

A regular meeting of the West Virginia Library Commission was held on Wednesday, January 22, 2025 at 10:00 a.m. at Library Commission Section Office in Charleston, WV.

Quorum Call:

Present: Chair Charlie Morris, Commissioner Debra Sullivan, Commissioner Adam Gissy, Secretary Randall Reid-Smith.

Present via ZOOM: Vice Chair Beth Hammers, Commissioner Carrie Abraham.

On the Phone: Commissioner Chris Rockenstein.

Call to Order:

A quorum being present, Chair Charlie Morris called the meeting to order at 10:00 a.m...

Approval of October 23, 2024, Meeting Minutes: Chair Charlie Morris asked for a motion to approve the minutes and dispense with their reading. Secretary Randall Reid-Smith made the motion and Commissioner Debra Sullivan seconded it. The motion carried. Minutes approved.

Public Comments:

The Director of The Institute of Policy Research and Public Affairs at West Virginia University, Sam Workman had a discussion on how his group can pull together an analysis and study of the challenges of the State Library System. Mr. Workman discussed what his department does and how his department would assemble information that would be beneficial to the Library Commission. Secretary Randall Reid-Smith asked the question: "What does a modern library look like, and what are the challenges"? This question started a discussion, that this process would cover Public Reports, such as stats of the Library, Aspirations of a State Library. SRS asked what a modern library looks like and what the challenges are. Mr. Workman went on to say it is the Funding, Technical, and Innovative Organization. Mr. Workman also went over the stages of this research, which is Stage 1, Analysis, Stat Report of the finances, and personnel and then the trends, stage 2 a survey to the libraries, and then stage 3, which would be interviews with the libraries to review stage one and two. Mr. Workman stated that the final report should be completed mid-April. SRS mentioned his concerns about this, and Commissioner Morris started a discussion on why and what would be done with this information. He suggested a survey to be completed by the libraries and returned to them. Secretary Randall Reid-Smith and Commissioner Sullivan asked questions about the research. Commissioner Morris requested that this research be done, and results be forwarded to the commission. Mr. Workman asked if he could get Beta Testers for the survey, at which multiple libraries volunteered. It was discussed that Mr. Workman would need assistance from the Library Section on receiving reports created by the Library Section, Statistical Report, BlilioStat, PLS, and SLAA.

Financial Report and Purchasing Card Report:

Presented by Monica Keeney for Brent Epling, Library Section Administrative Services Director. Monica Keeney gave an overview of the informative highlights of this report (The full Financial Report was provided to the Commissioners in their packet)

- The report included the Budget vs. Actual Financial Report through December 31, 2024 (the end of Q2).
- Federal spending (fund 8720) tends to be disproportionately high in the first half of the state fiscal year due to large one-time expenditures in those two quarters.

- Our Personal Services and Employee Benefits appropriations (appropriation 00100) across all funds are being expended as expected, and we expect those lines to be funded appropriately by the end of the fiscal year.
- Most of the agency's expenditure on lottery funds (fund 3559) are dedicated to grants-in-aid and service center grants, the third quarter of which were paid out in early January (and is, therefore, not reflected in your packet's financial report). What remains is network services funding, as well as funds for digital resources, books, and films.
- Much of my time in both December and January has been spent fulfilling federal reporting requirements. The Interim Financial Report for the Library Service Technology Act (LSTA), grant issued on October 1, 2024, was due by December 30, 2024, and was completed on time.
- Finally, on January 14, 2025, Governor Morrisey signed Executive Order number 4-25, which orders "a comprehensive review of all current and planned major expenditures within fiscal year 2025—starting on July 1, 2024, and ending on June 30, 2025—for all divisions, agencies, and boards within [each] department" and a "report and account" of all such expenditures above \$100,000 with a justification for each transaction. In the Library Section, these transactions have been limited to:
 - Frontier Communications, which provides broadband for 140 of the state's public libraries (estimated at \$104,846.40 per year with e-rate discounts, or \$864,073.20 per year without the discount)
 - The statewide EBSCO core collection (\$128,943.75 per quarter)
 - TutorWV (\$218,000 per year)
 - The Tumbleweed Press suite, including TumbleBooks, TumbleMath, and TeenBookCloud (\$148,000 per year)
 - Several of our grants-in-aid, as well as the WVLC consortium reimbursement grant.

