shared duties across our Department workforce.

For us to be an efficient and cost-effective Department, we will require consolidation at a single location, eliminating any consultant "field" offices, reducing (and over a period of years eliminating) print collections, outsourcing work when prudent and cost-effective, and focusing on services and programs that have the greatest impact. In 2015 we studied the possibility of moving our entire operation to either the (1) Montpelier Pavilion Building location, or (2) to the Midstate Library Service Center (Berlin). Neither facility is currently adequate for housing our full operation.

The Department's 19 employees currently work out of three locations: Montpelier, Berlin and Bellows Falls. We fully expect that our new Strategic Plan will have specific recommendations for consolidating and co-locating our operations. In the first half of FY16 we have spent well over $20,000 in moving and recycling costs at the State Library. These (unbudgeted) costs will continue through this FY and into FY17 as we reduce our book collections and reconfigure current space for optimal use.

# Budget Rollup Report

Department of Libraries

## Section 4

## FY 2017 Budget Submission

## State of Vermont

**Organization: 1130030000 - Libraries**

**Budget Object Group: 1. PERSONAL SERVICES**

| Budget Object Rollup Name | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|
| Salaries and Wages | 1,234,059 | 904,541 | 904,541 | 1,090,653 | 186,112 | 20.6% |
| Fringe Benefits | 595,518 | 753,036 | 753,036 | 556,843 | (196,193) | -26.1% |
| Contracted and 3rd Party Service | 110,358 | 98,586 | 98,586 | 136,858 | 38,272 | 38.8% |
| PerDiem and Other Personal Services | 1,403 | 1,020 | 1,020 | 1,173 | 153 | 15.0% |
| **Budget Object Group Total: 1. PERSONAL SERVICES** | **1,941,339** | **1,757,183** | **1,757,183** | **1,785,527** | **28,344** | **1.6%** |

**Budget Object Group: 2. OPERATING**

| Budget Object Rollup Name | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|
| Equipment | 3,329 | 5,800 | 5,800 | 5,616 | (184) | -3.2% |
| IT/Telecom Services and Equipment | 232,816 | 257,913 | 257,913 | 243,095 | (14,818) | -5.7% |
| Travel | 20,700 | 30,231 | 30,231 | 24,288 | (5,943) | -19.7% |
| Supplies | 523,939 | 509,907 | 509,907 | 500,062 | (9,845) | -1.9% |
| Other Purchased Services | 278,788 | 295,936 | 295,936 | 199,683 | (96,253) | -32.5% |
| Other Operating Expenses | 1,770 | 1,575 | 1,575 | 1,575 | 0 | 0.0% |
| Rental Other | 14,296 | 11,299 | 11,299 | 12,392 | 1,093 | 9.7% |
| Rental Property | 512,551 | 542,537 | 542,537 | 448,522 | (94,015) | -17.3% |
| Property and Maintenance | 3,024 | 2,876 | 2,876 | 3,848 | 972 | 33.8% |
| **Budget Object Group Total: 2. OPERATING** | **1,591,214** | **1,658,074** | **1,658,074** | **1,439,081** | **(218,993)** | **-13.2%** |

## State of Vermont

**Organization: 1130030000 - Libraries**

**Budget Object Group: 3. GRANTS**

| Budget Object Rollup Name | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|
| Grants Rollup | 65,964 | 165,576 | 165,576 | 145,512 | (20,064) | -12.1% |
| **Budget Object Group Total: 3. GRANTS** | **65,964** | **165,576** | **165,576** | **145,512** | **(20,064)** | **-12.1%** |
| **Total Expenses** | **3,598,517** | **3,580,833** | **3,580,833** | **3,370,120** | **(210,713)** | **-5.9%** |

| Fund Name | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|
| General Funds | 2,446,852 | 2,342,682 | 2,342,682 | 2,307,163 | (35,519) | -1.5% |
| Transportation Fund | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Special Fund | 176,024 | 102,563 | 102,563 | 104,857 | 2,294 | 2.2% |
| Federal Funds | 880,210 | 1,040,195 | 1,040,195 | 861,098 | (179,097) | -17.2% |
| IDT Funds | 95,431 | 95,393 | 95,393 | 97,002 | 1,609 | 1.7% |
| **Funds Total** | **3,598,517** | **3,580,833** | **3,580,833** | **3,370,120** | **(210,713)** | **-5.9%** |

| | | | | | | |
|---|---|---|---|---|---|---|
| Position Count | | | | 19.00 | | |
| FTE Total | | | | 18.88 | | |

