

VERMONT DEPARTMENT OF LIBRARIES

ONE CENTRALIZED
FACILITY

RENOVATION OF MIDSTATE LIBRARY
BERLIN, VERMONT



Guiding mission

The Vermont Department of Libraries is guided by **22 V.S.A. §601-635**:

- acquire and make available information and library resources to State government, libraries statewide, the general citizenry, and Vermonters with special needs;
- support and strengthen local libraries;
- foster statewide cooperation and resource sharing among all types of libraries;
- increase public awareness of libraries and their services, acting as an advocate on their behalf.



Core Principles:

- 1) All Vermonters have a right to read and intellectual freedom.*
- 2) All Vermonters have a right to library resources, in a variety of formats.*
- 3) Public libraries enrich the lives of all Vermonters and strengthen local communities.*
- 4) Support Vermont's school libraries and independent student learning.*
- 5) Lead innovation for Vermont's libraries.*
- 6) Partnerships strengthen all.*

2006-2016

The Vermont Department of Libraries (VTLIB) faced transformative challenges in the last 10 years with the digital revolution, diminishing budgets, and changing relationships with partners and the community.

- Funding for physical collections (books) dwindled. As the collections become outdated, they are less useful for the public and for state employees.
- Funding cuts for staff were significant, down from 36 FTE in 2008 to 11 FTE in 2016.
- The digital revolution continues. It is difficult to predict future evolution.



“The magnitude of the reductions makes the concept of proportional reductions and/or tinkering at the margins untenable.”

