

WEST VIRGINIA LIBRARY COMMISSION

AGENDA

March 21, 2013

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – Meeting August 3, 2012
3. Public Comments
4. Financial Report – Denise Seabolt
5. Secretary's Report – Karen Goff
6. Old Business
7. New Business
8. Announcements
9. Adjourn

## **West Virginia Library Commission**

**August 3, 2012**

The West Virginia Library Commission met at the Princeton Public Library in Princeton, WV at 10:00 a.m. on Friday August 3, 2012. Members present were Chairman Betty Gunnoe, Connie Shumate, Dennis Taylor, Dr. Charles Julian, Katy White and Mary Strickland. Also present was Karen Goff, Secretary.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – May 4, 2012 Meeting
3. Public Comments
4. Financial Report – Denise Seabolt
5. Secretary's Report – Karen Goff
6. Old Business
7. New Business
  - a. Second Public Hearing FY 2014 Budget
8. Announcements
9. Adjourn

### **Call to Order**

Chairman Gunnoe called the meeting to order at 10:00 a.m.

### **Approval of Minutes**

Commissioner Julian moved to approve the minutes of the May 4, 2012 meeting. Commissioner Strickland seconded. The motion was approved.

### **Public Comments**

There were no public comments.

## Financial Report

Ms. Seabolt reported on the FY 2012 closing as follows:

The total appropriated general fund expenditures for FY 2012 were \$1,748,194.69. Total expenditures included \$234,056.50 for end of year "Facility Improvement Grants." \$35,081.44 was returned to the State's General Fund which included personal services & benefits for the Newline Librarian due to the vacancy from July to December, and approximately \$2,350 in operating in the Services to the Blind and Physically Handicapped line. The BRIM and Increment balances for the agency were also returned. The Video Fund has a \$50,000 spending authority with \$14,340.99 total expenditures in FY 2012. There was no activity in the RADAR fund. The Lottery Fund reflects \$53,193.50 for end of year Facility Improvement Grants. Special Projects grants were awarded totaling \$583,501 during FY 2012. The Special Projects balance of \$675,999 is a combination of the FY 2011 appropriation balance of \$375,400 and the FY 2012 appropriation balance of \$299,999. The total is re-appropriated to FY 2013. Other than the Special Projects appropriation; all lottery funds were exhausted. The Gifts, Grants and Donations Fund has a spending authority of \$1,000,000 with \$38,874 in expenditures which included the Tobacco Prevention grant reimbursement to DHHR and about \$17,000 from the \$20,000 Special Services grant from Division of Rehabilitative Services. Total FY 2012 expenditures from the Federal Fund were \$1,519,296 of the \$1,953,217 annual budget. Ms. Seabolt also reported on the July 31, 2012 financials with all activity normal for 1st month of the fiscal year in all funds. She brought attention to the 1st Quarter Grants-in-Aid and Service to Libraries grants that were disbursed at the full twenty-five percent but are not reflected in the financial reports due to a Crystal Reporting/FIMS Warehouse issue. The first quarter EBSCO payment was made as well as the annual payments for Bibliostat and Learning Express. Commissioner Julian moved the financial reports, including P-card transaction logs, be filed for audit. Commissioner Shumate seconded. Motion approved.

## **Secretary's Report**

Secretary Goff reported on an organizational change in the Reference Library by combining Technical and Reference Services to a single department titled State Library Services. The Secretary believes that the change will assist in her commitment to refocus the library back to providing enhanced state government services and less focus on public library services.

The end of year 2012 Facility Improvement Grants were disbursed to twenty five public libraries for various projects totaling \$287,250.

The 2013 – 2017 LSTA Plan has been submitted to the Institute of Museum and Library Services (IMLS). The plan and evaluation are posted on the agency's website.

Library Development Director John Paul Myrick reported on continuing education activities implemented by the agency with "Fabulous Fridays" webinars described as four 1-hr training sessions. There were nine attendees at the first workshop. Today's workshop is being attended by twenty-five, 11 from out of state. The out of state attendees are from Montana, Vermont, Georgia, Virginia and Maryland. Next week's registered attendees are from New Mexico, Vermont, Nebraska, South Carolina, Florida and Virginia.

Mr. Myrick also reported on a new agency training catalog that provides a full listing of training programs Library Commission staff will offer. The catalog includes a 2-year training program for Trustees with voluntary certification.

Mr. Myrick also reported the need for basic library competencies for public library workers on all levels that were identified in the LSTA evaluation. The Library Commission is partnering with the Idaho State Library on Additional Basic Library Education (ABLE) and Supplemental Additional Basic Library Education (SABLE) programs. The program is a two level training process on basic library competencies. Continue education credit will be awarded for each unit of each level. The program will

add courses in Reader's Advisory services and basic materials processing to meet perceived state needs. Kentucky, Arizona, Washington are also participants.

There is also a "Director's Boot Camp" in the planning for public library directors that will concentrate on professionalism, ethics, management and state laws and regulations. Mr. Myrick and staff are working toward making all courses and programs web or television based to meet the electronic delivery demands.

