

West Virginia
Library Commission

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Donna B. Calvert, Library Section Director

A regular meeting of the West Virginia Library Commission was held on Wednesday, July 24, 2024, at 10:00am at The Chuck Mathena Center in Princeton, WV.

Quorum Call:

Present: Chair Charlie Morris, Vice Chair Beth Hammers, Commissioner Randall Reid-Smith, Commissioner Carrie Abraham.

Present via ZOOM: Commissioner Adam Gissy, Commissioner Chris Rockenstein.

Absentee: Commissioner Debra Sullivan.

Call to Order:

Chair Morris called the meeting to order. A quorum being present, the meeting was called to order at 10:05am.

Approval of April 24, 2024, Meeting Minutes:

Chair Charlie Morris asked for a motion to approve the minutes and dispense with their reading. Commissioner Randall Reid Smith motions. Vice Chair Beth Hammers seconds. None oppose. All in favor. No further discussion. Minutes approved.

Public Comments:

Breana Bowen, Director of Cabell County Public Library, expressed gratitude for the Commission's help with their levy and for the \$8,500 grant that all the libraries received.

Financial Report:

Presented by Brent Epling, Library Section Administrative Services Director

Brent Epling's report included the budget vs. actual financial report and the state purchasing card reports for the Library Section ending June 30, 2024.

At the end of the fiscal year 2024, the Library Section had not spent \$531,382.94 from its General Fund (0296) appropriation and had not spent \$83,514.31 from its Lottery Fund (3559) appropriation. The remainder from these two funds is returned to the State's unappropriated balances upon the end of the fiscal year.

Most of the funds (\$438,343.45 or 82.49%) returned are from lines relating to personnel (e.g., Personal Services and Employee Benefits, Salaries, and Benefits), which can be attributed to long-term vacancies in all divisions. These funds cannot be used for non-personnel related expenses.

The Section decided to modify the Fiscal Year 2024 Grants-in-Aid to send all 96 library applicants an additional \$8,500 for a total of \$816,000, which has contributed to the large amount in the Encumbered column in fund 3559. This was intended as a one-time increase to ensure that the funds were expended before the end of the fiscal year. We anticipate spending more money in FY2025 on library print materials since we are currently pursuing bids for new contracts. We also anticipate higher network services expenditures in upcoming years.

Chair Morris asked for a motion to approve; Commissioner Randall Reid-Smith moved to accept the report, and Commissioner Carrie Abraham seconded. The motion carried. Financial Report approved.

Purchasing Card Report:

The agency's Purchasing Card report has been reconciled and presented for approval. Chair Charlie Morris asked for a motion to approve; Commissioner Randall Reid-Smith moved to accept the report, and Commissioner Adam Gissy seconded. All in favor. The motion carried. Purchasing Card Report approved.

Brent Epling added that the only change in our appropriations for fiscal year 2025 – which started at the beginning of this month – versus fiscal year 2024 are small increases in our personnel services lines to account for the State employee pay raise; but other than that, our totals are identical to fiscal year 2024.

Director's Report:

Presented by Donna Calvert, Library Section Director

- Announced that since the section's Children's Librarian position has been vacant for two years, Danielle Ice-Davis, Director of Paden City Public Library has agreed to represent the West Virginia Library Commission at the annual Collaborative Summer Library Program Conference.
- Gave an update on the WVLC collection weeding project. The collection now contains 180,650 items. Some of the weeded materials were donated to local libraries and the remainder was given to a recycling service since state surplus would not take any.
- Update on staff changes. Tammy Naylor was promoted from Library Services Technician to Reference Library Assistant. Teresa Matheny moved to the Library Services Technician in Blind and Print Disabled. Special Services has two new hires, Alexis Hoffman as an OA2 and Kyle Seifert as Library Assistant. Our Digital Access Librarian, Amanda Proper resigned at the end of May to pursue an educational opportunity. The Digital Access Librarian duties have been divided out amongst staff members Derek Faux, Sarah Marzouk, and Tammy Naylor. The State Data Coordinator position is still open, and Melissa Brown, in her generosity, was working on it to get us through until we could hire someone. We have posted the position twice, no one has applied nationally or statewide so at this point Melissa is training Monica Keeney is going to be working as our State Data Coordinator along with her other duties. The agency will be posting for our Librarian II positions.
- Announced that the One Book, One West Virginia titles are *Following the Silence* by West Virginia Poet Laureate Marc Harshman and *Fallingwater: The Building of Frank Lloyd Wright's Masterpiece* by Marc Harshman and West Virginia author Anna Egan Smucker. Donna Calvert and Sarah Marzouk will attend the National Book Festival in August and will promote both titles.
- Announced that the Library Section will have a booth at the West Virginia Book Festival and will distribute copies of the Shepherd University Foundation's annual anthology of the work of Appalachian writers. We've already sent two copies to the anthology to all the libraries in the state.
- Gave an update on the Facility Improvement Grants. Funded two phases of applications. Asks the libraries to send before and after pictures. Chair Charlie Morris thanks the libraries for their efforts in writing their applications.

