

A regular meeting of the West Virginia Library Commission was held on Tuesday, January 17, 2023, at 10:00am in the R. David Childers Conference Room located at 1900 Kanawha Blvd. E. Charleston, WV 25305. Commissioners in attendance: Randall Reid-Smith, Chair Charlie Morris, Debra Sullivan. Commissioners on ZOOM: Vice Chair Beth Buffy Hammers. Commissioners absent: Carrie Abraham, Robbie Skinner, Chris Rockenstein.

Call to Order:

Commissioner Randall Reid-Smith acknowledged a quorum. Chair Charlie Morris motions to call the meeting to order. A quorum being present, the meeting was called to order at 10:02am.

Approval of 09/28/2022 Meeting Minutes:

Chair Charlie Morris asks for a motion to approve the minutes. Commissioner Randal Reid-Smith motions for approval and dispenses with the reading of them. Vice Chair Beth Hammers seconds the motion. Both motions were accepted. All in favor. No opposition. Motion carries. Minutes are approved as presented.

Public Comment:

Sarah Mitchell, Assistant Director of the Kanawha Charleston Public Library, asks what the agency's plan is to secure funding for the libraries. Commissioner Randall Reid-Smith responds that the Governor kept a flat budget for the year and that the funding is stable, and the agency has a flat budget for the year. Commissioner Randall Reid-Smith comments that he wants more funding for the libraries. WVLA presented their goals at a recent meeting he attended with Sarah Palfrey and other members of the WVLA. Unfortunately, those goals came in after September and the budget was already in, but they are going to meet again before next year's budget.

Sarah Palfrey, Director of Morgantown Public Library system, speaks on the WVLA Legislative Committee goals. WVLA will be asking for \$2 million dollars for the Grants-In-Aid fund which comes out of the lottery money. This amount is based on current inflation rates, and the fact that the amount has not changed since fiscal year 2014. WVLA is also asking for non-recurring appropriation of \$5 million dollars to be added to the Facility Improvement Fund. This would be for matching funds for libraries to apply to for deferred maintenance costs. Example of this; \$60,000 roof, if they can apply for 50% matching from this fund, and they only must raise \$30,000 locally, it becomes a more attainable goal. Commissioner Randall Reid-Smith comments that a group of three to five WVLA members will meet with the President of the Senate, Finance Chair of the Senate, Speaker of the House, and the Finance Chair of the House. The group will present these two goals, and then everybody will have one localized idea. Sarah Mitchell wants to confirm that their goal is to focus on next year's budget, right? Commissioner Randall Reid-Smith; Yes, unless the supplemental is approved for this year. Commissioner Randall Reid-Smith comments; WVLA will be asking for a \$2 million dollar increase in the Grants to Public Libraries (Lottery Fund); Instead, I will be asking to round that up to \$12 million dollars. The supplemental hasn't been put in front of the legislature yet. With that \$1 million more and asking for \$5 million, we'll be asking for \$6 million for the Facilities

Improvement Fund. Sarah Palfrey comments that \$56 million dollars of identified needs were found in 2017. Vice Chair Beth Buffy Hammers asks Sarah Palfrey if the Commissioners are invited to participate at Library Legislative Day at the Capitol and the following reception? Sarah Palfrey answers Yes. Chair Charlie Morris asks if we have any further Public Comments. Hearing no further public comments, public comments are closed.

Agenda Amended: Commissioner Randall Reid-Smith requests to amend the agenda to accommodate time constraints with WV Office of Technology representative Janelle Jones. Chair Charlie Morris asks if the Commission will accept amending the agenda. All Commissioners in agreement to amend the agenda.

Q&A Session with WVOT Jennelle Jones:

Jennelle Jones presents billing numbers for FY2020. The total cost to the WV Library Commission was \$327,875.00. This was for non-FTE salary and benefits. The arrangement was that when the library techs moved over to WVOT, they would transition into a full support role that we provide for our state agencies. Meaning the libraries would be supported in the same manner as all other state agencies, so the number I have for FY2023 is \$90,000.00. This was formulated based on the number of tickets that were entered into our service system and then using a rate calculation to arrive at that number. But it's based on the previous year's tickets and types of work that were done for libraries. That is a \$235,000.00 reduction in your costs. Jennelle Jones highlights some completed projects: Broadband implementation at 144 libraries in 2021, (Deepfreeze) Pilot project at the Greenbrier County Library system, Kids Connect implementation in 2020, current fiscal year network equipment refreshes with routers and switches, creation of a dedicated library service desk phone queue for library tickets, reduction in travel time due to the geographical placement of technicians. Future projects the WVOT would like to see for libraries: Setting up a google email account for each library location to allow libraries to enter self-service tickets via email. Standardization on Kiosks. Replacement of old equipment. Second Chance PC's. New public use Wi-Fi reports after a Wi-Fi refresh. Move the libraries back to the state broadband DATA TRANSPORT contract which is currently being finalized within the office of technology right now. This could allow for more standardization, which is going to drive costs down and additionally there's some cost savings on that data transport contract.