Secretary Goff reported that she had submitted an Emergency Recovery Effort report to the Governor's office regarding the July storm. Sixty-five percent of the libraries were affected by the storm.

The Secretary also reported that she was receiving several in-kind requests from libraries toward their FY 2013 match requirement.

### **Old Business**

There was no old business.

### **New Business**

Commissioner Julian moved to open the second public hearing for the fiscal year 2014 budget. Commissioner White seconded. Motion carried. There were no comments. Commissioner Julian moved to close the public hearing. Commissioner White seconded. Motion carried.

### **Announcements**

The Library Commission will not meet on October 9, 2012 at the Stonewall Jackson Resort at the annual WVLA Conference. The meeting will be rescheduled at a later date.

Michael Hingson, author of *Thunder Dog: The True Story of a Blind Man, His Guide Dog, and the Triumph of Trust at Ground Zero* will do a presentation and speech

on August 6 at 3:00 pm in the Reading Room and 7:00 pm in the Culture Center's Great Hall.

**Adjourn**

Commissioner Julian moved that the meeting adjourn. Commissioner White seconded. The motion carried.

Respectfully submitted,

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Karen Goff, Secretary

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Betty Gunnoe, Chairman

**SUMMARY BUDGET REPORT  
GENERAL FUND**

**Period Ending 02/28/2013  
PROCESS FY 2013**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
<b>Personal Services</b>						
001	PERS SERVICE(W/ PR DEDUC)	1,041,406.00	72,446.98	576,282.79	465,123.21	44.66%
004	ANNUAL INCREMENT	37,080.00	252.23	19,692.23	17,387.77	46.89%
<b>Total Personal Services</b>		<b>\$1,078,486.00</b>	<b>\$72,699.21</b>	<b>\$595,975.02</b>	<b>\$482,510.98</b>	<b>44.74%</b>
<b>Employee Benefits</b>						
010	CIVIL SERV PEIA/PERS	8,000.00	0.00	5,670.00	2,330.00	29.13%
011	SOCIAL SECURITY MATCHING	82,504.00	5,238.08	43,304.82	39,199.18	47.51%
012	PUBLIC EMPLOYEES INS	139,268.00	9,727.46	72,504.23	66,763.77	47.94%
014	WORKERS COMPENSATION	7,795.00	0.00	3,390.70	4,404.30	56.50%
016	PENSION AND RETIREMENT	151,622.00	10,139.09	82,838.74	68,783.26	45.36%
<b>Total Employee Benefits</b>		<b>\$389,189.00</b>	<b>\$25,104.63</b>	<b>\$207,708.49</b>	<b>\$181,480.51</b>	<b>46.63%</b>
<b>Current Expenses</b>						
021	PRINTING AND BINDING	5,175.00	0.00	0.00	5,175.00	100.00%
022	RENT EXP (REAL PROP) BLDG	500.00	0.00	0.00	500.00	100.00%
025	CONTRACTUAL/PROFESSIONAL	8,750.00	0.00	2,370.50	6,379.50	72.91%
027	COMPUTER SERVICES	1,000.00	142.00	945.00	55.00	5.50%
029	VEHICLE RENTAL	4,900.00	268.97	2,107.34	2,792.66	56.99%
030	RENTAL (MACHINE & MISC)	6,750.00	241.00	2,978.74	3,695.66	54.75%
031	ASSOC DUES & PROF MEMBERS	9,865.00	0.00	8,000.00	1,865.00	18.91%
032	FIRE/AUTO/BOND/ & OTHR IN	15,177.00	0.00	9,132.00	6,045.00	39.83%
033	FOOD PRODUCTS	1,000.00	298.01	665.28	251.54	25.15%
034	CLOTH, HOUSEHOLD & REC SU	611.00	0.00	0.00	611.00	100.00%
035	ADVERTISING & PROMOTIONAL	1,282.21	0.00	474.00	808.21	63.03%
036	VEHICLE OPERATING EXP	4,000.00	244.03	489.05	3,266.92	81.67%
042	HOSPITALITY	2,675.00	0.00	1,055.72	1,619.28	60.53%
044	ENERGY EXP MTR VEH/AIR.	7,300.00	709.21	7,254.25	45.75	0.63%
047	ENERGY EXPENSE UTILITIES	111,800.00	0.00	24,453.89	87,346.11	78.13%
051	MISCELLANEOUS	5,474.92	7.80	3,906.15	1,568.77	28.65%
053	POSTAL AND FREIGHT	19,750.00	4,749.03	10,128.88	9,027.99	45.71%
054	COMPUTER SUPPLIES/EQUIP	9,887.86	171.67	7,290.07	2,547.79	25.77%
056	ATTY LEGAL SERVICE PYMTS	250.00	0.00	91.00	159.00	63.60%
252	TRAINING/DEVELOPMENT WVLC	2,079.00	30.00	1,105.00	944.00	45.41%
320	OFFICE EXPENSES	10,782.69	2,067.39	4,386.54	4,752.21	44.07%
326	TRAVEL-WVLC	19,486.24	0.00	6,909.57	12,576.67	64.54%
<b>Total Current Expenses</b>		<b>\$248,495.92</b>	<b>\$8,929.11</b>	<b>\$93,742.98</b>	<b>\$152,033.06</b>	<b>61.18%</b>
<b>Repairs and Alterations</b>						
061	OFFICE & COMM EQUIP REPRS	2,300.00	0.00	565.00	1,735.00	75.43%
063	BLDNG/HSEHLD EQUIP REPAIR	500.00	0.00	0.00	500.00	100.00%
064	ROUTINE MAINT OF BLDGS	1,000.00	0.00	101.29	898.71	89.87%
065	VEHICLE REPAIRS	3,000.00	0.00	1,228.04	1,771.96	59.07%
068	OTHER REPAIRS AND ALT	4,000.00	0.00	275.00	3,725.00	93.13%
<b>Total Repairs and Alterations</b>		<b>\$10,800.00</b>	<b>\$0.00</b>	<b>\$2,169.33</b>	<b>\$8,630.67</b>	<b>79.91%</b>

