

WEST VIRGINIA LIBRARY COMMISSION

AGENDA

October 5, 2011

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – August 5, 2011 & August 25, 2011 Meeting
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
Minutes
August 5, 2011

The West Virginia Library Commission met at the Library Commission Headquarters in Charleston at 10:00 a.m. on Friday, August 5, 2011. Members present were Chairman Betty Gunnoe, David Dalzell, Dennis Taylor, Connie Shumate, and Mary Bland Strickland. Dr. Charles Julian participated via conference call. Also present was Karen Goff, Interim Secretary.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – May 20, 2011 Meeting
3. Public Comments
4. FY 2011 & FY 2012 Financial Report - Denise Seabolt
5. Interim Secretary's Report – Karen Goff
6. Agency Activities Report
7. Old Business
8. New Business
 - a. Second Public Hearing FY 2013 Budget
 - b. Search Committee Progress Report
9. Executive Session
10. Announcements
11. Adjourn

Call to Order

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

Approval of Minutes

Commissioner Taylor moved to approve the minutes of the May 20, 2011 meeting. Commissioner Dalzell seconded. The motion was approved.

Public Comments

There were no public comments

Financial Report

Ms. Seabolt reported for FY 2011 the Commission expended all but \$21,134.98 of the appropriated general revenue funds. Of the \$21,134.98, \$6,709.18 is from the Annual Increment line and \$373.00 from the Fire/Auto/Bond & other Insurance (BRIM) line that the agency cannot reallocate. The agency returned \$14,052.80 of the Services to the Blind & Handicapped Books line. The original line supports Special Services and NEWSLINE. The surplus was caused by the NEWSLINE Librarian I vacancy. The position was vacant from August 15, 2010 until January 1, 2011. Total budget for NEWSLINE program (including salary and benefits was \$115,555); \$74,430 of the \$115,555 supported the NEWSLINE contractual services.

The Commission processed a total of \$188,919.22 in end of year Critical Needs grants from general and lottery. Of the \$188,919.22, \$145,480.21 was disbursed from the general revenue funds.

The Video fund has a total spending authority of \$50,000. The end of year balance was \$33,245. The fund had a beginning balance of \$13,557 on July 1, 2010 and generated \$28,092 in revenue; expending \$16,755 for a cash balance of \$24,894 at the end of FY 2011.

The RADAR fund had no expenditures in the fourth quarter of FY 2011. Expenditures for FY 2011 totaled \$30,950. Ms. Seabolt reminded the Commissioners that the Library Commission only received the first quarter payment of the \$100,000 grant and it was not renewed for FY 2012.

100% of the Lottery fund was expended with the exception the Special Projects line 296 on page 12. The budget bill contained re-appropriation language allowing the commission to roll the balance of \$408,900 to FY 2012.

\$43,439.01 was processed from the Lottery Fund for end of year critical needs grants.

The Gifts, Grants and Donations fund has a spending authority of \$1,000,000.00. Expenditures for FY 2011 totaled \$100,698 for a end of year authority balance of \$899,301.

The Federal Fund total spending authority is \$1,950,351. Expenditures for FY 2011 totaled \$1,666,732. Grants totaling \$389,383 were disbursed from lines 243 and 297 under Other Disbursements with \$319,033 going to MLN and NorLN consortia for the statewide catalog maintenance.

Ms. Seabolt reported on expenditure activity for FY 2012 month ending July 31, 2011. The annual budget for the General Revenue Fund is \$1,923,423. \$3,232 was expended in July from the fund to pay the first quarter BRIM payment.

The Video Fund annual budget is \$50,000 and reflects normal monthly activity.

The RADAR fund annual budget is \$111,520. These funds were rolled over from FY 2011 to be refunded to DHHR.

The Lottery Fund annual budget is \$11,676,870. The first quarter EBSCO payment of \$54,975, 100% of the first quarter GIA payments of \$2,087,221, a discretionary Community Participation Projects Grant of \$4,000 and the first quarter Services to Libraries grants of \$137,500 were disbursed from the Lottery funds in July.

The Gifts, Grants and Donations annual budget is \$1,000,000 and reflects normal monthly activity.

The Federal Fund annual budget is \$1,953,217. The federal portion of the EBSCO first quarter payment was disbursed in July.