Commissioner Randall Reid-Smith asks Anne Farr, Director of Greenbrier Co. Public Library to comment on their ongoing Deep Freeze project with the WVOT. Chair Charlie Morris asked if the agency has the mechanisms to duplicate the project. Ann Farr responds that yes; the project seems to be easily duplicated. Jennelle Jones agrees.

Commissioner Randall Reid-Smith asks who at WVOT does the Library Section reach out to. Jennelle Jones refers to CIO Josh Spence or Deputy COO Donnie Patterson to coordinate the project and decide in conjunction with the agency which library sites would be good candidates.

Commissioner Randall Reid-Smith asks Library Section Director Donna Calvert if she has suggestions for a point person for the expansion of the project. Donna Calvert responds that the agency has a project charter with the WVOT and that Library Operations Consultant,

Michelle Kubiak and herself signed. The project pilot runs from December 1, 2022, to June 1, 2023.

Commissioner Randall Reid-Smith asks Director Donna Calvert How do we do that? Donna Calvert suggests looking at our federal money since a project such as this would qualify under federal guidelines and the WVOT projects would fit in with (LSTA) Library Service and Technology Act. Donna adds that once a schedule for cabling and installation is established it could be part of it. WVOT will be starting that project before the DEEP FREEZE project is completed.

Ann Farr comments that if someone wanted to look at what other service centers this would work for, the motivating factor with their project was they had brand new public access computers coming in that had been purchased with ARPA grant money and that was the opportunity for the WVOT to come and configure all the new PCs in a like manner from the start. Ann Farr suggests that the agency considers picking service centers or systems that are going to be purchasing new computers.

Chair Charlie Morris commented that when he was at Canaan Valley for the WVLA Fall Conference, he recognized a need for enhanced communication between the WVOT and the local librarians. It sounds like the Greenbrier County project has improved communications with WVOT. Director Donna Calvert responds yes, and that it has been organized by the WVOT Central Office which provided timelines for everything.

Commissioner Debra Sullivan asks WVOT Jennelle Jones the following questions: Is the cost difference a result of tickets not being addressed? Are there fewer responses to the libraries? Or is it because they are in such good shape? Is there lag time for responses? Jennelle Jones advises Debra Sullivan that it is none of the above. The difference in the agency's costs is based on a new billing model. The cost structure was, nine of the thirteen ended up being FTEs, others retired or quit. For two years the cost model was to pay those FTE positions, salary, and benefits. This fiscal year WVOT changed the cost model to be based on the tickets from the last fiscal year.

Megan Tarbett, Director of Putnam County Public Library asks Director Donna Calvert for a schedule for the new switches and Wi-Fi units. Is that implementation meant for this year? Director Donna Calvert answers yes. Megan Tarbett asks if DEEP FREEZE is the replacement for FORTRESS? Donna Calvert responds that as a schedule develops for the installation of the cable and switches that it can be done at the same time.

Chair Charlie Morris asks for the agency to present a progress report on this project at the next meeting. Commissioner Randall Reid-Smith asks Director Donna Calvert If Putnam Co. wants to be next for the DEEP FREEZE project, who does she call? Do we get that plan from WVOT? Do we set the plan at the library section? Director Donna Calvert advises that the agency will have to get WVOT approval on the plan and on the purchase of additional licenses.

Commissioner Randall Reid-Smith asks Jennelle Jones who at WVOT do we talk to and find out when we are going to the next service area? Who do we purchase the license from?

Jennelle Jones refers to IRM, Patrick Scragg. Jennelle Jones advises she will send an email to our project manager, Rachel Trehan, to give her a heads up that we want to go ahead and select where this project is going to move to next. The WVOT project tracking number is: 2022-09-12.