**SUMMARY BUDGET REPORT  
GENERAL FUND**

**Period Ending 02/28/2013  
PROCESS FY 2013**

<b>OBJ</b>	<b>NAME</b>	<b>YTD BUDGET</b>	<b>CURRENT PERIOD EXPENDITURES</b>	<b>YTD EXPENDITURES</b>	<b>BUDGET VARIANCE</b>	<b>% BUDGET REMAINING</b>
<b>Equipment</b>						
070	OFFICE AND COMM EQUIPMENT	300.00	0.00	0.00	300.00	100.00%
073	HOUSEHOLD EQUIP & FURNG	150.00	0.00	0.00	150.00	100.00%
277	BOOKS	81,230.00	10,844.27	35,976.99	44,850.49	55.21%
377	SUBSCRIPTIONS	1,000.00	6.00	764.41	235.59	23.56%
477	STANDING ORDERS	16,000.00	1,551.84	2,827.83	12,219.31	76.37%
577	VIDEO	2,000.00	0.00	0.00	2,000.00	100.00%
677	AUDIO	1,000.00	0.00	67.57	932.43	93.24%
777	MISCELLANEOUS	17,729.00	1,584.00	0.00	16,145.00	91.07%
<b>Total Equipment</b>		<b>\$119,409.00</b>	<b>\$13,986.11</b>	<b>\$39,636.80</b>	<b>\$76,832.82</b>	<b>64.34%</b>
<b>058</b>						
058	MISC EQUIPMENT PURCHASES	7,288.08	4,533.69	4,888.14	2,399.94	32.93%
<b>Total 058</b>		<b>\$7,288.08</b>	<b>\$4,533.69</b>	<b>\$4,888.14</b>	<b>\$2,399.94</b>	<b>32.93%</b>
<b>110</b>						
110	PEIA RESERVE TRANSFER	10,000.00	0.00	0.00	10,000.00	100.00%
<b>Total 110</b>		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>100.00%</b>
<b>160</b>						
160	WV OPEB CONTRIBUTION	61,944.00	4,272.00	33,286.00	28,658.00	46.26%
<b>Total 160</b>		<b>\$61,944.00</b>	<b>\$4,272.00</b>	<b>\$33,286.00</b>	<b>\$28,658.00</b>	<b>46.26%</b>
<b>TOTAL FUND 0296</b>		<b>\$1,925,612.00</b>	<b>\$129,524.75</b>	<b>\$977,406.76</b>	<b>\$942,545.98</b>	<b>48.95%</b>

**SUMMARY BUDGET REPORT  
VIDEO FUND**

**Period Ending 02/28/2013  
PROCESS FY 2013**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
<b>Current Expenses</b>						
051	MISCELLANEOUS	348.28	0.00	348.28	0.00	0.00%
053	POSTAL AND FREIGHT	200.00	0.00	163.39	36.61	18.31%
054	COMPUTER SUPPLIES/EQUIP	3,252.20	0.00	852.09	2,400.11	73.80%
320	OFFICE EXPENSES	9,800.00	0.00	3,893.30	5,906.70	60.27%
<b>Total Current Expenses</b>		<b>\$13,600.48</b>	<b>\$0.00</b>	<b>\$5,257.06</b>	<b>\$8,343.42</b>	<b>61.35%</b>
<b>Equipment</b>						
070	OFFICE AND COMM EQUIPMENT	22,000.00	0.00	0.00	22,000.00	100.00%
<b>Total Equipment</b>		<b>\$22,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,000.00</b>	<b>100.00%</b>
<b>058</b>						
058	MISC EQUIPMENT PURCHASES	14,399.52	0.00	5,349.56	9,049.96	62.85%
<b>Total 058</b>		<b>\$14,399.52</b>	<b>\$0.00</b>	<b>\$5,349.56</b>	<b>\$9,049.96</b>	<b>62.85%</b>
<b>TOTAL FUND 3550</b>		<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$10,606.62</b>	<b>\$39,393.38</b>	<b>78.79%</b>