Commissioner Dalzell inquired about the decision to delay the use of the 2010 census for the GIA allocation. Ms. Goff responded that the figures were not available until March and that was not enough time especially for the libraries that would be taking a cut to readjust their budgets for the upcoming year. Also the legislature increased the GIA back to the previous \$4.62 per capita. If GIA was based on the 2010 data it would appear we took a cut as the new data would adjust the number \$4.51 per capita.

Ms. Goff sent a memo to the libraries in March informing them of the decision to delay the use of the 2010 data until July 1, 2012. In the memo, Ms. Goff also stated that she would send the new GIA allocation to the libraries in September so they will have enough time to make any necessary adjustments to their budgets by July 1, 2012.

Ms. Seabolt reported that the total budget for FY 2012 is \$16,714,796.

Commissioner Dalzell moved the financial reports be filed for audit. Commissioner Taylor seconded. Motion carried.

Secretary's Report

Interim Secretary Karen Goff introduced two new staff members to the commission. Melissa Brown has joined the Library Development staff as the Programming and Planning Consultant and Shannon Neu joined the Technical Services staff as the Authority Control Librarian. Melissa is working with libraries in writing their

development plans. She is taking a more practical approach and helping the libraries develop plans that will be more useful and civic-minded. Shannon will be giving Authority Control training along with Catalog training. Ms. Goff presented two Improvement Packages for the FY 2013 budget. The first package requests an increase in Grants to Public Libraries of \$452,838. This increase will raise GIA to \$4.75 per capita. The second package requests a one-time appropriation of \$1,500,000 for library construction, maintenance and renovation. Commissioner Julian moved to accept the improvement packages as presented. Commissioner Strickland seconded. Motion approved.

Ms. Goff reported that the Library Commission has been meeting with Education and the Arts and the Office of Technology and the WV Broadband Technology and Opportunities Program Grant team to discuss communication issues between Frontier engineers and the libraries. These issues have since been resolved. However we continue to meet with Education and the Arts and the BTOP team to discuss any issues with the libraries and the BTOP project. Funding for sustainability of services once the infrastructure is in place has been a constant topic for discussion. The BTOP team continues to tell the Library Commission and Education and the Arts that a change order to the MPLS contract is in the works to provide a more affordable option. However we have yet to see any paperwork regarding this change order.

The Library Commission disbursed 22 End-of-Year Critical Needs Grants for FY 2011 totaling \$188,919.22. Ms. Goff reviewed the applications of the libraries that applied for the Supplemental grants in February but did not receive funding to determine which libraries would receive a grant. In addition to reviewing the Supplemental grant applications, Morgantown Public Library and the Martinsburg-Berkeley County Public Library received funding to assist with the significant growth in population in these counties.

The Library Commission is moving forward with the IMLS grant to provide undergraduate and graduate courses to staff in public libraries that includes paying tuition and supplemental monies for items such as laptops. The Library Commission's role will be to recruit and promote the program in West Virginia.

Ms. Goff reported that the Library Commission is currently working with WVInteractive in redesigning our website. WVInteractive is partnered with the Office of Technology and has designed several state websites including the West Virginia Portal,

wv.gov. WVInteractive has agreed to design the site at no cost and will host the site for \$50 per month as well as provide training to Library Commission staff on updating content. In the process of redesigning the site, the Library Commission surveyed state employees and library directors about their usage of the current site. 527 state employees responded of which 62% have never visited the site. 42 library directors responded of which 2.4% have never visited the site. Of the 97.6% that have visited, 33.3% visit weekly. Most visit to find news and updates and to download forms. One interesting suggestion from a library director was to have a calendar for "Must Do Monthly/Yearly Forms and Events with a Reminder Notice in Red for each month."

The LSTA evaluation is due. The Library Commission has a contract with 10 other states through Himmel and Wilson. So far, the Library Commission has heard little from Himmel and Wilson regarding the evaluation.

Agency Activities Report

There were no comments. Commissioner Julian suggested Interim Secretary Goff send a weekly activity report to the commissioners via e-mail.

Old Business

There was no old business.

New Business

Commissioner Julian moved to open the second public hearing for the fiscal year 2013 budget. Commissioner Taylor seconded. Motion carried. There were no comments. Commissioner Julian moved to close the public hearing. Commissioner Taylor seconded. Motion carried.

Chairman Gunnoe entertained a motion to go into Executive Session to discuss the search committee's progress. Commissioner Julian moved that the commission hold an executive session under West Virginia State Code §6-9A-4 to discuss personnel matters. Commissioner Dalzell seconded. Motion carried.

