



A regular meeting of the West Virginia Library Commission was held on Wednesday, September 28, 2022, at 10:00am in the David R. Childers Conference Room located at 1900 Kanawha Blvd. E. Charleston, WV 25305. Due to technical difficulties in the Childers Conference Room the meeting was moved to Commissioner Randall Reid-Smith's office located on the second floor of the Cultural Center.

Commissioners in attendance: Commissioner Randall Reid-Smith and Commissioner Charlie Morris.

Commissioners on ZOOM: Carrie Abraham, Chris Rockenstein, Robbie Skinner, Debra Sullivan, Carrie Abraham, and Beth Buffy Hammers.

Call to Order:

Commissioner Debra Sullivan advises she no longer wants to be Chair and asks that the meeting be led by Commissioner Charlie Morris.

Commissioner Charlie Morris motions to call the meeting to order. A quorum being present, the meeting was called to order at 10:13am.

Approval of 7/22/22 Minutes:

Commissioner Beth Hammers motions to approve the minutes from 7/22/22. Commissioner Randal Reid-Smith seconds the motion and suggests dispensing with their reading. Both motions accepted. All in favor. No opposition. Minutes are approved as presented.

Public Comment: Commissioner Charlie Morris asks for public comments. No public comments were presented.

Financial Report: Presented by Donna Calvert, Library Section Director

Included in the meeting packet is the Budget versus Actual and Purchasing Card Reports for the WV Library Commission ending September 21, 2022. End of Fiscal Year 2022: The agency spent a total of \$14,951,733.72 for the state fiscal year 2022. It is returning \$283,761.88 from the General Fund (0296) and \$122,316.25 from the Lottery Fund (3559).

The bulk of the funds being returned are from the personal services and employee benefits lines of the budget. This is from positions being vacant for several months.

The budget for fiscal year 2023 saw an increase in the general revenue section for the across-the-board state employee pay raise. The other sections remained the same as the 2022 fiscal year. The top-level break-down follows: **General Revenue:** Personal Services and Employee Benefits - \$1,119,022; Salary and Benefits of Executive Secretary - \$112,000; Current Expenses - \$139,624; Repairs and Alterations - \$6,500; Services to the Blind and Handicapped - \$161,717; BRIM Premium - \$18,205. **Lottery Revenue:** Books and Films (State Library Services) - \$360,784; Services to Libraries (for Service Center Grants) - \$550,000; Grants to Public Libraries (Grants-In-Aid (GIA)) - \$9,439,571; Digital Resources (For K12 access to WV Infodepot) - \$219,992; Infomine Network



(Digital Access Services) - \$943,353. **Federal Revenue:** Personal Services and Employee Benefits - \$353,396; Current Expenses (Includes Grants) - \$1,076,162; Equipment (Internet and Connection Services) - \$543,406; American Rescue Plan Act (ARPA) - \$2,388,880.

The Agency distributed first quarter Grants-In-Aid (GIA) and Service Center grants to the libraries. The first quarter disbursements did take longer this year due implementing new grant software, mandated by the Governor's Office. Other issues were with the public libraries not keeping their IRS, tax documents, and names current in the wvOASIS system. Once the non-current libraries provided their updated information payments were processed.

Commissioner Charlie Morris asks for a motion to approve the Financial Report. Commissioner Robbie Skinner motions for approval. Commissioner Carrie Abraham seconds the motion. No further discussion. All in Favor. None oppose. Motion carries. Financial Report approved as presented.

Commissioner Charlie Morris asks for a motion to approve the Purchasing Card reports. Commissioner Randall Reid-Smith makes a motion. Commissioner Beth Buffy Hammers seconds the motion. No further discussion. All in favor. None oppose. Motion carries. Purchasing Card reports approved as presented.

Directors Report: Presented by Director Donna Calvert and Commissioner Randall Reid-Smith:

The WV Office of Technology Survey:

Commissioner Randall Reid-Smith begins with the WV Office of Technology Library Technology Survey Report. Commissioner Beth Buffy Hammers asks if five is good and one is not so good on the survey scale. Commissioner Randall Reid-Smith advises that is correct. Commissioner Debra Sullivan asks Commissioner Randall Reid-Smith how many libraries received the survey. Director of Administration Sam Calvert answers that one hundred or a third of libraries were invited to participate in the survey and he obtained the list of participants from Director of Library and Development Services Heather Campbell-Shock.