**SUMMARY BUDGET REPORT  
LOTTERY FUND**

**Period Ending 02/28/2013  
PROCESS FY 2013**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
<b>Personal Services</b>						
001	PERS SERVICE(W/ PR DEDUC)	443,346.00	36,945.50	289,546.37	153,799.63	34.69%
004	ANNUAL INCREMENT	9,360.00	0.00	9,360.00	0.00	0.00%
<b>Total Personal Services</b>		<b>\$452,706.00</b>	<b>\$36,945.50</b>	<b>\$298,906.37</b>	<b>\$153,799.63</b>	<b>33.97%</b>
<b>Employee Benefits</b>						
010	CIVIL SERV PEIA/PERS	3,500.00	0.00	2,590.00	910.00	26.00%
011	SOCIAL SECURITY MATCHING	34,568.00	2,667.16	21,573.30	12,994.70	37.59%
012	PUBLIC EMPLOYEES INS	74,148.00	5,645.96	45,830.68	28,317.32	38.19%
014	WORKERS COMPENSATION	3,343.00	0.00	1,483.42	1,859.58	55.63%
016	PENSION AND RETIREMENT	63,261.00	5,172.44	41,755.84	21,505.16	33.99%
<b>Total Employee Benefits</b>		<b>\$178,820.00</b>	<b>\$13,485.56</b>	<b>\$113,233.24</b>	<b>\$65,586.76</b>	<b>36.68%</b>
<b>Current Expenses</b>						
025	CONTRACTUAL/PROFESSIONAL	2,000.00	0.00	2,000.00	0.00	0.00%
027	COMPUTER SERVICES	131,734.00	113.28	90,810.74	40,923.26	31.07%
029	VEHICLE RENTAL	5,000.00	268.98	2,292.98	2,707.02	54.14%
030	RENTAL (MACHINE & MISC)	1,500.00	204.00	1,428.00	72.00	4.80%
034	CLOTH, HOUSEHOLD & REC SU	54.00	0.00	54.00	0.00	0.00%
035	ADVERTISING & PROMOTIONAL	500.00	0.00	31.31	468.69	93.74%
042	HOSPITALITY	300.00	0.00	0.00	300.00	100.00%
047	ENERGY EXPENSE UTILITIES	41,500.00	0.00	19,320.00	22,180.00	53.45%
051	MISCELLANEOUS	500.00	248.30	373.45	116.15	23.23%
053	POSTAL AND FREIGHT	5,500.00	292.67	2,007.52	3,358.04	61.06%
054	COMPUTER SUPPLIES/EQUIP	19,228.00	1,903.34	4,606.18	13,680.07	71.15%
252	TRAINING/DEVELOPMENT WVLC	2,000.00	0.00	193.00	1,807.00	90.35%
320	OFFICE EXPENSES	2,700.00	40.14	1,656.47	1,043.53	38.65%
326	TRAVEL-WVLC	4,000.00	161.57	1,963.00	1,875.43	46.89%
327	TRAVEL-FIELD TECHS	20,500.00	2,271.04	19,655.85	824.41	4.02%
<b>Total Current Expenses</b>		<b>\$237,016.00</b>	<b>\$5,503.32</b>	<b>\$146,392.50</b>	<b>\$89,355.60</b>	<b>37.70%</b>
<b>Equipment</b>						
276	ELECTRONIC DATABASES	219,992.00	0.00	164,994.00	54,998.00	25.00%
277	BOOKS	41,020.00	935.13	9,755.22	31,194.58	76.05%
377	SUBSCRIPTIONS	199,098.00	26,690.41	130,375.46	60,897.46	30.59%
477	STANDING ORDERS	69,000.00	5,805.75	17,451.26	49,377.96	71.56%
577	VIDEO	3,500.00	99.00	231.00	3,236.00	92.46%
677	AUDIO	57,000.00	6,125.41	26,553.91	26,461.77	46.42%
777	MISCELLANEOUS	11,494.00	1,836.73	10,139.40	197.89	1.72%
<b>Total Equipment</b>		<b>\$601,104.00</b>	<b>\$41,492.43</b>	<b>\$359,500.25</b>	<b>\$226,363.66</b>	<b>37.66%</b>
<b>Other Disbursements</b>						
243	ADMINISTRATIVE GRANTS	18,000.00	0.00	185.00	17,815.00	98.97%
295	PER CAPITA	9,264,970.00	0.00	6,858,841.79	2,406,128.21	25.97%
296	LD SPECIAL PROJECTS	1,525,399.00	0.00	519,748.00	1,005,651.00	65.93%
298	SERVICES TO LIBRARIES	550,000.00	0.00	412,500.00	137,500.00	25.00%
<b>Total Other Disbursements</b>		<b>\$11,358,369.00</b>	<b>\$0.00</b>	<b>\$7,791,274.79</b>	<b>\$3,567,094.21</b>	<b>31.40%</b>