Commissioner Julian moved to close the executive session. Commissioner Strickland seconded. Motion carried. No action was taken during the executive session.

Announcements

The next meeting of the Library Commission will be September 16, 2011 at 10:00 a.m. at Library Commission Headquarters.

Adjourn

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

Respectfully Submitted,

Karen Goff, Interim Secretary

Betty Gunnoe, Chairman

West Virginia Library Commission

Minutes

August 25, 2011

The West Virginia Library Commission met at the Library Commission Headquarters in Charleston at 10:00 a.m. on Thursday, August 25, 2011. Members present were Dennis Taylor and Connie Shumate. Chairman Betty Gunnoe, David Dalzell, and Dr. Charles Julian participated via conference call. Also present was Karen Goff, Interim Secretary.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Public Comments
3. New Business
 - a. Executive Secretary Appointment
4. Executive Session
5. Adjourn

Call to Order

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

Public Comments

Chairman Gunnoe thanked the Search Committee members for their willingness to serve on the committee as well as their time and diligence through the search process.

New Business

Commissioner Taylor moved to appoint Karen Goff to the permanent position of Executive Secretary stating that Ms. Goff was the strongest candidate and possesses the talent, skills and ability to lead the Library Commission into the future. The appointment is effective September 1, 2011, and will be communicated to the Cabinet Secretary and Governor. Commissioner Shumate seconded. Motion carried unanimously.

Executive Session

There was no business to move to the Executive Session.

Adjourn

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

Respectfully Submitted,

Karen Goff, Interim Secretary

Betty Gunnoe, Chairman

**SUMMARY BUDGET REPORT
GENERAL FUND**

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Personal Services						
001	PERS SERVICE(W/ PR DEDUC)	1,041,406.00	72,217.21	224,496.17	816,909.83	78.44%
004	ANNUAL INCREMENT	37,080.00	148.75	25,006.21	12,073.79	32.56%
Total Personal Services		\$1,078,486.00	\$72,365.96	\$249,502.38	\$828,983.62	76.87%
Employee Benefits						
010	CIVIL SERV PEIA/PERS	8,000.00	0.00	1,450.00	6,550.00	81.88%
011	SOCIAL SECURITY MATCHING	82,504.00	5,082.99	18,091.07	64,412.93	78.07%
012	PUBLIC EMPLOYEES INS	144,672.00	9,277.25	26,986.10	117,685.90	81.35%
014	WORKERS COMPENSATION	2,851.00	0.00	2,109.00	742.00	26.03%
016	PENSION AND RETIREMENT	156,381.00	10,165.03	34,793.59	121,587.41	77.75%
Total Employee Benefits		\$394,408.00	\$24,525.27	\$83,429.76	\$310,978.24	78.85%
Current Expenses						
021	PRINTING AND BINDING	10,175.00	0.00	0.00	10,175.00	100.00%
022	RENT EXP (REAL PROP) BLDG	500.00	0.00	28.00	472.00	94.40%
025	CONTRACTUAL/PROFESSIONAL	11,000.00	0.00	995.00	10,005.00	90.95%
027	COMPUTER SERVICES	1,000.00	48.00	151.00	849.00	84.90%
029	VEHICLE RENTAL	5,500.00	26.40	79.20	5,420.80	98.56%
030	RENTAL (MACHINE & MISC)	10,900.00	1,615.20	1,274.40	8,818.00	80.90%
031	ASSOC DUES & PROF MEMBERS	9,740.00	1,210.00	4,210.00	5,530.00	56.78%
032	FIRE/AUTO/BOND/ & OTHR IN	15,177.00	0.00	3,232.00	11,945.00	78.70%
033	FOOD PRODUCTS	1,500.00	367.29	152.46	1,132.71	75.51%
034	CLOTH, HOUSEHOLD & REC SU	611.00	0.00	39.00	572.00	93.62%
035	ADVERTISING & PROMOTIONAL	1,000.00	0.00	0.00	1,000.00	100.00%
036	VEHICLE OPERATING EXP	3,900.00	98.00	394.55	3,424.45	87.81%
042	HOSPITALITY	2,675.00	791.15	285.98	1,698.90	63.51%
044	ENERGY EXP MTR VEH/AIR.	2,500.00	793.85	1,525.68	974.32	38.97%
047	ENERGY EXPENSE UTILITIES	115,000.00	1,728.92	8,405.98	106,594.02	92.69%
051	MISCELLANEOUS	2,191.70	5.20	324.90	1,866.80	85.18%
053	POSTAL AND FREIGHT	20,500.00	1,066.43	1,598.61	18,530.87	90.39%
054	COMPUTER SUPPLIES/EQUIP	4,500.00	168.89	88.33	4,242.78	94.28%
056	ATTY LEGAL SERVICE PYMTS	250.00	0.00	0.00	250.00	100.00%
252	TRAINING/DEVELOPMENT WVLC	1,800.00	99.00	99.00	1,701.00	94.50%
320	OFFICE EXPENSES	16,811.30	1,843.61	1,926.12	14,807.19	88.08%
326	TRAVEL-WVLC	19,500.00	995.00	1,822.55	17,580.45	90.16%
Total Current Expenses		\$256,731.00	\$10,856.94	\$26,632.76	\$227,590.29	88.65%
Repairs and Alterations						
061	OFFICE & COMM EQUIP REPRS	2,300.00	85.00	0.00	2,215.00	96.30%
063	BLDNG/HSEHLD EQUIP REPAIR	378.00	0.00	6,930.00	378.00	100.00%
064	ROUTINE MAINT OF BLDGS	1,000.00	0.00	0.00	1,000.00	100.00%
065	VEHICLE REPAIRS	3,000.00	0.00	0.00	3,000.00	100.00%
Total Repairs and Alterations		\$6,678.00	\$85.00	\$6,930.00	\$6,593.00	98.73%