# Budget Detail Reports

Department of Libraries

## Section 5

## FY 2017 Budget Submission

# State of Vermont

**Organization: 1130030000 - Libraries**

## Budget Object Group: 1. PERSONAL SERVICES

| Salaries and Wages | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Classified Employees | 500000 | 1,233,724 | 1,320,074 | 1,320,074 | 995,674 | (324,400) | -24.6% |
| Exempt | 500010 | 0 | 93,080 | 93,080 | 94,744 | 1,664 | 1.8% |
| Temporary Employees | 500040 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Overtime | 500060 | 335 | 0 | 0 | 235 | 235 | 0.0% |
| Shift Differential | 500070 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Vacancy Turnover Savings | 508000 | 0 | (508,613) | (508,613) | 0 | 508,613 | -100.0% |
| **Total: Salaries and Wages** | | **1,234,059** | **904,541** | **904,541** | **1,090,653** | **186,112** | **20.6%** |

| Fringe Benefits | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| FICA - Classified Employees | 501000 | 89,782 | 100,989 | 100,989 | 76,167 | (24,822) | -24.6% |
| FICA - Exempt | 501010 | 0 | 7,121 | 7,121 | 7,248 | 127 | 1.8% |
| Health Ins - Classified Empl | 501500 | 265,936 | 355,046 | 355,046 | 254,907 | (100,139) | -28.2% |
| Health Ins - Exempt | 501510 | 0 | 7,670 | 7,670 | 8,212 | 542 | 7.1% |
| Retirement - Classified Empl | 502000 | 208,549 | 225,864 | 225,864 | 170,637 | (55,227) | -24.5% |
| Retirement - Exempt | 502010 | 0 | 15,926 | 15,926 | 16,552 | 626 | 3.9% |
| Dental - Classified Employees | 502500 | 14,552 | 24,850 | 24,850 | 14,940 | (9,910) | -39.9% |
| Dental - Exempt | 502510 | 0 | 994 | 994 | 830 | (164) | -16.5% |
| Life Ins - Classified Empl | 503000 | 3,745 | 4,696 | 4,696 | 3,546 | (1,150) | -24.5% |
| Life Ins - Exempt | 503010 | 0 | 331 | 331 | 337 | 6 | 1.8% |
| LTD - Classified Employees | 503500 | 462 | 201 | 201 | 212 | 11 | 5.5% |
| LTD - Exempt | 503510 | 0 | 214 | 214 | 218 | 4 | 1.9% |
| EAP - Classified Empl | 504000 | 680 | 750 | 750 | 540 | (210) | -28.0% |

# State of Vermont

**Organization: 1130030000 - Libraries**

| Fringe Benefits | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| EAP - Exempt | 504010 | 0 | 30 | 30 | 30 | 0 | 0.0% |
| Employee Tuition Costs | 504530 | 0 | 1,887 | 1,887 | 0 | (1,887) | -100.0% |
| Employee Moving Expense | 504540 | 2,000 | 0 | 0 | 0 | 0 | 0.0% |
| Workers Comp - Ins Premium | 505200 | 6,305 | 6,467 | 6,467 | 2,467 | (4,000) | -61.9% |
| Unemployment Compensation | 505500 | 3,488 | 0 | 0 | 0 | 0 | 0.0% |
| Catamount Health Assessment | 505700 | 18 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: Fringe Benefits** | | **595,518** | **753,036** | **753,036** | **556,843** | **(196,193)** | **-26.1%** |

| Contracted and 3rd Party Service | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Contr & 3Rd Party - Financial | 507100 | 2,250 | 0 | 0 | 0 | 0 | 0.0% |
| Contr&3Rd Pty-Educ & Training | 507350 | 6,201 | 490 | 490 | 546 | 56 | 11.4% |
| Contr&3Pty-Info Tech-Security | 507558 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Advertising/Marketing-Other | 507563 | 383 | 0 | 0 | 0 | 0 | 0.0% |
| Other Contr and 3Rd Pty Serv | 507600 | 101,524 | 98,096 | 98,096 | 136,312 | 38,216 | 39.0% |
| Recording & Other Fees | 507620 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Contr&3Rd Prty-Water/Sewer | 507674 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: Contracted and 3rd Party Service** | | **110,358** | **98,586** | **98,586** | **136,858** | **38,272** | **38.8%** |

| PerDiem and Other Personal Services | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Per Diem | 506000 | 1,200 | 1,020 | 1,020 | 1,173 | 153 | 15.0% |
| Transcripts | 506220 | 203 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: PerDiem and Other Personal Services** | | **1,403** | **1,020** | **1,020** | **1,173** | **153** | **15.0%** |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Total: 1. PERSONAL SERVICES** | **1,941,339** | **1,757,183** | **1,757,183** | **1,785,527** | **28,344** | **1.6%** |