**SUMMARY BUDGET REPORT  
LOTTERY FUND**

**Period Ending 02/28/2013  
PROCESS FY 2013**

<b>OBJ</b>	<b>NAME</b>	<b>YTD BUDGET</b>	<b>CURRENT PERIOD EXPENDITURES</b>	<b>YTD EXPENDITURES</b>	<b>BUDGET VARIANCE</b>	<b>% BUDGET REMAINING</b>
<b>058</b>						
058	MISC EQUIPMENT PURCHASES	500.00	0.00	261.82	238.18	47.64%
<b>Total 058</b>		<b>\$500.00</b>	<b>\$0.00</b>	<b>\$261.82</b>	<b>\$238.18</b>	<b>47.64%</b>
<b>110</b>						
110	PEIA RESERVE TRANSFER	5,000.00	0.00	0.00	5,000.00	100.00%
<b>Total 110</b>		<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>100.00%</b>
<b>160</b>						
160	WV OPEB CONTRIBUTION	27,768.00	2,136.00	17,622.00	10,146.00	36.54%
<b>Total 160</b>		<b>\$27,768.00</b>	<b>\$2,136.00</b>	<b>\$17,622.00</b>	<b>\$10,146.00</b>	<b>36.54%</b>
<b>TOTAL FUND 3559</b>		<b>\$12,861,283.00</b>	<b>\$99,562.81</b>	<b>\$8,727,190.97</b>	<b>\$4,117,584.04</b>	<b>32.02%</b>

**SUMMARY BUDGET REPORT  
GIFTS,GRANTS & DONATIONS FUND**

**Period Ending 02/28/2013  
PROCESS FY 2013**

<b>OBJ</b>	<b>NAME</b>	<b>YTD BUDGET</b>	<b>CURRENT PERIOD EXPENDITURES</b>	<b>YTD EXPENDITURES</b>	<b>BUDGET VARIANCE</b>	<b>% BUDGET REMAINING</b>
<b>Current Expenses</b>						
023	UTILITIES	12,000.00	0.00	0.00	12,000.00	100.00%
024	TELECOMMUNICATIONS	1,200.00	0.00	0.00	1,200.00	100.00%
030	RENTAL (MACHINE & MISC)	1,620.00	0.00	0.00	1,620.00	100.00%
035	ADVERTISING & PROMOTIONAL	15,000.00	0.00	0.00	15,000.00	100.00%
051	MISCELLANEOUS	493,118.84	0.00	505.00	492,613.84	99.90%
053	POSTAL AND FREIGHT	10,969.16	0.00	11.16	10,958.00	99.90%
320	OFFICE EXPENSES	5,500.00	0.00	0.00	5,500.00	100.00%
326	TRAVEL-WVLC	6,927.00	0.00	3,732.00	3,195.00	46.12%
<b>Total Current Expenses</b>		<b>\$546,335.00</b>	<b>\$0.00</b>	<b>\$4,248.16</b>	<b>\$542,086.84</b>	<b>99.22%</b>
<b>Equipment</b>						
276	ELECTRONIC DATABASES	15,500.00	0.00	7,000.00	8,500.00	54.84%
277	BOOKS	2,165.00	0.00	0.00	2,165.00	100.00%
<b>Total Equipment</b>		<b>\$17,665.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$10,665.00</b>	<b>60.37%</b>
<b>Other Disbursements</b>						
243	ADMINISTRATIVE GRANTS	436,000.00	0.00	0.00	436,000.00	100.00%
<b>Total Other Disbursements</b>		<b>\$436,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$436,000.00</b>	<b>100.00%</b>
<b>TOTAL FUND 3562</b>		<b>\$1,000,000.00</b>	<b>\$0.00</b>	<b>\$11,248.16</b>	<b>\$988,751.84</b>	<b>98.88%</b>