**SUMMARY BUDGET REPORT
GENERAL FUND**

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Equipment						
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	121,973.00	2,752.50	2,259.99	118,274.92	96.97%
Total Equipment		\$122,423.00	\$2,752.50	\$2,259.99	\$118,724.92	96.98%
058						
058	MISC EQUIPMENT PURCHASES	300.00	277.82	277.82	22.18	7.39%
Total 058		\$300.00	\$277.82	\$277.82	\$22.18	7.39%
110						
110	PEIA RESERVE TRANSFER	10,000.00	0.00	0.00	10,000.00	100.00%
Total 110		\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%
160						
160	WV OPEB CONTRIBUTION	54,108.00	3,841.00	11,857.00	42,251.00	78.09%
Total 160		\$54,108.00	\$3,841.00	\$11,857.00	\$42,251.00	78.09%
TOTAL FUND 0296		\$1,923,134.00	\$114,704.49	\$380,889.71	\$1,545,143.25	80.35%

**SUMMARY BUDGET REPORT
VIDEO FUND**

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Current Expenses						
053	POSTAL AND FREIGHT	1,027.89	53.15	35.99	946.85	92.12%
054	COMPUTER SUPPLIES/EQUIP	750.00	0.00	750.00	0.00	0.00%
320	OFFICE EXPENSES	9,000.00	275.00	396.00	8,329.00	92.54%
Total Current Expenses		\$10,777.89	\$328.15	\$1,181.99	\$9,275.85	86.06%
Equipment						
070	OFFICE AND COMM EQUIPMENT	24,222.11	0.00	0.00	24,222.11	100.00%
Total Equipment		\$24,222.11	\$0.00	\$0.00	\$24,222.11	100.00%
058						
058	MISC EQUIPMENT PURCHASES	15,000.00	1,158.99	1,582.60	13,081.05	87.21%
Total 058		\$15,000.00	\$1,158.99	\$1,582.60	\$13,081.05	87.21%
TOTAL FUND 3550		\$50,000.00	\$1,487.14	\$2,764.59	\$46,579.01	93.16%

**SUMMARY BUDGET REPORT
RADAR FUND**

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Current Expenses						
030	RENTAL (MACHINE & MISC)	55.00	0.00	55.00	0.00	0.00%
Total Current Expenses		\$55.00	\$0.00	\$55.00	\$0.00	0.00%
Other Disbursements						
093	REIMBURSEMENT	111,520.00	0.00	0.00	111,520.00	100.00%
Total Other Disbursements		\$111,520.00	\$0.00	\$0.00	\$111,520.00	100.00%
TOTAL FUND 3552		\$111,575.00	\$0.00	\$55.00	\$111,520.00	99.95%