# State of Vermont

**Organization: 1130030000 - Libraries**

## Budget Object Group: 2. OPERATING

| Equipment | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Hardware - Desktop & Laptop Pc | 522216 | 2,398 | 3,760 | 3,760 | 3,835 | 75 | 2.0% |
| Hw - Printers,Copiers,Scanners | 522217 | 0 | 510 | 510 | 510 | 0 | 0.0% |
| Maintenance Equipment | 522300 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Other Equipment | 522400 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Office Equipment | 522410 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Safety Supplies & Equipment | 522440 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Furniture & Fixtures | 522700 | 931 | 1,530 | 1,530 | 1,271 | (259) | -16.9% |
| **Total: Equipment** | | **3,329** | **5,800** | **5,800** | **5,616** | **(184)** | **-3.2%** |

| IT/Telecom Services and Equipment | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Communications | 516600 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Internet | 516620 | 11,696 | 11,016 | 11,016 | 13,464 | 2,448 | 22.2% |
| Tele-Internet-Dsl-Cable Modem | 516626 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Telecom-Data Telecom Services | 516651 | 0 | 3,672 | 3,672 | 0 | (3,672) | -100.0% |
| Telecom-Paging Service | 516656 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Telecom-Conf Calling Services | 516658 | 2,461 | 2,764 | 2,764 | 2,531 | (233) | -8.4% |
| Telecom-Wireless Phone Service | 516659 | 3,755 | 5,191 | 5,191 | 4,159 | (1,032) | -19.9% |
| It Intersvccost- Dii Other | 516670 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| It Intsvccost-Vision/Isdassess | 516671 | 26,941 | 29,970 | 29,970 | 26,915 | (3,055) | -10.2% |
| It Intsvccost- Dii - Telephone | 516672 | 9,048 | 10,032 | 10,032 | 9,235 | (797) | -7.9% |
| It Intsvccos-Dii Data Telecomm | 516673 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| It Inter Svc Cost User Support | 516678 | 24,685 | 24,930 | 24,930 | 29,007 | 4,077 | 16.4% |
| It Inter Svc Cost App Dev&Main | 516679 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Hw - Other Info Tech | 522200 | 0 | 17,646 | 17,646 | 0 | (17,646) | -100.0% |
| Info Tech Purchases-Hardware | 522210 | 0 | 0 | 0 | 0 | 0 | 0.0% |

# State of Vermont

**Organization: 1130030000 - Libraries**

| IT/Telecom Services and Equipment | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| Hw-Server,Mainfrme,Datastorequ | 522214 | 0 | 13,200 | 13,200 | 0 | (13,200) | -100.0% |
| Hw-Switches,Router,Other | 522215 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Hw-Telephone Systems&Equip | 522218 | 72 | 73 | 73 | 73 | 0 | 0.0% |
| Software - Other | 522220 | 151,163 | 134,834 | 134,834 | 154,656 | 19,822 | 14.7% |
| Software - Office Technology | 522221 | 0 | 1,530 | 1,530 | 0 | (1,530) | -100.0% |
| Sw-Database&Management Sys | 522222 | 2,995 | 3,055 | 3,055 | 3,055 | 0 | 0.0% |
| Hw-Personal Mobile Devices | 522258 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: IT/Telecom Services and Equipment** | | **232,816** | **257,913** | **257,913** | **243,095** | **(14,818)** | **-5.7%** |

| Other Operating Expenses | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Single Audit Allocation | 523620 | 1,743 | 1,575 | 1,575 | 1,575 | 0 | 0.0% |
| Registration & Identification | 523640 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Bank Service Charges | 524000 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Loss on Investments | 551020 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Late Interest Charge | 551060 | 27 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: Other Operating Expenses** | | **1,770** | **1,575** | **1,575** | **1,575** | **0** | **0.0%** |

| Other Purchased Services | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Insurance Other Than Empl Bene | 516000 | 92 | 39,278 | 39,278 | 41,058 | 1,780 | 4.5% |
| Insurance - General Liability | 516010 | 36,610 | 3,122 | 3,122 | 2,814 | (308) | -9.9% |
| Insurance - Auto | 516020 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Dues | 516500 | 14,995 | 14,614 | 14,614 | 14,025 | (589) | -4.0% |
| Licenses | 516550 | 20 | 0 | 0 | 0 | 0 | 0.0% |
| Telecom-Telephone Services | 516652 | 218 | 252 | 252 | 154 | (98) | -38.9% |