**SUMMARY BUDGET REPORT  
FEDERAL FUND**

**Period Ending 02/28/2013  
PROCESS FY 2013**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
<b>Personal Services</b>						
001	PERS SERVICE(W/ PR DEDUC)	234,888.00	15,377.50	133,285.50	101,602.50	43.26%
004	ANNUAL INCREMENT	4,980.00	0.00	4,980.00	0.00	0.00%
<b>Total Personal Services</b>		<b>\$239,868.00</b>	<b>\$15,377.50</b>	<b>\$138,265.50</b>	<b>\$101,602.50</b>	<b>42.36%</b>
<b>Employee Benefits</b>						
010	CIVIL SERV PEIA/PERS	1,610.00	0.00	1,060.00	550.00	34.16%
011	SOCIAL SECURITY MATCHING	18,351.00	1,130.18	10,207.67	8,143.33	44.38%
012	PUBLIC EMPLOYEES INS	20,389.00	1,082.00	8,656.00	11,733.00	57.55%
014	WORKERS COMPENSATION	1,699.00	0.00	317.88	1,381.12	81.29%
016	PENSION AND RETIREMENT	33,581.00	2,152.85	19,357.17	14,223.83	42.36%
<b>Total Employee Benefits</b>		<b>\$75,630.00</b>	<b>\$4,365.03</b>	<b>\$39,598.72</b>	<b>\$36,031.28</b>	<b>47.64%</b>
<b>Current Expenses</b>						
021	PRINTING AND BINDING	669.95	0.00	10.00	659.95	98.51%
024	TELECOMMUNICATIONS	619,716.00	73,528.28	189,797.41	429,918.59	69.37%
025	CONTRACTUAL/PROFESSIONAL	6,000.00	100.00	4,970.50	1,029.50	17.16%
027	COMPUTER SERVICES	32,000.00	2,416.66	1,666.64	28,125.03	87.89%
030	RENTAL (MACHINE & MISC)	6,895.20	1,060.80	4,243.20	2,652.00	38.46%
034	CLOTH, HOUSEHOLD & REC SU	391.00	0.00	391.00	0.00	0.00%
035	ADVERTISING & PROMOTIONAL	3,686.13	1,553.11	3,654.82	0.00	0.00%
036	VEHICLE OPERATING EXP	175.58	0.00	0.00	175.58	100.00%
042	HOSPITALITY	1,000.00	63.80	30.52	905.68	90.57%
047	ENERGY EXPENSE UTILITIES	0.00	0.00	0.00	0.00	0.00%
051	MISCELLANEOUS	100.00	7.80	32.60	62.20	62.20%
053	POSTAL AND FREIGHT	1,000.00	15.00	59.68	940.32	94.03%
054	COMPUTER SUPPLIES/EQUIP	13,423.00	0.00	0.00	13,423.00	100.00%
252	TRAINING/DEVELOPMENT WVLC	4,400.00	690.00	2,833.45	1,241.55	28.22%
253	TRAINING/DEVLOPMENT LIBS	2,104.80	0.00	0.00	2,104.80	100.00%
320	OFFICE EXPENSES	3,477.34	1,074.29	2,452.34	0.00	0.00%
326	TRAVEL-WVLC	15,500.00	69.00	10,776.18	4,723.82	30.48%
<b>Total Current Expenses</b>		<b>\$710,539.00</b>	<b>\$80,578.74</b>	<b>\$220,918.34</b>	<b>\$485,962.02</b>	<b>68.39%</b>
<b>Repairs and Alterations</b>						
061	OFFICE & COMM EQUIP REPRS	2,000.00	0.00	0.00	2,000.00	100.00%
<b>Total Repairs and Alterations</b>		<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>100.00%</b>
<b>Equipment</b>						
276	ELECTRONIC DATABASES	539,000.00	106,728.00	448,658.47	90,341.53	16.76%
277	BOOKS	3,000.00	1,004.25	1,697.82	297.93	9.93%
<b>Total Equipment</b>		<b>\$542,000.00</b>	<b>\$107,732.25</b>	<b>\$450,356.29</b>	<b>\$90,639.46</b>	<b>16.72%</b>
<b>Other Disbursements</b>						
273	SYSTEM MAINTENANCE GRANTS	340,000.00	0.00	138,837.90	201,162.10	59.17%
<b>Total Other Disbursements</b>		<b>\$340,000.00</b>	<b>\$0.00</b>	<b>\$138,837.90</b>	<b>\$201,162.10</b>	<b>59.17%</b>

**SUMMARY BUDGET REPORT  
FEDERAL FUND**

**Period Ending 02/28/2013  
PROCESS FY 2013**

<b>OBJ</b>	<b>NAME</b>	<b>YTD BUDGET</b>	<b>CURRENT PERIOD EXPENDITURES</b>	<b>YTD EXPENDITURES</b>	<b>BUDGET VARIANCE</b>	<b>% BUDGET REMAINING</b>
<b>128</b>						
228	LD CONT ED NEG GRANTS	10,000.00	0.00	2,349.00	7,651.00	76.51%
244	PROGRAMMING GRANTS	22,500.00	0.00	5,000.00	17,500.00	77.78%
<b>Total 128</b>		<b>\$32,500.00</b>	<b>\$0.00</b>	<b>\$7,349.00</b>	<b>\$25,151.00</b>	<b>77.39%</b>
<b>160</b>						
160	WV OPEB CONTRIBUTION	10,680.00	534.00	4,272.00	6,408.00	60.00%
<b>Total 160</b>		<b>\$10,680.00</b>	<b>\$534.00</b>	<b>\$4,272.00</b>	<b>\$6,408.00</b>	<b>60.00%</b>
<b>TOTAL FUND 8720</b>		<b>\$1,953,217.00</b>	<b>\$208,587.52</b>	<b>\$999,597.75</b>	<b>\$948,956.36</b>	<b>48.58%</b>
	<b>GRAND TOTAL</b>	<b>\$17,790,112.00</b>	<b>\$437,675.08</b>	<b>\$10,726,050.26</b>	<b>\$7,037,231.60</b>	<b>39.56%</b>