Commissioner Morris started a discussion regarding how the Executive Orders will affect the current expenses. Commissioner Randall Reid-Smith followed up with discussing how current meetings about how the Library Section would be required to provide documentation on how items over \$100,000.00 are paid and justification for the expense.

Chair Charlie Morris asked for a motion to approve both reports; Randall Reid-Smith made the motion and Commissioner Adam Gissy seconded the motion carried. Financial Report approved.

- The agency's purchasing card report was presented for approval. The report is for second quarter state FY25. October, November, and December.

Chair Charlie Morris asked for a motion to approve both reports; Randall Reid-Smith made the motion and Commissioner Debra Sullivan seconded the motion carried. P-card Reports for both Tandra English and Brent Epling approved.

Director's Report:

Presented by Donna Calvert, Library Section Director

- Working with reports, getting the Institute of Museum and Library Services (IMLS), Report finalized, and thanks to Monica Keeney the FY2024 Stat Report has been completed and available. Secretary Randall Reid-Smith approved the Stat Report that was provided to him.
- Donna Calvert went on to comment that Monica Keeney has been working with Melissa Brown on getting training on all Bibliostat reports. Other reports that the Library Section has been working on are State Library Administrative Agency (SLAA) which is a report that is not required but is voluntary to be completed every two years. These reports are specifically for the State Library Agency. Also, Public Library Survey (PLS) which is a required report on the various surveys and reports for the Federal level and is for Public Libraries. The Last report is American Institute for Research (AIR), which goes through both these reports and makes them into a National Report. Donna Calvert went on to cover the reporting cycle that they are regular and annually, to make sure that we keep track of the statistics, and the funds are used correctly.
- Next Donna Calvert went over how Brent Epling had been working with Secretary Randall Reid-Smith's staff on getting the figures out of Oasis and making sure that the funds were taken out of the proper programs. She went on to discuss some of the issues that she had last year with funding being pulled from different programs that Library Service Technical Act (LSTA) thought they should have been pulled from.
- It was mentioned by Donna Calvert that the 3rd Quarter Grants-In-Aid had been processed by Tandra English.
- At the October West Virginia Library Commission Meeting Donna Calvert shared the information that was submitted for the Annual Report. The information that was submitted was on how many hits to WVReads, and how HOOPLA had escalated in cost, but also in usage. On how the use of Library Cards can be used all over the state. This Cost is much less than print copy. Donna went on to discuss the use of Tutor.com has increased.
- Donna Calvert went over the Library Facilities Grant, and the Final Reports for Phase one were due February 28, 2025 and Phase Two are due May 28, 2025. Donna went on to mention that Roane County Public Library has had some issues with upgrades, and that Martinsburg Public Library is still closed.

Commissioner Charlie Morris started a discussion on if the libraries that received funds for the Facilities Grant, will they have any celebrations for the upgrades? Donna Calvert mentioned that Secretary Randall Reid-Smith went to the Mason City Public Library celebration. We also received a packet from the Gilmer Public Library on the upgrades made there.

- She mentioned that Paul Norko from Buckhannon's Library has been doing the Director Meetings and found some issues with OT
- Donna Calvert went on to discuss that she and Erika Connelly had found an old report that was twenty-five years old, and that they could use this information. It is the same type of information that COSLA hired to give insights up to 2032.
- Donna Calvert went on to discuss the Summer Reading Programs, and how this program will work in conjunction with the Farmers Market Association.

- Lastly Donna Calvert discussed shifting funds from print books to E-books and resources so you can get through these services from your phone or tablets.

Unfinished Business:

- It was requested that Donna Calvert bring the Final Reports to the next Commission Meeting with the updates and any extensions.