# State of Vermont

**Organization: 1130030000 - Libraries**

| Other Purchased Services | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| It Int Svc Dii Allocated Fee | 516685 | 29,747 | 27,559 | 27,559 | 22,524 | (5,035) | -18.3% |
| Advertising-Radio | 516812 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Advertising-Print | 516813 | 349 | 408 | 408 | 357 | (51) | -12.5% |
| Advertising-Web | 516814 | 0 | 102 | 102 | 0 | (102) | -100.0% |
| Advertising-Other | 516815 | 500 | 0 | 0 | 0 | 0 | 0.0% |
| Advertising - Job Vacancies | 516820 | 676 | 2,136 | 2,136 | 1,479 | (657) | -30.8% |
| Trade Shows & Events | 516870 | 2,687 | 2,550 | 2,550 | 2,550 | 0 | 0.0% |
| Printing and Binding | 517000 | 10,540 | 7,398 | 7,398 | 5,667 | (1,731) | -23.4% |
| Printing & Binding-Bgs Copy Ct | 517005 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Printing-Promotional | 517010 | 25 | 0 | 0 | 0 | 0 | 0.0% |
| Photocopying | 517020 | 1,122 | 1,821 | 1,821 | 1,173 | (648) | -35.6% |
| Process&Printg Films,Microfilm | 517050 | 44,420 | 9,884 | 9,884 | 3,691 | (6,193) | -62.7% |
| Registration For Meetings&Conf | 517100 | 2,927 | 3,419 | 3,419 | 2,162 | (1,257) | -36.8% |
| Postage | 517200 | 10,861 | 24,813 | 24,813 | 14,044 | (10,769) | -43.4% |
| Postage - Bgs Postal Svcs Only | 517205 | 16,143 | 4,125 | 4,125 | 13,243 | 9,118 | 221.0% |
| Freight & Express Mail | 517300 | 905 | 923 | 923 | 979 | 56 | 6.1% |
| Instate Conf, Meetings, Etc | 517400 | 20 | 87 | 87 | 20 | (67) | -77.0% |
| Outside Conf, Meetings, Etc | 517500 | 100 | 571 | 571 | 102 | (469) | -82.1% |
| Other Purchased Services | 519000 | 34,053 | 60,767 | 60,767 | 20,808 | (39,959) | -65.8% |
| Agency Fee | 519005 | 58,551 | 43,816 | 43,816 | 41,002 | (2,814) | -6.4% |
| Human Resources Services | 519006 | 11,967 | 13,076 | 13,076 | 10,581 | (2,495) | -19.1% |
| Administrative Service Charge | 519010 | 0 | 34,815 | 34,815 | 0 | (34,815) | -100.0% |
| Laundry Service | 519015 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Security Services | 519025 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Moving State Agencies | 519040 | 1,260 | 400 | 400 | 1,250 | 850 | 212.5% |
| **Total: Other Purchased Services** | | **278,788** | **295,936** | **295,936** | **199,683** | **(96,253)** | **-32.5%** |

# State of Vermont

**Organization: 1130030000 - Libraries**

| Property and Maintenance | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Water/Sewer | 510000 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Disposal | 510200 | 715 | 722 | 722 | 1,451 | 729 | 101.0% |
| Rubbish Removal | 510210 | 708 | 722 | 722 | 722 | 0 | 0.0% |
| Recycling | 510220 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Other Property Mgmt Services | 510500 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Exterminators | 510510 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Lawn Maintenance | 510520 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Repair & Maint - Buildings | 512000 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Plumbing & Heating Systems | 512010 | 430 | 0 | 0 | 473 | 473 | 0.0% |
| Repairs Maint To Elec System | 512020 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Rep&Maint-Grds & Constr Equip | 512400 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Rep&Maint-Info Tech Hardware | 513000 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Repair & Maint - Office Tech | 513010 | 1,171 | 1,432 | 1,432 | 1,202 | (230) | -16.1% |
| Repair&Maint-Non-Info Tech Equ | 513100 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Repair&Maint-Typewriters | 513101 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Other Repair & Maint Serv | 513200 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Repair&Maint-Property/Grounds | 513210 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: Property and Maintenance** | | **3,024** | **2,876** | **2,876** | **3,848** | **972** | **33.8%** |

| Rental Other | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Rental - Auto | 514550 | 8,206 | 5,071 | 5,071 | 5,884 | 813 | 16.0% |
| Rent-Heavy Eq-Trks&Constr Eq | 514600 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Rental - Office Equipment | 514650 | 5,772 | 6,031 | 6,031 | 6,183 | 152 | 2.5% |
| Equip & Vehicle Rental - Other | 514750 | 74 | 75 | 75 | 75 | 0 | 0.0% |
| Rental - Other | 515000 | 244 | 122 | 122 | 250 | 128 | 104.9% |
| **Total: Rental Other** | | **14,296** | **11,299** | **11,299** | **12,392** | **1,093** | **9.7%** |