Commissioner Debra Sullivan comments that the WV Office of Technology has been an ongoing issue for libraries, but she is glad for the thirty-four who did respond. It seems they took it seriously. Their responses and comments were well thought out and well stated.

Commissioner Charlie Morris advised that the Commission would review the responses received and for those that did not respond, the Commission may need to go back and consider something that wasn't caught and if it has substance, deal with it.

Commissioner Randall Reid-Smith advised that he sent this survey to the Cabinet Secretary as well as the Director of the WV Office of Technology for feedback. Commissioner Debra Sullivan asks what the next steps will be. Commissioner Randall Reid-Smith responds that he wants to bring the survey to the WVLA conference at Canaan and keep gathering responses.



Commissioner Beth Buffy Hammers asks Commissioner Randall Reid-Smith to summarize that by sending this survey to the Cabinet Secretary and the WV Office of Technology we are hoping to get their feedback on what actions we need to take and assist in improving the results.

Commissioner Randall Reid-Smith responds and adds that the WV Office of Technology did a survey on themselves, but our goal was to ask the libraries how they felt about them. Commissioner Randall Reid-Smith used the example of follow up appointment dates not being addressed. Commissioner Randall Reid-Smith comments that this is a fluid process, but if there is a concern, then we want it taken care of.

Commissioner Beth Buffy Hammers comments that the way of the future is to mesh the IT world and Library world together and to do that we need to have strong infrastructure in place to support the libraries.

Commissioner Debra Sullivan asks Commissioner Randall Reid-Smith for a copy of the WV Office of Technology's self-survey. Commissioner Randall Reid-Smith will send it to all Commissioners. They would like to compare the results of each survey.

Literacy Academy

Commissioner Randall Reid-Smith announces the WV Department of Education, and the WV Library Commission will work in collaboration to host the new Literacy Academy. The Academy will begin June 26, 2023. It will be a five-day camp at the University of Charleston. Two seventh and eighth grade students from each county will be chosen to participate. The Academy will concentrate on literacy, storytelling, creative writing, and elocution.

Update on Switches, (Wi-Fi Units) Routers, Cabling:

Director Donna Calvert provides an update on the purchase of new (Wi-Fi Unit) routers and switches that will be distributed to our libraries. Through Federal Grant money and Federal monies, we have been able to make these purchases.

Director Donna Calvert comments on the re-cabling project with the WV Office of Technology and the Digital Equality Act. Director Heather Campbell-Shock has been working with Derek Zelkowski, Project Coordinator from the Office of Broadband within The WV Department of Economic Development.

Using grant funds from the WV Digital Equity Plan, the WV Library Commission will work with the WV Office of Technology to install new cabling at the libraries. The re-cabling needs to be completed for the switches and routers to work efficiently and to their full potential.

Weekly meetings, and then there are monthly meetings, each State, thanks to the Digital Equality Act passing in November, Federal act. Each State is setting up an office like the one here in West Virginia.

Director Donna Calvert advised the WV Library Commission is working with libraries on a wish list. If we could have it all, this is what we would want. That would be to get every public library re-cabled and up



to speed, so that, both staff and patrons can work to the best of their ability. So that's all going on in the background on the WVOT issues.

Commissioner Debra Sullivan asks Director Donna Calvert if she has any responses from the libraries and which of them are most at need.

Director Donna Calvert advised that Director Heather Campbell-Shock had sent out a very extensive survey to the libraries regarding this. Heather is evaluating their responses and trying to make it into a more readable format. These responses will be used to help compile the wish list.

Update on Personnel:

Director Donna Calvert comments that the Library Section currently has seventeen staff members and six vacancies, that the Commissioner has been very good about getting us approved to be posted. We are in the interview process for two Librarian Assistants in the Library Section. Director Donna Calvert and Director Heather Campbell-Shock have held interviews for those positions and had four good candidates.

Director Donna Calvert announced the resignation of Lisa Hechesky our Youth Services Librarian. This position is now open, and we will be posting it soon. Our Digital Resource Librarian position remains vacant, the position is posted, we have had one interview and will probably invite that candidate for a second interview.

We have quite a lot of empty positions we are moving on but the good news part of it is that since we are so shorthanded, staff are sharing and retraining and crossing into other sections while working to fulfill those vacant job duties as needed.

