

West Virginia Library Commission

February 5, 2018

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 3:30 pm on Monday, February 5, 2018. Members present were Betty Gunnoe, Deborah Sullivan, Katy White, Sean Duffy and Dennis Taylor. Commissioner Charles Julian joined the meeting by phone. Also present were Karen Goff, Secretary and WVLC Chief Financial Officer Jennifer Johnson.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – November 17, 2017
3. Public Comments
4. Financial Report – Jennifer Johnson
5. Secretary's Report – Karen Goff
6. Old Business
7. New Business
8. Announcements
9. Adjourn

Call to Order

Chairman Gunnoe called the meeting to order at 3:30 pm.

Approval of Minutes

Commissioner Taylor moved to approve the minutes of the November 17, 2017 meeting. Commissioner Sullivan seconded. The motion was approved.

Public Comments

There were no public comments.

Financial Report

Ms. Johnson reported the WVLC is on track for FY18. She stated the Lottery Education fund reflects 3rd quarter payments. She also said GIA stands at 74% due to MOE and Match withholdings.

Ms. Johnson pointed out a budget comparison between FY2019 and FY2018 is included in the packet provided to the Commissioners. She mentioned that General Revenue will increase by 0.67% overall, primarily due to \$6,882 in annual increment in the Personnel Services line. She added that current expenses increased by \$1,950 or 1.42%, and that the BRIM Premium increased by \$1,471 or 8.79% to cover the BRIM premium for the upcoming year. She also noted the Lottery Education Fund will increase by 0.05% again to cover annual increment for the Network Services staff.

Commissioner Taylor referred to the Legislature's recent action to increase the annual increment by 1%, when he asked if it was included in the budget. Ms. Johnson responded that the 1% raise is not currently included in the commission spending plan.

Commissioner Sullivan asked how the commission's annual increment compares to teachers. Ms. Johnson responded that the annual increment for commission employees is based on years of service times sixty dollars and is not a flat rate for everyone. Commissioner Sullivan also asked if the budget covers vacant positions, and Ms. Johnson confirmed that these positions are built into the budget, so money will be there for new employees.

Commissioner Taylor mentioned the last raise was in 2007 when it was built into the budget. Next, Commissioner Julian asked if the increment was for total years of service for the state, and not only for the WVLC. Ms. Johnson confirmed that this was correct.

Ms. Johnson then brought the P-Card reports for October through December 2017 to the Commission's attention for approval. Commissioner Julian moved that the report be filed for audit, including confirmation of the P-Card register. Commissioner White seconded, and the motion was approved.

Secretary's Report

Secretary Goff began her report by welcoming Commissioner Sean Duffy to his first meeting.

Next, the Secretary began a discussion on the 2019 Budget. Secretary Goff said the Agency's Senate Finance Committee presentation on January 29th went very well. Ms. Johnson presented the information, due to Secretary Goff being ill that day. She added that the House Finance Presentation is scheduled for Wednesday January 31st.

The Secretary went on to discuss HB 4006, which disassembles the Office of the Secretary of Education and the Arts. It has been approved by the House and is now in the Senate Education Committee. Secretary Goff reported the current version of the bill leaves WVLC as an independent agency.

Secretary Goff next discussed HB 2792, which requires the WVLC to assess state libraries. The Secretary said the report is close to completion, but due to weather and illness it will not be ready by the posting date of January 31st. The report is expected to be completed by the end of February.

Secretary Goff said the report has uncovered several significant issues, including the status of technology in state libraries. The report shows 1,400 computers available statewide

for both the staff and the public, and only 250 of these are less than five years old. She said there is a critical need to upgrade the more than 1,100 aging computers in state libraries.

The Secretary said the study also deals with the age and condition of library buildings in the state. The report ranks libraries in terms of their overall condition: new, good, fair, poor, and critical. In the study, libraries rated critical were judged to need replacement or renovation within 3 years, those rated poor within 5 years, and those ranked fair within 10 years. The report also provides cost estimates for renovations and replacement, totaling over 56 million dollars.

She said the legislation that created HB 2792 also asked for an evaluation of library collections. In organizing the study, the Secretary said she included information on how much libraries spend annually on their collection. She said the median is about 11% of library budgets - with half a dozen libraries spending more than 20%. Some libraries spend nothing on their collection.

The Secretary next reported on the status of Federal Funding for libraries in the wake of the recent federal shutdown. She said Ms. Johnson had drawn down enough funds to cover Federal payroll for commission employees.