# State of Vermont

**Organization: 1130030000 - Libraries**

| Rental Property | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Rent Land & Bldgs-Office Space | 514000 | 5,129 | 5,181 | 5,181 | 5,242 | 61 | 1.2% |
| Rent Land&Bldgs-Non-Office | 514010 | 1,186 | 867 | 867 | 1,204 | 337 | 38.9% |
| Fee-For-Space Charge | 515010 | 506,237 | 536,489 | 536,489 | 442,076 | (94,413) | -17.6% |
| **Total: Rental Property** | | **512,551** | **542,537** | **542,537** | **448,522** | **(94,015)** | **-17.3%** |

| Supplies | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Office Supplies | 520000 | 8,112 | 13,492 | 13,492 | 8,325 | (5,167) | -38.3% |
| Vehicle & Equip Supplies&Fuel | 520100 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Gasoline | 520110 | 304 | 700 | 700 | 510 | (190) | -27.1% |
| Diesel | 520120 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Building Maintenance Supplies | 520200 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Plumbing, Heating & Vent | 520210 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Heating & Ventilation | 520211 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Small Tools | 520220 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Electrical Supplies | 520230 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Other General Supplies | 520500 | 6,462 | 5,447 | 5,447 | 4,780 | (667) | -12.2% |
| Cloth & Clothing | 520520 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Work Boots & Shoes | 520521 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Educational Supplies | 520540 | 7,433 | 3,162 | 3,162 | 7,599 | 4,437 | 140.3% |
| Agric, Hort, Wildlife | 520580 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Fire, Protection & Safety | 520590 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Recognition/Awards | 520600 | 243 | 0 | 0 | 263 | 263 | 0.0% |
| Food | 520700 | 693 | 1,020 | 1,020 | 714 | (306) | -30.0% |
| Water | 520712 | 186 | 796 | 796 | 155 | (641) | -80.5% |
| Electricity | 521100 | 5,050 | 5,832 | 5,832 | 5,123 | (709) | -12.2% |
| Heating Oil #1 | 521210 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Heating Oil #2 | 521220 | 8,514 | 10,200 | 10,200 | 8,685 | (1,515) | -14.9% |
| Wood - Pellets | 521312 | 0 | 0 | 0 | 0 | 0 | 0.0% |

# State of Vermont

**Organization: 1130030000 - Libraries**

| Supplies | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| Wood - Chunks | 521314 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Propane Gas | 521320 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Books&Periodicals-Library/Educ | 521500 | 51,310 | 44,259 | 44,259 | 30,507 | (13,752) | -31.1% |
| Subscriptions | 521510 | 7,587 | 7,469 | 7,469 | 7,738 | 269 | 3.6% |
| Subscriptions: Dol-Electronic | 521512 | 428,047 | 417,530 | 417,530 | 425,663 | 8,133 | 1.9% |
| Road Supplies and Materials | 521600 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Household, Facility&Lab Suppl | 521800 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Paper Products | 521820 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: Supplies** | | **523,939** | **509,907** | **509,907** | **500,062** | **(9,845)** | **-1.9%** |

| Travel | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Travel-Inst-Auto Mileage-Emp | 518000 | 11,964 | 19,746 | 19,746 | 13,028 | (6,718) | -34.0% |
| Travel-Inst-Other Transp-Emp | 518010 | 1,117 | 1,747 | 1,747 | 510 | (1,237) | -70.8% |
| Travel-Inst-Lodging-Emp | 518030 | 284 | 107 | 107 | 107 | 0 | 0.0% |
| Travel-Inst-Incidentals-Emp | 518040 | 238 | 114 | 114 | 153 | 39 | 34.2% |
| Conference - Instate - Emp | 518050 | 177 | 0 | 0 | 0 | 0 | 0.0% |
| Travl-Inst-Auto Mileage-Nonemp | 518300 | 2,435 | 2,001 | 2,001 | 2,259 | 258 | 12.9% |
| Travel-Inst-Other Trans-Nonemp | 518310 | 1,356 | 0 | 0 | 0 | 0 | 0.0% |
| Travel-Inst-Meals-Nonemp | 518320 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Travel-Inst-Lodging-Nonemp | 518330 | 359 | 0 | 0 | 367 | 367 | 0.0% |
| Travel-Inst-Incidentals-Nonemp | 518340 | 6 | 0 | 0 | 6 | 6 | 0.0% |
| Conference - Instate - Non Emp | 518350 | (5,661) | 71 | 71 | 1,224 | 1,153 | 1,623.9% |
| Travel-Outst-Auto Mileage-Emp | 518500 | 218 | 603 | 603 | 510 | (93) | -15.4% |
| Travel-Outst-Other Trans-Emp | 518510 | 2,857 | 1,707 | 1,707 | 1,743 | 36 | 2.1% |
| Travel-Outst-Meals-Emp | 518520 | 395 | 681 | 681 | 561 | (120) | -17.6% |
| Travel-Outst-Lodging-Emp | 518530 | 2,282 | 2,601 | 2,601 | 2,652 | 51 | 2.0% |
| Travel-Outst-Incidentals-Emp | 518540 | 342 | 445 | 445 | 352 | (93) | -20.9% |
| Trvl-Outst-Other Trans-Nonemp | 518710 | 2,333 | 408 | 408 | 816 | 408 | 100.0% |
| Travel-Outst-Lodging-Nonemp | 518730 | 0 | 0 | 0 | 0 | 0 | 0.0% |

