

## **West Virginia Library Commission**

**August 19, 2016**

The West Virginia Library Commission met at Library Commission Headquarters in Charleston, West Virginia, at 10:00 AM on Friday, August 19, 2016. Members present were Betty Gunnoe, Connie Shumate, Charles Julian, Debra Sullivan, Katy White and David Nalker. 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 – May 20, 2016
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 10:00 AM.

### **Approval of Minutes**

Commissioner Julian suggested 5 minor corrections be made to the minutes of the May 20, 2016 meeting, and then moved to approve. Commissioner White seconded. The motion was approved and the minutes were corrected.

### **Public Comments**

There were no public comments.

### **Financial Report**

Ms. Johnson pointed out that the Commission meeting booklets included the final budget report for Fiscal Year 2016, and the July report for Fiscal Year 2017. She also reported that she is currently working on Fiscal Year 2018 appropriation requests, which the Budget Office has instructed to keep at 2017 levels.

Ms. Johnson then pointed the Commissioners to page 11 of the 2016 budget report, which shows the Commission with a net appropriation in the general revenue fund of \$50,094.86. She said that \$44,904 of those dollars are salary and benefits monies remaining from a vacant position in the 18100 Special Services line. She said that that position will not

be filled in 2017, and those funds will be reallocated. The remaining \$5,189.62 are unexpended funds from the 06400 Repairs and Alterations line.

Next, Ms. Johnson directed Commissioners to page 10 of the report, which showed that the Commission expended a total of \$105,956.77 from line 3256 for Grants. The budget office approved a transfer of the remaining funds in the General Revenue Fund 00100 Personnel line to the Current Expenses appropriation. This represents vacant positions that were not filled in 2016. The Commission used those funds to reimburse the Cabell County and Kanawha County libraries for their catalog maintenance, as well as provide \$26,733 in flood relief grants for the Clendenin, Rainelle, Clay County and Richwood public libraries.

For Fiscal Year 17, Commissioners were provided the current budget as appropriated by the Legislature. Ms. Johnson reported that the Commission has an overall decrease in the budget of \$16,667, which is less than 1% from 2016.

She reported that the decrease was reflected in cuts to the General Revenue Fund of \$24,336, including \$33,466 in the 13000 Current Expenses line. These cuts were offset somewhat by increases in the Personnel Lines to cover increment pay for employees. The General Revenue Fund Personnel line increased by \$8,972, the 88400 Infomine line in the Lottery Fund increased by \$7,669, and the Personnel line in the Federal budget was increased by \$4,995.

Ms. Johnson then asked if Commissioners had any questions about the 2017 budget, and Commissioner Julian asked if the majority of the Commission's funding still originates from the Lottery. Ms. Johnson responded yes, the Commission will receive approximately 11 million dollars from the state lottery in 2017.

Commissioner Nalker asked about \$774,223 from fiscal years 2011, 2012 and 2013 listed on the 2017 budget report. Ms. Johnson responded that those are re-appropriated funds from the Community Participation Grant program, which are special grants controlled by the state Legislature. She said the Legislature has not issued any grants for these funds, and they remain in the budget.

Commissioner Julian suggested that this would be a good time for local libraries, damaged by the recent floods, to request relief dollars from these special grant lines. Secretary Goff responded that at least one library, the Rainelle Public Library, has contacted its local delegate about a possible grant.

Ms. Johnson pointed out that the July report includes details on Appropriation lines 18000 and 18200. They reflect the disbursement of the first quarter GIA. Ms. Johnson concluded her presentation by directing Commissioners to the May, June and July P-Card reports in their meeting booklets.

Commissioner Julian commended Ms. Johnson and her staff for a job well done in closing out the 2016 budget year. Chairman Gunnoe entertained a motion to accept the financial report and that the report be filed for audit. Commissioner Julian so moved, Commissioner White seconded, and the motion was approved.

## Secretary's Report

Secretary Goff encouraged the Commissioners to continue asking questions about the financial reports and the budget process. She said if something doesn't make sense, then she and Jennifer welcome the opportunity to explain.

The Secretary provided the Commission with a brief explanation on Bibliostat, an annual survey required of every public library in the state. The Bibliostat Report is one of the requirements for receiving state aid, and provides the information that the Commission staff uses to create the annual statistical report. Libraries are required to file the report within 45 days of the end of the fiscal year.

The Secretary explained that based on the information placed in the Bibliostat data base, the Commission staff will determine Match and MOE compliance. Libraries will be informed of the compliance decision before the beginning of the 3<sup>rd</sup> quarter.

Secretary Goff next discussed the status of the libraries affected by the June flooding, and opened with details on a state-wide fund-raising campaign. In July, Books-A-Million held a fund raising effort for those libraries, and the Secretary announced that the campaign raised \$6,412.95. That money will be placed into the Commission's Flooded Library Account. Commissioner Julian suggested that the West Virginia Library Association consider presenting Books-A-Million the Distinguished Service Award for its Flood Campaign.