*-- Himmel & Wilson
(Library consultants)*

TURNING POINT: 2016 Reorganization



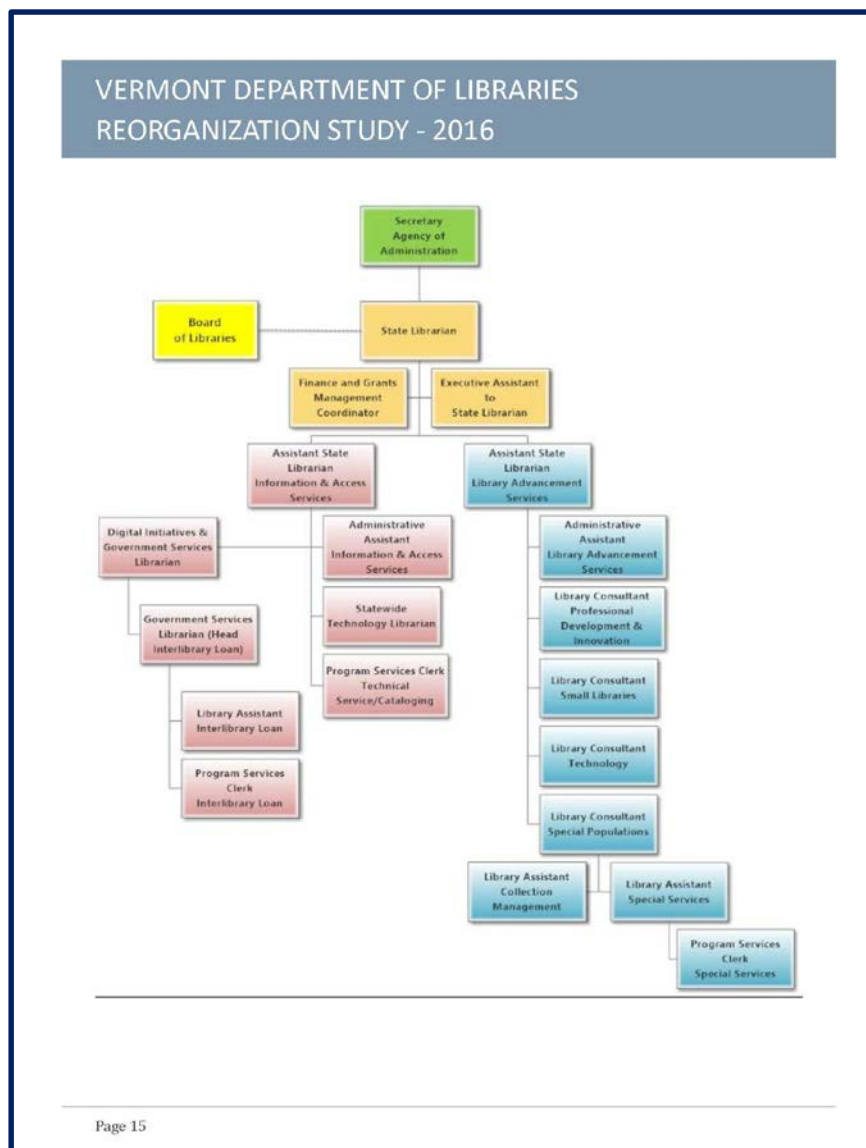
VERMONT DEPARTMENT OF
LIBRARIES
REORGANIZATION STUDY - 2016



Himmel & Wilson Recommendations--

- Eliminate the majority of physical collections and move towards electronic resources.
- Relocate materials of historic value to State Archives, Vermont Law School, and other Vermont collecting institutions that can provide better public access to those resources.
- **Consolidate all services, staff, and remaining collections under one roof.**
- Explore outsourcing services such as newspaper archiving and Library of the Blind and Physically Handicapped mailing.
- Remain under Agency of Administration until the transition is complete.
- Create a new position, Grants Management Coordinator, to increase capacity for data collection, reporting, and financial management.
- **Create two VTLIB sections: Library Advancement (serving local libraries and populations with special needs) and Information & Access (serving State agencies and employees, as well as facilitating resource sharing amongst all libraries).**

2016: Reorganization -- People



Himmel & Wilson Recommendations--

- Eliminate the majority of physical collections and move towards electronic resources.
- Relocate materials of historic value to State Archives, Vermont Law School, and other Vermont collecting institutions that can provide better public access to those resources.
- **Consolidate all services, staff, and remaining collections under one roof.**
- Explore outsourcing services such as newspaper archiving and Library of the Blind and Physically Handicapped mailing.
- Remain under Agency of Administration until the transition is complete.
- Create a new position, Grants Management Coordinator, to increase capacity for data collection, reporting, and financial management.
- **Create two VTLIB sections: Library Advancement (serving local libraries and populations with special needs) and Information & Access (serving State agencies and employees, as well as facilitating resource sharing amongst all libraries).**

2016: Reorganization -- Place

- What facility will best serve the Department of Libraries?
- How far out should we plan? **10 – 15 years, until the transition to the digital age is better understood.**