# State of Vermont

**Organization: 1130030000 - Libraries**

| Travel | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| Trvl-Outst-Incidentals-Nonemp | 518740 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: Travel** | | **20,700** | **30,231** | **30,231** | **24,288** | **(5,943)** | **-19.7%** |
| **Total: 2. OPERATING** | | **1,591,214** | **1,658,074** | **1,658,074** | **1,439,081** | **(218,993)** | **-13.2%** |

**Budget Object Group: 3. GRANTS**

| Grants Rollup | | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| **Description** | **Code** | | | | | | |
| Gr, Awards, Scholarships&Loans | 550200 | 11,714 | 60,850 | 60,850 | 41,500 | (19,350) | -31.8% |
| Grants | 550220 | 54,250 | 104,726 | 104,726 | 104,012 | (714) | -0.7% |
| Other Grants | 550500 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| **Total: Grants Rollup** | | **65,964** | **165,576** | **165,576** | **145,512** | **(20,064)** | **-12.1%** |
| **Total: 3. GRANTS** | | **65,964** | **165,576** | **165,576** | **145,512** | **(20,064)** | **-12.1%** |
| **Total Expenses:** | | **3,598,517** | **3,580,833** | **3,580,833** | **3,370,120** | **(210,713)** | **-5.9%** |

| Fund Name | Fund Code | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| General Fund | 10000 | 2,446,852 | 2,342,682 | 2,342,682 | 2,307,163 | (35,519) | -1.5% |
| Transp Fund - Nondedicated | 20105 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Elva S Smith Bequest | 21015 | 14,226 | 20,785 | 20,785 | 21,302 | 517 | 2.5% |
| Inter-Unit Transfers Fund | 21500 | 95,431 | 95,393 | 95,393 | 97,002 | 1,609 | 1.7% |
| Sale of Copies/Publications | 21824 | 2,234 | 2,096 | 2,096 | 2,279 | 183 | 8.7% |
| Memorial Gifts | 21825 | 0 | 377 | 377 | 385 | 8 | 2.1% |
| Misc Special Revenue | 21870 | 95,115 | 0 | 0 | 0 | 0 | 0.0% |

# State of Vermont

**Organization: 1130030000 - Libraries**

| Fund Name | Fund Code | FY2015 Actuals | FY2016 Original As Passed Budget | FY2016 Governor's BAA Recommended Budget | FY2017 Governor's Recommended Budget | Difference Between FY2017 Governor's Recommend and FY2016 As Passed | Percent Change FY2017 Governor's Recommend and FY2016 As Passed |
|---|---|---|---|---|---|---|---|
| Gates Foundation Grants | 21883 | 14,150 | 0 | 0 | 0 | 0 | 0.0% |
| Misc Grants Fund | 21908 | 7,798 | 0 | 0 | 0 | 0 | 0.0% |
| VOL Membership/Dues | 21920 | 42,500 | 79,305 | 79,305 | 80,891 | 1,586 | 2.0% |
| Information Center Revenues | 21936 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| Federal Revenue Fund | 22005 | 880,210 | 1,040,195 | 1,040,195 | 861,098 | (179,097) | -17.2% |
| **Funds Total:** | | **3,598,517** | **3,580,833** | **3,580,833** | **3,370,120** | **(210,713)** | **-5.9%** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Position Count | | | | | 19.00 | | |
| FTE Total | | | | | 18.88 | | |