Commissioner Sullivan asked if LSTA could provide assistance in upgrading outdated library computers. Secretary Goff responded that LSTA has been focused on initiatives to enhance bandwidth rather than upgrade computer hardware. Commissioner Sullivan suggested contacting Dave Stewart of the State Department of Education, who rebuilds and upgrades computers. Secretary Goff said she would research that possibility.

Next, Secretary Goff covered library issues and projects. The secretary reported that Alan Engelbert, the director of the Kanawha County Public Library, announced his retirement, as did Lincoln County Director Margaret Smith. The Secretary added that director positions in Boone and Fayette remain open.

The Secretary began a discussion on compliance issues. She said a letter had been sent in December to libraries who were out of compliance with Match or MOE, or both. Since then, she said most of the issues had been resolved. The Secretary said she granted a waiver to 15 libraries.

She added that the commission caps Maintenance of Effort penalties at 5%, instead of invoking complete penalties. Partial waivers were granted to Nicholas County libraries, the Paw Paw Public Library, and the Morgan County Library. Compliance withholdings totaled \$154,360.

Commissioner Taylor began a discussion on what steps could be taken to aid libraries that struggle with budgeting. More Service Center involvement, budget templates, improved functionality of the Bibliostat report, and budget webinars were suggested as potential solutions to the problem.

On Agency issues and activities, Secretary Goff announced Cris Spradling is stepping into the role of Director of Network Services. She said she has asked him to examine the open positions in Network Services, including the one he is vacating and two tech vacancies, to see how he can effectly fill them or reassign duties. This would allow pay raises for some

techs. She said she would also like him to review job tickets and the kinds of jobs being assigned to his techs.

Secretary Goff said there are two vacant positions in Library and Development Services. Director Heather Campbell-Shock is looking into possibly filling one or two of those consulting positions, which are paid out of Federal Funds.

Secretary Goff announced Chairman Gunnoe would present the new WVLC Library Champion and the Librarian of the Year Awards at a presentation on February 5th. She said Paula Kirby, the director of the Monroe County Public Library, will be presented the Librarian of the Year Award. Also, three Library Champions will be awarded – Jeff Pyle, a trustee at the Keyser-Mineral County Public Library; Mina Goodrich, a longtime supporter and volunteer at Shepherdstown Public Library; and Jim Morgan, a former Cabell County legislator and a champion for library legislation and public service.

Secretary Goff also announced a visit from Dr. Carla Hayden, U.S. Librarian of Congress, on February 22nd. She is the first female and first African American Librarian of Congress, as well as the first professional librarian to hold the position in over 60 years. Secretary Goff said her visit is being coordinated by Senator Shelley Moore Capito, and that Ms. Hayden will be speaking on the 21st at an event in Huntington at the Carter G. Woodson Lyceum at Marshall University for Black History Month. On the 22nd, she will travel to Mary C. Snow Elementary School in Charleston, after which she will visit the KCPL to drop off books from the Library of Congress "Excess Book Program". She will then stop by the WVLC at 12:30 pm.

After the Secretary asked for questions, Commissioner Taylor referred to the WVLC Library Assessment Study and suggested getting it on the agenda of the Education Sub Committee to place the report's information directly in front of legislators. He said committee members could become champions for making upgrades to libraries, especially allocating dollars to replace aging computers.

Commissioner Sullivan began a discussion about public/school library collaborations, how they are staffed, and how common they are. Secretary Goff and Chairman Gunnoe, discussed the pros and cons of public libraries sharing space with school libraries, such as being done at Riverside PL, Musselman PL, and the Dora B. Woodyard PL.

Commissioner Julian asked about HB 4006 and how the reorganization may affect the Commission. Secretary Goff responded it would have no effect on the makeup of the Commission. Commissioner Julian also suggested adding an article to the Library Lookout newsletter about the WVU Libraries' free interlibrary loan services for public libraries.

Old Business

None.

New Business

None

Next Meeting

Chairman Gunnoe announced the next meeting will be held at 10:00 am, Friday, April 27th, 2018 at WVLC offices. Chairman Gunnoe requested to change the August meeting from August 3rd to August 10th. The request was approved.

Adjourn

Commissioner Taylor moved to adjourn the meeting, Commissioner White seconded, and the motion was approved.

Respectfully Submitted,

Karen Goff, Secretary

Betty Gunnoe, Chairman