Agency of Administration
Vermont Department of Libraries
10 Year Space Plan



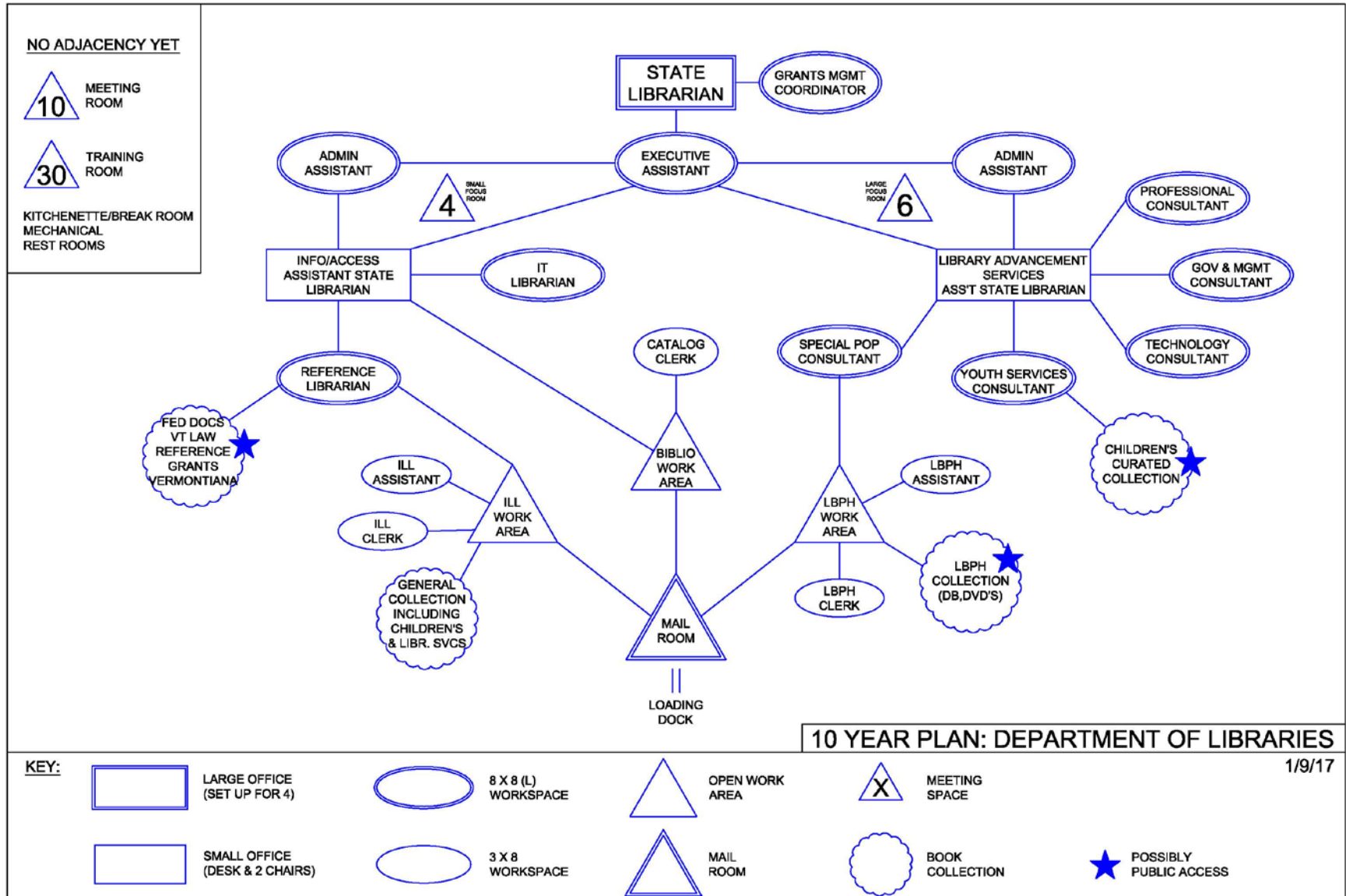
January 2017

Space Program -- Function Chart

Function	Frequency	Staff Resource	Physical Resource
ADMINISTRATION			
Oversee two sections	daily	State Librarian	Office
Manage fiscal resources	frequent	State Librarian	Office
Human resource management	frequent	State Librarian	Office
Oversee Grants Coordinator	frequent	State Librarian	Office
Liaison with IMLS/federal reporting	frequent	State Librarian	Office
Oversee VTLib strategic plan & partnerships	frequent	State Librarian	Office
Geographic naming tasks	as needed	State Librarian	Office; Large meeting room
Administer advisory Board of Libraries	as needed	State Librarian	Office; Large meeting room
Point of contact for Secretary of Admin	as needed	State Librarian	Office
Liaison to Legislature	as needed	State Librarian	Office
Manage all grants	frequent	Grants Coordinator	Large cubicle
Research new grant opportunities	frequent	Grants Coordinator	Large cubicle
Educate libraries about grant opportunities	frequent	Grants Coordinator	Large cubicle
Manage VT Public Libr. Foundation finances	as needed	Grants Coordinator	Large cubicle
Support the State Librarian & Grants Coord.	daily	Exec. Assistant	Large cubicle; copy area
Manage VTLib newsletter and media	frequent	Exec. Assistant	Large cubicle
INFORMATION AND ACCESS			
Oversee section functions	daily	I/A Ass't State Librarian	Small office; focus room
Manage VTLib records	frequent	I/A Ass't State Librarian	Small office
Manage bibliographic and cataloging functions	frequent	I/A Ass't State Librarian	Small office
Manage digitization projects	as needed	I/A Ass't State Librarian	Bibliographic Work Area
Train public library employees in cataloging	2x/yr	I/A Ass't State Librarian	Conference/Training rm
Assist the I/A Ass't State Librarian	daily	I/A Admin. Assistant	Large cubicle
Greet walk ins and guests	daily	I/A Admin. Assistant	Reception area; large cubicle
Sort incoming staff mail	daily	I/A Admin. Assistant	Copy Area
Manage the copy area	daily	I/A Admin. Assistant	Copy Area
Handle incoming calls for information	daily	I/A Admin. Assistant	Large cubicle
Process large mailings incl. State publications	frequent	I/A Admin. Assistant	Copy Area
Manage VTLib IT systems	daily	IT Librarian	Large cubicle
Maintain VTLib computers & equipment	frequent	IT Librarian	Large cubicle; storage
Manage VTLib website	frequent	IT Librarian	Large cubicle
Train public library employees in technology	2x/yr	IT Librarian	Conference/Training rm
Oversee ILL services	daily	Reference Librarian	Large cubicle; focus room
Manage Information Collection	frequent	Reference Librarian	Information collections, large cubicle
Manage General Collection	as needed	Reference Librarian	General collection, large cubicle
Research inquiries from State employees	as needed	Reference Librarian	Information collections, large cubicle
Train public library employees in reference	2x/yr	Reference Librarian	Conference/Training rm
Train public library employees re: ILL	2x/yr	Reference Librarian	Conference/Training rm
Inter library loan processing	daily	Ref/ILL Ass't, ILL Clerk	ILL Work Area; 2 small cubicles; mail processing area; mail room
Assist the I/A Ass't State Librarian	daily	Ref/ILL Assistant	Small cubicle