## SUMMARY BUDGET REPORT

For Period Ending 02/28/13

Fiscal Year 2013

OBJ CODE	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
<b>Personal Services</b>						
001	PERS SERVICE(W/ PR DEDUC)	1,719,640.00	124,769.98	999,114.66	720,525.34	41.90%
004	ANNUAL INCREMENT	51,420.00	252.23	34,032.23	17,387.77	33.82%
<b>Total Personal Services</b>		<b>1,771,060.00</b>	<b>125,022.21</b>	<b>1,033,146.89</b>	<b>737,913.11</b>	<b>41.67%</b>
<b>Employee Benefits</b>						
010	CIVIL SERV PEIA/PERS	13,110.00	0.00	9,320.00	3,790.00	28.91%
011	SOCIAL SECURITY MATCHING	135,423.00	9,035.42	75,085.79	60,337.21	44.55%
012	PUBLIC EMPLOYEES INS	233,805.00	16,455.42	126,990.91	106,814.09	45.69%
014	WORKERS COMPENSATION	12,837.00	0.00	5,192.00	7,645.00	59.55%
016	PENSION AND RETIREMENT	248,464.00	17,464.38	143,951.75	104,512.25	42.06%
<b>Total Employee Benefits</b>		<b>643,639.00</b>	<b>42,955.22</b>	<b>360,540.45</b>	<b>283,098.55</b>	<b>43.98%</b>
<b>Current Expenses</b>						
021	PRINTING AND BINDING	5,844.95	0.00	10.00	5,834.95	99.83%
022	RENT EXP (REAL PROP) BLDG	500.00	0.00	0.00	500.00	100.00%
023	UTILITIES	12,000.00	0.00	0.00	12,000.00	100.00%
024	TELECOMMUNICATIONS	620,916.00	73,528.28	189,797.41	431,118.59	69.43%
025	CONTRACTUAL/PROFESSIONAL	16,750.00	100.00	9,341.00	7,409.00	44.23%
027	COMPUTER SERVICES	164,734.00	2,671.94	93,422.38	69,103.29	41.95%
029	VEHICLE RENTAL	9,900.00	537.95	4,400.32	5,499.68	55.55%
030	RENTAL (MACHINE & MISC)	16,765.20	1,505.80	8,649.94	8,039.66	47.95%
031	ASSOC DUES & PROF MEMBERS	9,865.00	0.00	8,000.00	1,865.00	18.91%
032	FIRE/AUTO/BOND/ & OTHR IN	15,177.00	0.00	9,132.00	6,045.00	39.83%
033	FOOD PRODUCTS	1,000.00	298.01	665.28	251.54	25.15%
034	CLOTH, HOUSEHOLD & REC SU	1,056.00	0.00	445.00	611.00	57.86%
035	ADVERTISING & PROMOTIONAL	20,468.34	1,553.11	4,160.13	16,276.90	79.52%
036	VEHICLE OPERATING EXP	4,175.58	244.03	489.05	3,442.50	82.44%
042	HOSPITALITY	3,975.00	63.80	1,086.24	2,824.96	71.07%
044	ENERGY EXP MTR VEH/AIR.	7,300.00	709.21	7,254.25	45.75	0.63%
047	ENERGY EXPENSE UTILITIES	153,300.00	0.00	43,773.89	109,526.11	71.45%
051	MISCELLANEOUS	499,542.04	263.90	5,165.48	494,360.96	98.96%
053	POSTAL AND FREIGHT	37,419.16	5,056.70	12,370.63	24,320.96	65.00%
054	COMPUTER SUPPLIES/EQUIP	45,791.06	2,075.01	12,748.34	32,050.97	69.99%
056	ATTY LEGAL SERVICE PYMTS	250.00	0.00	91.00	159.00	63.60%
252	TRAINING/DEVELOPMENT WVLC	8,479.00	720.00	4,131.45	3,992.55	47.09%
253	TRAINING/DEVELOPMENT LIBS	2,104.80	0.00	0.00	2,104.80	100.00%
320	OFFICE EXPENSES	32,260.03	3,181.82	12,388.65	17,202.44	53.32%
326	TRAVEL-WVLC	45,913.24	230.57	23,380.75	22,370.92	48.72%
327	TRAVEL-FIELD TECHS	20,500.00	2,271.04	19,655.85	824.41	4.02%
<b>Total Current Expenses</b>		<b>1,755,986.40</b>	<b>95,011.17</b>	<b>470,559.04</b>	<b>1,277,780.94</b>	<b>72.77%</b>