Unfinished Business:

None

New Business:


Presented by Josh Tinnell, the WV Office of Technology (WVOT), who gave an update on cabling.

- Josh Tinnell and James Bowels recently did a walk-through on Building 9.
- WVOT wrote a 57-page document of cabling requirements that third-party vendors will need to follow. Libraries will attach their own individualized statements of work to the main document and give the entire file to third-party vendors during the bidding process.
- Clarksburg Harrison County Public Library is still slated for cabling in November. Josh is presuming that his office should proceed with that plan but brought up the possibility that the Clarksburg project could be done by a third-party vendor.
- Library Section ASA1, Monica Keeney said the new Mason City location is still on wi-fi and asked if a technician could complete a temporary cable fix instead of a full cable project. Josh Tinnell said he would pass her question along to the WVOT.
- Library Section ASA1, Monica Keeney states that the Brooke County Public Library has been having an issue with the Help Desk, and Josh asked if there has been any improvement lately. ASA1, Monica Keeney said the library has experienced a power outage recently. Josh Tinnell checked and said there are no new incidents opened, so he is going to presume the issue has been resolved. Commissioner Beth Hammers said she had heard libraries were experiencing delays in response time. Josh Tinnell said there are standard response times based upon the severity of the problem. Josh asked for specific examples, dates of incidents, and when response time was delayed. Commissioner Carrie Abraham asked if the WVOT analyzes the response times data. Josh Tinnell said he thinks they are meeting their deadlines, but they are not exceeding the deadlines and asked for specific examples of incidents.
- Commissioner Carrie Abraham asked if the delayed response time has something to do with the RFP and could the WVOT provide access directly to their provider. Josh Tinnell said no because of E-Rate. Josh Tinnell said there are specific processes that must be followed. The E-Rate specialist has said there have been misses in the current state data transport contract, but the WVOT is working to make sure they don't happen again. Josh Tinnell stressed that the WVOT will be hiring more employees, but there is no problem with the regional technicians' ability to provide support.

Announcements:

Commissioner Randall Reid-Smith reported he received two requests for supplementals into the Governor's Office for the next special session. He requested \$292,212.00 which was the disparity between the increase in population and the decrease in population from the last decade. He also requested \$2 million instead of \$1 million for the Library Facilities Grant.

Commissioner Randall Reid-Smith reported the Arts Section will present Library Facilities Grant training sessions at both the West Virginia Library Association meeting and the Community and Arts Conference. Originally the Library Facilities Grant was part of the Arts Section Cultural Facilities Grant. It shrank from a 30-page grant to something more manageable, and now the Cultural Facilities Grant is going to be slimmed down in a similar fashion to the Library Facilities Grant.



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Director Breana Bowen of Cabell County Public Library said that Mason City Library moved into a new branch library, and as of last week, they did not have network access. She asked that this project take top priority for the WVOT. Josh Tinnell said it was his understanding that they had a cradle point setup providing some wi-fi at the new facility, but he does not have the details. He will check on it when he gets back to Charleston.

Commissioner Randall Reid-Smith asked Breana Bowen how we can sign up to present the Library Facilities Grant session at the WVLA Conference. Breana Bowen replied that Megan Tarbett will be posting a call for proposals soon. Megan Tarbett replied that the request for proposals has been out for a while, but she will send the link again and put it in the Chat messages. Megan Tarbett said they should have a first draft of sessions in early August.

Commissioners discuss where the next meeting will be held. It is scheduled for Wednesday, October 23rd. The Commissioners decided to hold the meeting in Weston, WV. Lodging at the Stonewall Resort and visit the Library in Weston. Chair Charlie Morris discusses having the meetings on the road to cover different geographic areas and library needs.

Commissioner Reid-Smith announced he, Director Donna Calvert, and Director Sam Calvert discussed developing a plan to fill the positions that the Governor's Office approved to hire back at the Library Section.

Adjournment:

Vice Chair Beth Hammers motions to adjourn. Meeting adjourned at 11:17 p.m.

WVLC Chair, Charlie Morris

Library Section Director, Donna Calvert