Function	Frequency	Staff Resource	Physical Resource
		I/A Ass't State Librarian; I/A Admin Assistant;	
Catalog incoming documents	daily	Cataloging Clerk	Bibliographic Work Area
Track acquisitions, book shipments, invoices	daily	Cataloging Clerk	Small cubicle
Deaccession microfilm collection	as needed	Cataloging Clerk	Microfilm collection
LIBRARY ADVANCEMENT			
Oversee section functions	daily	LA Ass't State Librarian	Small office; focus room; meeting room
Collect and coordinate public library data	frequent	LA Ass't State Librarian	Small office
Assist the LA Assistant State Librarian and Consultants	daily	LA Admin. Assistant	Large cubicle; copy area
Manage continuing education program	daily	Prof. Dev. Consultant	Large cubicle; focus room
Manage webinars & social media for section	frequent	Prof. Dev. Consultant	Large cubicle
Train VTLib staff in instruction methods	monthly	Prof. Dev. Consultant	Large Meeting room
Assist public library staff in governance, management, strategic planning, facilities	daily	Gov/Mgmt Consultant	Large cubicle
Train public library staff in governance	monthly	Gov/Mgmt Consultant	Meeting room; training rm
Assist public library staff in technology	daily	Technology Consultant	Large cubicle
Develop digital literacy programs for all ages	frequent	Technology Consultant	Large cubicle
Train public library staff in technology	monthly	Technology Consultant	Meeting room; training rm
Consult with local library staff on literacy programs for all ages	daily	Youth Svcs. Consultant	Large cubicle
Curate VTLib's special children's collection.	frequent	Youth Svcs. Consultant	Large cubicle; curated children's collection
Liaison between LIB and K-12 school libraries	frequent	Youth Svcs. Consultant	Large cubicle
Train public library staff in literacy programs	monthly	Youth Svcs. Consultant	Meeting room, conf. room
Oversee LBPH staff, services, and collection	daily	Special Pops. Consult.	Large cubicle; focus room
Assist public library staff in special population accommodation.	frequent	Special Pops. Consult.	Large cubicle
Manage the recording program	frequent	Special Pops. Consult.	Recording studio
Train public library staff in special population accommodation.	monthly	Special Pops. Consult.	Meeting room, conf. room
Administer LBPH Advisory Council	4x/year	Special Pops. Consult.	Large Meeting room
Assist special needs citizens, both by phone and in person	daily	Special Pops. Consult.; LBPH Ass't; LBPH Clerk	Cubicles; focus room
Process incoming and outgoing cartridges and machines.	daily	LBPH Assistant; LBPH Clerk	2 small cubicles; LBPH collection; LBPH work area; mail processing area; mail room
Manage patron database	daily	LBPH Assistant	Small cubicle
Repair DB machines	frequent	LBPH Assistant	Repair counter
Store DB machines	n/a	n/a	Storage area
Process incoming and outgoing large print books and DVDs	daily	LBPH Clerk	2 small cubicles; LBPH collection; LBPH work area; mail processing area; mail room

Space Program -- Adjacency Chart



Space Program -- Bottom Line Savings

Through 2016: 36,775 sf in central Vermont
annual fee for space \$442,075

Original plan: addition of 12,000 sf or a new building

After programming: A) 2,300 sf addition with standard bookshelves
B) no addition with compact bookshelves

At \$325/sf the team has saved \$3million by programming carefully.
The compact shelving saves an additional \$300,000.

Operating costs will be reduced to roughly \$14,000/ year, a savings of nearly 97% for VTLIB's annual fee for space.



ILL & LBPH

Proposed Fit Up