**SUMMARY BUDGET REPORT****For Period Ending 02/28/13****Fiscal Year 2013**

<b>OBJ CODE</b>	<b>NAME</b>	<b>YTD BUDGET</b>	<b>CURRENT PERIOD EXPENDITURES</b>	<b>YTD EXPENDITURES</b>	<b>BUDGET VARIANCE</b>	<b>% BUDGET REMAINING</b>
<b>Repairs and Alterations</b>						
061	OFFICE & COMM EQUIP REPRS	4,300.00	0.00	565.00	3,735.00	86.86%
063	BLDNG/HSEHLD EQUIP REPAIR	500.00	0.00	0.00	500.00	100.00%
064	ROUTINE MAINT OF BLDGS	1,000.00	0.00	101.29	898.71	89.87%
065	VEHICLE REPAIRS	3,000.00	0.00	1,228.04	1,771.96	59.07%
068	OTHER REPAIRS AND ALT	4,000.00	0.00	275.00	3,725.00	93.13%
<b>Total Repairs and Alterations</b>		<b>12,800.00</b>	<b>0.00</b>	<b>2,169.33</b>	<b>10,630.67</b>	<b>83.05%</b>
<b>Equipment</b>						
070	OFFICE AND COMM EQUIPMENT	22,300.00	0.00	0.00	22,300.00	100.00%
073	HOUSEHOLD EQUIP & FURNG	150.00	0.00	0.00	150.00	100.00%
276	ELECTRONIC DATABASES	774,492.00	106,728.00	620,652.47	153,839.53	19.86%
277	BOOKS	127,415.00	12,783.65	47,430.03	78,508.00	61.62%
377	SUBSCRIPTIONS	200,098.00	26,696.41	131,139.87	61,133.05	30.55%
477	STANDING ORDERS	85,000.00	7,357.59	20,279.09	61,597.27	72.47%
577	VIDEO	5,500.00	99.00	231.00	5,236.00	95.20%
677	AUDIO	58,000.00	6,125.41	26,621.48	27,394.20	47.23%
777	MISCELLANEOUS	29,223.00	3,420.73	10,139.40	16,342.89	55.92%
<b>Total Equipment</b>		<b>1,302,178.00</b>	<b>163,210.79</b>	<b>856,493.34</b>	<b>426,500.94</b>	<b>32.75%</b>
<b>Other Disbursements</b>						
243	ADMINISTRATIVE GRANTS	454,000.00	0.00	185.00	453,815.00	99.96%
273	SYSTEM MAINTENANCE GRANTS	340,000.00	0.00	138,837.90	201,162.10	59.17%
295	PER CAPITA	9,264,970.00	0.00	6,858,841.79	2,406,128.21	25.97%
296	LD SPECIAL PROJECTS	1,525,399.00	0.00	519,748.00	1,005,651.00	65.93%
298	SERVICES TO LIBRARIES	550,000.00	0.00	412,500.00	137,500.00	25.00%
<b>Total Other Disbursements</b>		<b>12,134,369.00</b>	<b>0.00</b>	<b>7,930,112.69</b>	<b>4,204,256.31</b>	<b>34.65%</b>
<b>058</b>						
058	MISC EQUIPMENT PURCHASES	22,187.60	4,533.69	10,499.52	11,688.08	52.68%
<b>Total 058</b>		<b>22,187.60</b>	<b>4,533.69</b>	<b>10,499.52</b>	<b>11,688.08</b>	<b>52.68%</b>
<b>110</b>						
110	PEIA RESERVE TRANSFER	15,000.00	0.00	0.00	15,000.00	100.00%
<b>Total 110</b>		<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>100.00%</b>
<b>128</b>						
228	LD CONT ED NEG GRANTS	10,000.00	0.00	2,349.00	7,651.00	76.51%
244	PROGRAMMING GRANTS	22,500.00	0.00	5,000.00	17,500.00	77.78%
<b>Total 128</b>		<b>32,500.00</b>	<b>0.00</b>	<b>7,349.00</b>	<b>25,151.00</b>	<b>77.39%</b>
<b>160</b>						
160	WV OPEB CONTRIBUTION	100,392.00	6,942.00	55,180.00	45,212.00	45.04%
<b>Total 160</b>		<b>100,392.00</b>	<b>6,942.00</b>	<b>55,180.00</b>	<b>45,212.00</b>	<b>45.04%</b>

**SUMMARY BUDGET REPORT**

**For Period Ending 02/28/13**

**Fiscal Year 2013**

<b>OBJ CODE</b>	<b>NAME</b>	<b>YTD BUDGET</b>	<b>CURRENT PERIOD EXPENDITURES</b>	<b>YTD EXPENDITURES</b>	<b>BUDGET VARIANCE</b>	<b>% BUDGET REMAINING</b>
		\$17,790,112.00	\$437,675.08	\$10,726,050.26	\$7,037,231.60	39.56%

**CASH BALANCES  
PERIOD ENDING: 02/28/2013  
PROCESS FY 2013**

	<u>Beginning Balance</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>
<b>3550 Video Fund</b>	19,907.86	26,370.06	26,500.06	25,369.21	21,368.04	19,189.61	18,634.00	21,569.74	21,569.74	21,569.74	21,569.74	21,569.74	21,569.74	21,569.74
	<u>19,907.86</u>	<u>26,370.06</u>	<u>26,500.06</u>	<u>25,369.21</u>	<u>21,368.04</u>	<u>19,189.61</u>	<u>18,634.00</u>	<u>21,569.74</u>						

	<u>Beginning Balance</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>
<b>3562 Gifts, Grants, &amp; Donations</b>	292,219.76	292,219.76	292,219.76	292,219.76	297,469.76	292,087.76	292,687.76	292,171.60	292,171.60	292,171.60	292,171.60	292,171.60	292,171.60	292,171.60
	<u>292,219.76</u>	<u>292,219.76</u>	<u>292,219.76</u>	<u>292,219.76</u>	<u>297,469.76</u>	<u>292,087.76</u>	<u>292,687.76</u>	<u>292,171.60</u>						