Secretary Goff reported that a book return forgiveness policy has been implemented in some of the areas hit by flooding. In Greenbrier County, patrons who lost loaned books in the floods will still be allowed to check out new books, despite not being able to return previously checked out books.

Secretary Goff announced a new initiative called Saving Our Stories, which is being spearheaded by Commissioner Sullivan. The project allows residents affected by the flooding to share their stories and for the Library Commission to collect and preserve them. Commissioner Sullivan will interview and digitally record residents, allowing the Commission to compile and store the recordings.

The Secretary also announced that the flooding will be featured in the September edition of *Libraries Today*. The TV show will visit the two most heavily damaged libraries in Clendenin and Rainelle. In addition, the Secretary said that the TV Studio produced a video for FEMA and Homeland Security on the flooding that was shared with WV Public Broadcasting at the Governor's request.

Commissioners discussed various fund raising and book raising campaigns from around the country, sparked by the library flood damage. Secretary Goff pointed out that book donation offers have been streaming in, but due to the damage and lack of space, the affected libraries cannot accept book donations at this time. She pointed out that Rainelle has established a Go Fund Me Account which has raised more than \$11,000 in donations.

Secretary Goff updated Commissioners on the critical funding situation of the War Public Library. The library reported local operating income of only \$13,108 in 2016. Although the GIA allotment for War is \$23,556, the inability of the library to comply with the match requirement reduces that significantly. After a lengthy discussion with the Commissioners, Secretary Goff said she will continue to monitor the situation and keep them informed.

Secretary Goff also updated Commissioners on the controversy surrounding the Director of the Martinsburg-Berkeley County Public Library. On August 1<sup>st</sup>, after months of turmoil, the Martinsburg Board terminated the employment of Director Sheridan Montgomery who had been in the position since December 2015. The Secretary announced that the WVLC is assisting in the search for a new director by posting the job on the WVLC website, the ALA job list, and by providing advice to the interim director and library board of trustees.

Heather Campbell, State Library Services Director, spent a week in Martinsburg and reported that the interim director has been meeting with Service Center affiliates in an attempt to rebuild relationships. Meanwhile, the Secretary said the Eastern Library Network consortium automation system is being updated and she is encouraging the consortia to establish a board to make joint decisions concerning the automation system.

Secretary Goff next turned her attention to issues within the agency. She said she is still waiting on the draft report from the state Legislature's Performance Evaluation and Research Division, which appears to be focusing on Network and TV operations. She said the auditors are concerned about how travel reimbursement is tracked and salaries for those two departments. The Secretary said she anticipates seeing a draft of the report prior to the September Legislative Interim meetings.

The audit report sparked a discussion among Commission members about the status of federal dollars and the funding of the Statewide Network. Commissioner Julian pointed out that if those funds are reduced or eliminated, all internet service to libraries on the network would go dark. Secretary Goff responded that the state's Congressional delegation strongly supports internet service to libraries and schools, and she said she keeps the state's Congressional leaders informed on the subject.

Secretary Goff said the state's Federal funding programs require a 5 year plan, and a third party evaluation of the plan is due in March 2017. The WVLC is participating with other state library agencies in the evaluation, which will be conducted by QualityMetrics of Maryland. The evaluation will cost \$20,845 and be paid with federal funds. The Secretary said she recently attended an intrastate networking meeting of the Southern Regional Education Board's Educational Technology Cooperative, and came away with possible ideas for the WVLC's next 5 year plan. The new 5 year plan is due in June 2017.

Secretary Goff next addressed the issue of vacancies on the Commission staff. She said Suzy McGinley, Children's Consultant, will retire in October, leaving only two active positions in Library Development. She said Library Development is responsible for many of the federal programs, and the department is currently in need of a director and 2 consultants. She said the Commission staff is also short a Librarian 2 position in Special Services, a Public Information Specialist, a Library Assistant and a Driver. The Secretary said although the agency is having trouble attracting qualified candidates, the Librarian 2 position in Special Services has been filled, and the new employee will start on October 3<sup>rd</sup>.

In light of advice WVLC consistently gives local library boards, Secretary Goff suggested that the minutes of each Commission meeting be posted on the WVLC web site. After a short discussion, Commissioner Nalker moved that once minutes are approved they

be posted on the web site along with the upcoming agenda. The motion was seconded and unanimously approved.

Secretary Goff pointed out to the Commissioners the WVLA meeting registration form in their meeting booklet. She urged everyone to register and attend the fall meeting.

**Old Business**

None.

**New Business**

None.

**Next Meeting**

Chairman Gunnoe announced the next meeting is scheduled for 10:00 am, Friday, November 18<sup>th</sup>, 2016 at the West Virginia Library Commission.

**Adjourn**

Commissioner Julian moved to adjourn the meeting, Commissioner Nalker seconded the motion, and the motion was approved.

Respectfully Submitted,

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Karen Goff, Secretary

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Betty Gunnoe, Chairman