Breana Bowen, Director of Cabell Co. Public Library, asks what the project would look like for their system. Cabell Service Center has 263 devices. WVOT Jennelle Jones responds by referring the question to her WVOT colleagues or to Ann Farr in Greenbrier Co. who is currently dealing with this project. Ann Farr comments that the project was made possible by their purchase of new computers. This allowed the WVOT to configure these new computers without having to reconfigure existing hardware. This allowed the WVOT techs to configure in one centralized location. Ann Farr comments that she is unsure if the project would work on existing older computers. Commissioner Randall Reid-Smith advised Breana Bowen that he or Jennelle Jones would get her an answer.

Financial Report (continued):

Director Donna Calvert resumes with the library section's financial report. The finances are in line halfway through the year. There is some tweaking to be done where you see red lines from items not budgeted. ASA, Tandra English has taken up a lot more of the responsibilities with the issuing of grants. With the help of the Commissioner and his staff we are working through it.

Chair Charlie Morris asks how the section is doing halfway through the year? Director Donna Calvert responds: Halfway through the year and the activities are halfway through the year. For example, the Grants-In-Aid for the third quarter are out and we signed those in the first week of January 2023. Now it goes to another step, and they haven't received the checks yet so that is not out of the budget yet. So, some things are in the works but not out of the report that is with you. Where you will see a huge difference is in the personnel line.

Chair Charlie Morris points out that the agency has some holes that are funded but are not being expended from. What are we going to do to be sure we have made the wisest use of those funds? Director Donna Calvert responds that the agency has limitations on those funds. Those funds in personnel cannot be transferred to other things to spend from.

Commissioner Randall Reid-Smith comments that the Department has a new HR person. All the positions are posted, and I am hopeful that within the next two months all the positions will be filled. Director Donna Calvert comments that most of the positions have been vacant since summer. Commissioner Randall Reid-Smith advises that the positions are posted to the Department of Arts website; they are then directed to the personnel register.

Commissioner Beth Hammers asks Commissioner Randall Reid-Smith how many positions do we have vacant? Director Donna Calvert responds that the Library Section has eight vacancies. Commissioner Randall Reid-Smith comments that the Department has twenty-three vacancies.

All are posted except for one as of today. Donna Calvert advised that one of the postings, Librarian II, has closed and the agency received two applicants. Commissioner Debra Sullivan asks how many current employees? Director Donna Calvert answers with fourteen but will be twenty-two once the vacancies are filled.

Commissioner Debra Sullivan comments this is down from years past, but the needs of the agency are different. Director Donna Calvert responds that the agency had a lot of clerical jobs in the past. Over the years those positions have been upgraded to librarians or library assistants. Debra Sullivan asks if there is any relief for current employees who have picked up additional jobs or functions from vacated positions? Commissioner Randall Reid-Smith responds stating that the agency has personnel rules that must be followed.

Director Donna Calvert responds that the position of Library Administrative Services Director was reinstated. The job description for the position now requires a financial background.

Commissioner Debra Sullivan asks if it would be possible to add a column to the report that would show the percentage of money left to spend or percentage of how much of the budget has been expended. Commissioner Randall Reid-Smith comments that the agency had a system called PEARL that showed percentages but the wvOASIS system does not provide percentages. Chair Charlie Morris asks if anyone else has further questions. No further comments or questions.

Purchasing Card Report (P-Card):

Chair Charlie Morris comments that to be honest from the outside looking in it is hard to understand what we got. He understands that the report states the agency spent \$10.00 for this and \$12.00 for that but to agree to approve it, I'm doing something that I don't fully understand. Commissioner Debra Sullivan agrees and states that it is informative on a very granular level. Commissioner Randall Reid-Smith asks Tandra English if she is up to date on her reports. Tandra English responds yes; she is up to date and no deadlines were missed. Tandra English comments that her reconciliation was received today. Commissioner Randall Reid-Smith asks the other commissioners if anything sticks out to them about it. Chair Charlie Morris says nothing sticks out to him. No other responses. Commissioner Randall Reid-Smith makes a motion to accept the reports. Commissioner Debra Sullivan seconds the motion. No objections. Motion carries. Purchasing Card reports approved.

Library Section Director Report: Presented by Donna Calvert

Thanks to Cal Calango, our new HR person in the administrative office of Arts, Culture and History all our positions have been posted. This morning I got an email saying that one of the librarian II positions had a register but there were only two applicants. The agency also has a digital access librarian and youth services librarian posted and two library assistant positions are posted. There will be more postings in that the Director of Special Services has not been posted yet as well as an Office Assistant II in Special Services.