**SUMMARY BUDGET REPORT
LOTTERY FUND**

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Personal Services						
001	PERS SERVICE(W/ PR DEDUC)	443,940.00	36,468.34	110,074.80	333,865.20	75.21%
004	ANNUAL INCREMENT	8,520.00	119.47	8,639.47	-119.47	-1.40%
Total Personal Services		\$452,460.00	\$36,587.81	\$118,714.27	\$333,745.73	73.76%
Employee Benefits						
010	CIVIL SERV PEIA/PERS	3,500.00	0.00	561.69	2,938.31	83.95%
011	SOCIAL SECURITY MATCHING	34,613.00	2,640.07	8,573.11	26,039.89	75.23%
012	PUBLIC EMPLOYEES INS	77,051.00	5,794.60	18,613.80	58,437.20	75.84%
014	WORKERS COMPENSATION	1,176.00	0.00	924.00	252.00	21.43%
016	PENSION AND RETIREMENT	65,607.00	5,051.96	16,960.35	48,646.65	74.15%
Total Employee Benefits		\$181,947.00	\$13,486.63	\$45,632.95	\$136,314.05	74.92%
Current Expenses						
024	TELECOMMUNICATIONS	0.00	0.00	166.56	0.00	0.00%
025	CONTRACTUAL/PROFESSIONAL	2,000.00	0.00	0.00	2,000.00	100.00%
027	COMPUTER SERVICES	93,295.50	3,605.89	23,780.45	69,348.49	74.33%
029	VEHICLE RENTAL	6,000.00	26.40	79.20	5,920.80	98.68%
030	RENTAL (MACHINE & MISC)	2,040.00	408.00	408.00	1,428.00	70.00%
034	CLOTH, HOUSEHOLD & REC SU	300.00	0.00	0.00	300.00	100.00%
035	ADVERTISING & PROMOTIONAL	500.00	7.83	7.83	492.17	98.43%
042	HOSPITALITY	300.00	0.00	0.00	300.00	100.00%
047	ENERGY EXPENSE UTILITIES	42,500.00	10,500.00	7,000.00	35,500.00	83.53%
051	MISCELLANEOUS	500.00	24.70	10.40	467.50	93.50%
053	POSTAL AND FREIGHT	5,500.00	335.45	502.09	4,943.42	89.88%
054	COMPUTER SUPPLIES/EQUIP	13,184.00	2,396.67	7,275.85	5,517.15	41.85%
252	TRAINING/DEVELOPMENT WVLC	2,500.00	0.00	0.00	2,500.00	100.00%
320	OFFICE EXPENSES	2,700.00	114.20	452.68	2,179.80	80.73%
326	TRAVEL-WVLC	8,000.00	0.00	289.73	7,710.27	96.38%
327	TRAVEL-FIELD TECHS	11,500.00	3,417.50	4,703.17	5,962.11	51.84%
Total Current Expenses		\$190,819.50	\$20,836.64	\$44,675.96	\$144,569.71	75.76%
Repairs and Alterations						
061	OFFICE & COMM EQUIP REPRS	1,000.00	9.20	9.20	990.80	99.08%
Total Repairs and Alterations		\$1,000.00	\$9.20	\$9.20	\$990.80	99.08%
Equipment						
276	ELECTRONIC DATABASES	219,992.00	0.00	54,975.00	165,017.00	75.01%
277	BOOKS	30,030.50	2,606.81	917.46	26,927.06	89.67%
377	SUBSCRIPTIONS	176,023.67	12,394.00	24,110.44	145,889.23	82.88%
477	STANDING ORDERS	66,253.17	4,563.51	19,420.67	45,921.58	69.31%
577	VIDEO	3,500.00	152.00	185.00	3,315.00	94.71%
677	AUDIO	58,004.04	9,886.86	16,020.59	39,937.34	68.85%
777	MISCELLANEOUS	55,393.12	316.61	925.01	54,438.11	98.28%
Total Equipment		\$609,196.50	\$29,919.79	\$116,554.17	\$481,445.32	79.03%