- **Office of Technology:**

Patrick Scaggs from the Office of Technology started with he had no updates today and would pass along any issues that are discussed and take them to Donny the CEO of Office of Technology.

Secretary Randall Reid-Smith mentioned that he was going to be having a meeting with Eric Householder about the lack of support from the Office of Technology. He asked that the libraries send emails with their issues to Donna Calvert. Commissioner Charles Morris asked if he would like one person to represent the libraries, and provide the issues to the Commission.

- Request a progress report of any technology issues be provided at the next meeting.

Commissioner Debra Sullivan asked for a copy of the old reports used by the West Virginia IT Department that use to be provided to Commission Meetings.

Sara Curley, of Bolivar-Harpers Ferry Public Library wanted to make a Public Comment regarding issues that their library has been having. She mentioned when the deadline is to move on to Deep Freeze from their current system. Bolivar-Harpers Ferry Public Library has been having issues with wiping each day's files, and what is the status from on getting Deep freeze since the pilot program from 2022? Sara Curley asked who is liable for privacy issues, and what are the steps to resolve these issues?

Patrick Scaggs has listed the library concerns and will give to Donny the CEO.

It was mentioned that some libraries have their own filtering systems, like Director Larissa Cason bought their own Deep Freeze filtering system. It was also mentioned that Kanawha County Public Library won a grant for the Cyber Security Pilot Program worth \$525,000.00

Debra Sullivan asked who all has privacy issues and who has their own filtering systems, and how this information would be good for Secretary Randall Reid-Smith and his meeting.

Monica Keeney went on to discuss how WebTitan is due to expire and how the agreement needs to be renewed, the content filtering for the libraries on Frontier ends in March. Also, the libraries need to be migrated to the new platform. Ms. Keeney went on to say that Erate requires each Patron terminal to have filtering. Monica mentioned that she and Crystal Cook are the only one who do the updates for WebTitan.

- Patrick Scraggs confirmed that any issues that the libraries have to send to Donna Calvert, at which she will send to the Commission.

Ann Farr of Greenbrier County Public Library entered the discussion about how Deep Freeze was used at her Library. The tech that was at her library made sure the filtering worked, for the fourteen affiliates, had been very successful. At first the office of technology was not very happy with this filtering program, but now it works. Ms. Farr also asked who will be responsible for funding this Deep Freeze Filtering program for all the libraries? Will it be the Libraries, the Library Commission, or the Office of Technology?

Commissioner Charles Morris stated that that we have a significant number the technical issues and that the Office of Technology cannot handle them. He asked that the Office of Technology provide a list of issues to Donna Calvert and at the meeting in April the Office of Technology provide a report on updates on how the issues would be resolved. Commissioner Morris invited the head of the Office of Technology to the next meeting.

Chair Charlie Morris asked for a motion to approve New Business; Randall Reid-Smith made the motion and Commissioner Adam Gissy seconded the motion carried.

Commendation by the West Virginia Library Commission for: Donna Calvert, Monica Keeney and Tandra English. Motion moved by Secretary Randall Reid-Smith and seconded by Chris Rockenstein.

Chair Charlie Morris wanted to thank Commissioner Randall Reid-Smith for weathering the storm and thanked him for his support of the libraries.

New Business:

Commendation by the West Virginia Library Commission for: Donna Calvert, Monica Keeney and Tandra English. Motion moved by Secretary Randall Reid-Smith and seconded by Chris Rockenstein.

Chair Charlie Morris wanted to thank Commissioner Randall Reid-Smith for weathering the storm and thanked him for his support of the libraries.

Announcements:

The next meeting will be held on Wednesday, April 23, 2025, at 10:00 a.m. in Musselman, West Virginia., and take a tour of the Eastern Panhandle. It was suggested that we make a list of future locations for Commission Meetings and send them out to the Commissioners for approval.

Adjournment:

Commissioner Charles Morris moved to adjourn the meeting. Motion moved by Secretary Randall Reid-Smith and seconded by Chris Rockenstein. The meeting adjourned at 11:15 a.m.

Chair Charlie Morris

Director Donna Calvert