# Personnel Summary Reports

Department of Libraries

## Section 6

## FY 2017 Budget Submission

## State of Vermont

## FY2017 Governor's Recommended Budget Position Summary Report

### 130030000-Libraries

| Position Number | Classification | FTE | Count | Gross Salary | Benefits Total | Statutory Total | Total |
|---|---|---|---|---|---|---|---|
| 780001 | 220807 - Librarian C AC: Library Consul | 1.00 | 1.00 | 58,864 | 19,566 | 4,504 | 82,934 |
| 780002 | 131000 - Assistant State Librarian | 1.00 | 1.00 | 69,410 | 30,506 | 5,309 | 105,225 |
| 780003 | 001200 - Program Services Clerk | 1.00 | 1.00 | 46,426 | 17,348 | 3,552 | 67,326 |
| 780007 | 220802 - Librarian C AC: Reference Lib | 1.00 | 1.00 | 45,448 | 26,235 | 3,477 | 75,160 |
| 780010 | 001200 - Program Services Clerk | 1.00 | 1.00 | 41,683 | 30,874 | 3,188 | 75,745 |
| 780024 | 220500 - Librarian A | 1.00 | 1.00 | 52,686 | 32,835 | 4,031 | 89,552 |
| 780026 | 220500 - Librarian A | 1.00 | 1.00 | 52,686 | 18,464 | 4,030 | 75,180 |
| 780030 | 220500 - Librarian A | 1.00 | 1.00 | 39,145 | 16,050 | 2,995 | 58,190 |
| 780032 | 220807 - Librarian C AC: Library Consul | 1.00 | 1.00 | 67,766 | 39,923 | 5,184 | 112,873 |
| 780033 | 220803 - Librarian C AC: Regional Libra | 1.00 | 1.00 | 51,980 | 26,549 | 3,976 | 82,505 |
| 780037 | 058400 - Info Tech Manager I | 1.00 | 1.00 | 92,227 | 27,324 | 7,055 | 126,606 |
| 780038 | 220808 - Librarian AC: Collections/Dig | 1.00 | 1.00 | 72,176 | 30,150 | 5,521 | 107,847 |

## State of Vermont

## FY2017 Governor's Recommended Budget Position Summary Report

### l130030000-Libraries

| Position Number | Classification | FTE | Count | Gross Salary | Benefits Total | Statutory Total | Total |
|---|---|---|---|---|---|---|---|
| 780040 | 220302 - Library Consultant Services | 1.00 | 1.00 | 59,717 | 19,716 | 4,568 | 84,001 |
| 780043 | 004700 - Program Technician I | 1.00 | 1.00 | 43,139 | 8,550 | 3,300 | 54,989 |
| 780049 | 001200 - Program Services Clerk | 1.00 | 1.00 | 35,880 | 23,679 | 2,744 | 62,303 |
| 780050 | 220804 - Librarian C AC: Special Servic | 1.00 | 1.00 | 57,221 | 19,273 | 4,377 | 80,871 |
| 780054 | 221500 - Director of Library Services | 1.00 | 1.00 | 64,979 | 29,716 | 4,972 | 99,667 |
| 780057 | 089230 - Administrative Srvcs Cord II | 0.88 | 1.00 | 44,241 | 28,024 | 3,384 | 75,649 |
| 787001 | 90390A - State Librarian | 1.00 | 1.00 | 94,744 | 26,179 | 7,248 | 128,171 |
| **Total** | | **18.88** | **19.00** | **1,090,418** | **470,961** | **83,415** | **1,644,794** |

| Fund Code | Fund Name | FTE | Count | Gross Salary | Benefits Total | Statutory Total | Total |
|---|---|---|---|---|---|---|---|
| 10000 | General Fund | 12.68 | 19.00 | 757,711 | 330,363 | 57,964 | 1,146,038 |
| 21015 | Elva S Smith Bequest | 0.10 | | 5,972 | 1,971 | 457 | 8,400 |
| 22005 | Federal Revenue Fund | 6.10 | | 326,735 | 138,627 | 24,994 | 490,356 |
| **Total** | | **18.88** | **19.00** | **1,090,418** | **470,961** | **83,415** | **1,644,794** |