The librarians know I have been texting them on our final reports on the ARPA Grant. The American Rescue Protection Act Grant from Federal money, and that is ending, but going on with our regular LSTA Grant money and filing grants. With the federal money we pay for the maintenance of the automation systems out in the field and we're going to keep doing those kinds of things and filing the proper information.

Director Donna Calvert gives an update on switches and routers. We are still awaiting delivery of the forty-eight port switches and working with WVOT on scheduling install. The WV Office of Technology brought to our attention something that was not anticipated, but acted upon, and that was the need for updated cabling in the libraries. Most of the cabling is not to code or able to handle higher internet speeds. The purchase order for new cabling is done and awaiting delivery. It will be housed here at the Culture Center until it is ready to be installed. The routers and switches need the new cabling to make use of their broadband capabilities.

The last of our ARPA grant money will be drawn down and used for cable installation costs. Director Donna Calvert addresses a previous concern of Commissioner Debra Sullivan's by commenting that the installation should not increase our cost because it will be covered with our federal money as it is being determined. So next year will be another \$300,000 other than maybe we will be paying that with special grant money.

Director Donna Calvert comments on Family Read week and the 2022 Annual Report and Statistical Report. Commissioner Randall Reid-Smith advised that the Annual report went out to all members of the Finance Committee and to all new thirty-nine legislators. Also went to the Senate President and to the House Speaker and their leadership. Commissioner Debra Sullivan asks how the data was compiled and gathered. Director Donna Calvert responds that the data comes from the Bibliostat Database that is then collected by Susan Bailey, our State Data Coordinator. Commissioner Debra Sullivan comments that the report is comprehensive and is glad to hear it went to the legislature. The vocabulary in the report will aid them in understanding their districts' individual systems and branches.

Commissioner Debra Sullivan thanks Director Donna Calvert for providing a background for the Greenbrier County library Deep Freeze project and how they were chosen. However, it does bring up an equity issue. Looking ahead, I'm assuming the agency is going to get the two million dollars. Commissioner Randall Reid-Smith comments that when he and Charlie Morris went to the library's association conference, Charlie's big thing was there is no them and us, it's all of us. When I met with the Association and their legislative group, I told them what we've done with the art section, how we've been successful, and it was a great conversation. The issue was that it did not get presented by September 2022 when it needed to be at the Governor's office. I want to start now to try and get it on a supplemental budget.

Commissioner Debra Sullivan comments that going beyond that, I know there will be a mechanism in place so that it's equal opportunity. I'm assuming that one day the facility money will be awarded. Commissioner Randall Reid-Smith explains that the facility fund was passed in 2016 and has been unfunded since. It is set to work off a 50/50 match. The challenge will be getting the match met. Who is going to supply the match? Legislature wants to know this. Donna goes back to Debra's comment on equity and accessibility. Donna says that if we get the funding that is something the agency will have to debate. Create the criteria, a window period for application. To be fair on the issue with Greenbrier County and DEEP FREEZE. Director Ann Farr had money that she was willing to use to purchase this software for her Service Center. Ann paid for this with her own funds from grants that she had received. Commissioner Randall Reid-Smith says the legislature asked about the agency's ARPA funds yesterday in the Finance hearing, asking if we could use some of those funds for the buildings. Director Donna Calvert says we can't, it's gone. Commissioner Randall Reid-Smith says here's the thing about the cabling project. We had to get our funds approved. Everybody worked together to get the funds approved to do this cabling project. Director Donna Calvert advised that the cost of cabling with installation was \$449,751.00 with \$410,797.00 of that in cabling. Commissioner Debra Sullivan asks Director Donna Calvert about the allotment of ARPA. Donna responds that it was over a two-year period from April 8, 2021, through December 13, 2022. Chair Charlie Morris closes the report and thanks Director Donna Calvert for her work.

Unfinished Business: Commissioner Randall Reid-Smith gives an update on the Governor's school for Literacy that starts June 25, 2023.

New Business: Chair Charlie Morris introduces the approval of the 2023 Commission Meeting Calendar. Commissioner Randall Reid-Smith makes a motion to accept. Commissioner Debra Sullivan seconds the motion. None oppose. Motion carries. 2023 Calendar approved.

Announcements: Library Day at the Legislature - Feb. 13, 2023

Adjournment: 11:35am

Respectfully submitted,

Library Section Director, Donna Calvert

WWLC Chair, Charlie Morris