Director Donna Calvert comments on the reorganization taking place within the building as far as space is concerned. Started with the Special Services collection. The collection is Duplication on Demand now using a Gutenberg system that is a black box instead of 5,000 square feet. This provides an opportunity to open that space up for other purposes. The Commissioner has put brand new shelving on the fourth floor, and we are in the process of moving the third-floor collection to the fourth floor.

ANNOUNCEMENTS:

Family Read Week: Dates are set for November 13th through 20th. Department of Arts, Culture and History staff member Paul Neal, along with input from Library Section staff, is working on the poster. It is in the final stages of approval will be in the mail soon.

2022 Annual Statistical Report: Director Donna Calvert advises that the Library Section staff have begun working on the annual reports from BiblioStat. They are reviewing and preparing the reports for distribution.



Director Donna Calvert comments on the WVLA conference at Canaan taking place next week. October 5th through 7th. The WV Library Commission staff will be presenting at the conference. Director Heather Campbell-Shock will be presenting on Library Financial Policies.

Commissioner Randall Reid-Smith comments that the Department of Arts, Culture and History currently has seventeen vacancies. Commissioner Randall Reid-Smith advised of his efforts to prioritize Director Donna Calvert's new office cabling ticket with the WV Office of Technology. Commissioner Randall Reid-Smith comments on his Archives staff helping setup the new fourth floor shelving system.

Commissioner Randall Reid-Smith comments on Family Read Week advising that the Board of Education will encourage its members to participate by going out and reading at schools. The Cabinet Secretary will encourage all Cabinet members to participate. The Governor and First Lady will be participating as well.

Update on Grants-In-Aid supplemental money:

Commissioner Randall Reid-Smith advised that from the Governor's office we still have the surplus supplementals. The Governor has approved \$292,212.00. This would be the make-up of the haves and have-nots as far as the population on the Grants-In-Aid. The Governor has also approved one million dollars to go into Library Facilities, but we are waiting on that to get in front of the Legislators for approval. Also, The Department of Arts, Culture, and History has a budget hearing tomorrow, and they will be asking for that \$292,212.00 to be put in the budget permanently to bump up Grants-In Aid so the libraries that were getting less money because of the formula. Hopeful to use the last ten years instead of the new lower amount.

Commissioner Debra Sullivan comments that she is happy to hear the update of financial information and wishes good luck for the budget meeting.

Commissioner Randall Reid-Smith advised that his argument is that just because the population decreased doesn't mean the services at the library decreased. If anything, it increases. This is an investment in the community and our Grants-In-Aid program needs funded at the highest level.

Commissioner Debra Sullivan advises that Breanna Bowen from Cabell County Public Library is offering staffing assistance from the WV Library Association while vacancies are being filled.

Commissioner Randall Reid-Smith comments that Director Donna Calvert reached out to some retired librarians for help. Director Donna Calvert advised that two Librarians have signed contracts with the Library Section and will begin working soon.



Unfinished Business:

Commissioner Charlie Morris asks for any unfinished business to be presented. No Unfinished Business.

New Business:

Election of Chair: Commissioner Debra Sullivan motions to nominate Commissioner Charlie Morris. Commissioner Randall Reid-Smith seconds the motion. No other nominations are presented. Commissioner Charlie Morris asks for a motion to close nominations. Commissioner Randall Reid-Smith motions. Commissioner Debra Sullivan seconds the motion. All in favor. None oppose. Nomination approved. Commissioner Charlie Morris is elected Chair.

Election of Vice Chair: Chair Charlie Morris asks for a motion to nominate a Vice Chair. Commissioner Debra Sullivan nominates Commissioner Beth Buffy Hammers. Commissioner Randall Reid-Smith seconds the motion. No other nominations are presented. All in favor. None oppose. Nomination approved. Commissioner Beth Buffy Hammers is elected Vice Chair.

Announcements:

Chair Charlie Morris advised of Legislation Library Day on February 13, 2023. Chair Charlie Morris asks if topics have already been chosen for discussion. Director Donna Calvert advised that the topics will be discussed at the WVLA Conference at Canaan next week.

Adjournment:

Meeting adjourned at 10:55am.

Respectfully Submitted,

Library Section Director, Donna Calvert

WV Library Commission Chair, Charlie Morris