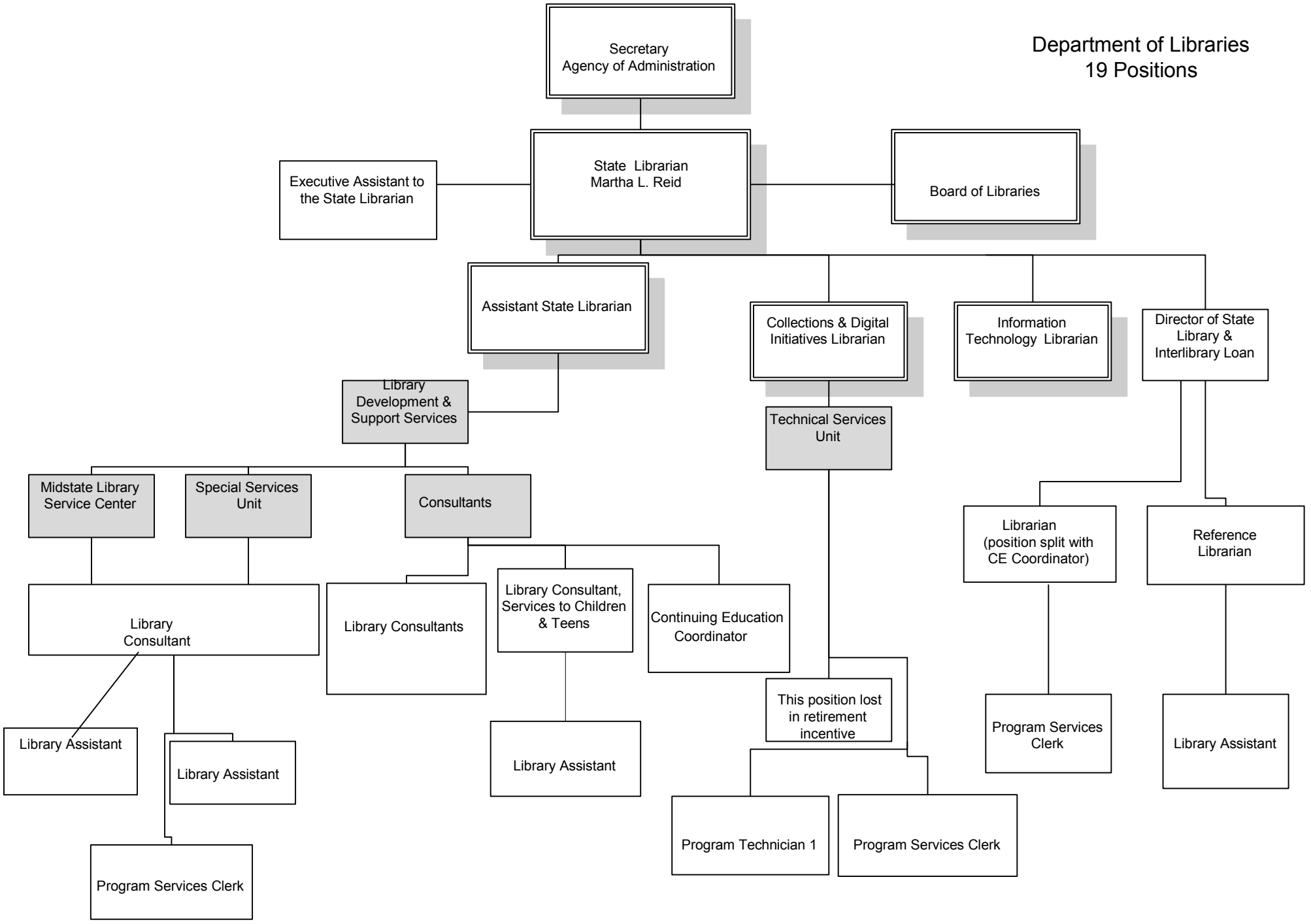
# Organizational Chart

Department of Libraries

## Section 7

## FY 2017 Budget Submission

# Department of Libraries
19 Positions



# Federal Receipts, Interdepartmental Receipts & Grants Out

Department of Libraries

## Section 8

## FY 2017 Budget Submission

# State of Vermont

## Department: 1130030000 - Libraries

### Interdepartmental Transfers

| Budget Request Code | Fund | Justification | Est Amount |
|---|---|---|---|
| 6018 | 21500 | IDT Fund Receipts received for Westlaw Online Library Service | $97,002 |
| | | **Total** | **$97,002** |

### Grants to Non-State Entities

| Budget Request Code | Fund | Justification | Est Amount |
|---|---|---|---|
| 6023 | 10000 | Grants out to Town Libraries | $72,000 |
| 6023 | 21015 | Grants out to Town Libraries | $9,112 |
| 6023 | 22005 | Grants out to Town Libraries | $64,400 |
| | | **Total** | **$145,512** |

### Federal Grant Receipts

| Budget Request Code | Fund | Justification | Est Amount |
|---|---|---|---|
| 6021 | 22005 | Estimated Federal Receipts received from LSTA. | $861,098 |
| | | **Total** | **$861,098** |

# Carry Forward Report

Department of Libraries

## Section 9

## FY 2017 Budget Submission

**Department of Libraries**
*Carryforward Projections*

| Program | Final Carryforward 6/30/2015 | FY 2016 Appropriated Funding | FY 2016 Estimated Expenditures | Estimated Carryforward 6/30/2016 |
|---|---|---|---|---|
| **General Fund:** | | | | |
| Libraries: | $616,800 | $2,342,682 | ($2,959,482) | $0 |
| **Total General Fund:** | **$616,800** | **$2,342,682** | **($2,959,482)** | $0 |
| **TOTALS:** | **$616,800** | **$2,342,682** | **($2,959,482)** | **$0** |