**SUMMARY BUDGET REPORT
LOTTERY FUND**

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Other Disbursements						
243	ADMINISTRATIVE GRANTS	52,611.00	0.00	0.00	52,611.00	100.00%
295	PER CAPITA	8,348,884.00	0.00	2,087,221.00	6,261,663.00	75.00%
296	LD SPECIAL PROJECTS	1,258,900.00	210,701.00	211,701.00	1,044,199.00	82.95%
298	SERVICES TO LIBRARIES	550,000.00	0.00	137,500.00	412,500.00	75.00%
Total Other Disbursements		\$10,210,395.00	\$210,701.00	\$2,436,422.00	\$7,770,973.00	76.11%
110						
110	PEIA RESERVE TRANSFER	5,000.00	0.00	0.00	5,000.00	100.00%
Total 110		\$5,000.00	\$0.00	\$0.00	\$5,000.00	100.00%
160						
160	WV OPEB CONTRIBUTION	26,052.00	2,004.00	6,346.00	19,706.00	75.64%
Total 160		\$26,052.00	\$2,004.00	\$6,346.00	\$19,706.00	75.64%
TOTAL FUND 3559		\$11,676,870.00	\$313,545.07	\$2,768,354.55	\$8,892,744.61	76.16%

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

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Personal Services						
001	PERS SERVICE(W/ PR DEDUC)	19,056.00	0.00	773.00	18,283.00	95.94%
004	ANNUAL INCREMENT	360.00	0.00	360.00	0.00	0.00%
Total Personal Services		\$19,416.00	\$0.00	\$1,133.00	\$18,283.00	94.16%
Employee Benefits						
010	CIVIL SERV PEIA/PERS	250.00	0.00	0.00	250.00	100.00%
011	SOCIAL SECURITY MATCHING	1,485.00	0.00	83.99	1,401.01	94.34%
012	PUBLIC EMPLOYEES INS	65.00	0.00	4.00	61.00	93.85%
014	WORKERS COMPENSATION	144.00	0.00	0.00	144.00	100.00%
016	PENSION AND RETIREMENT	2,427.00	0.00	164.29	2,262.71	93.23%
Total Employee Benefits		\$4,371.00	\$0.00	\$252.28	\$4,118.72	94.23%
Current Expenses						
030	RENTAL (MACHINE & MISC)	55.00	0.00	55.00	0.00	0.00%
051	MISCELLANEOUS	478,703.57	0.00	2,605.18	476,098.39	99.46%
053	POSTAL AND FREIGHT	539.87	0.00	330.39	209.48	38.80%
320	OFFICE EXPENSES	5,518.60	0.00	0.00	5,518.60	100.00%
326	TRAVEL-WVLC	2,355.00	0.00	0.00	2,355.00	100.00%
Total Current Expenses		\$487,172.04	\$0.00	\$2,990.57	\$484,181.47	99.39%
Repairs and Alterations						
063	BLDNG/HSEHLD EQUIP REPAIR	6,930.00	6,930.00	0.00	0.00	0.00%
064	ROUTINE MAINT OF BLDGS	300.00	0.00	0.00	300.00	100.00%
Total Repairs and Alterations		\$7,230.00	\$6,930.00	\$0.00	\$300.00	4.15%
Equipment						
070	OFFICE AND COMM EQUIPMENT	23,625.00	0.00	0.00	23,625.00	100.00%
277	BOOKS	6,375.00	0.00	0.00	6,375.00	100.00%
Total Equipment		\$30,000.00	\$0.00	\$0.00	\$30,000.00	100.00%
Other Disbursements						
093	REIMBURSEMENT	61,871.63	0.00	0.00	61,871.63	100.00%
243	ADMINISTRATIVE GRANTS	385,999.53	0.00	0.00	385,999.53	100.00%
Total Other Disbursements		\$447,871.16	\$0.00	\$0.00	\$447,871.16	100.00%
058						
058	MISC EQUIPMENT PURCHASES	1,935.80	0.00	1,935.80	0.00	0.00%
Total 058		\$1,935.80	\$0.00	\$1,935.80	\$0.00	0.00%
160						
160	WV OPEB CONTRIBUTION	2,004.00	0.00	0.00	2,004.00	100.00%
Total 160		\$2,004.00	\$0.00	\$0.00	\$2,004.00	100.00%
TOTAL FUND 3562		\$1,000,000.00	\$6,930.00	\$6,311.65	\$986,758.35	98.68%

**SUMMARY BUDGET REPORT
FEDERAL FUND**

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Personal Services						
001	PERS SERVICE(W/ PR DEDUC)	236,208.00	13,129.00	39,358.00	196,850.00	83.34%
004	ANNUAL INCREMENT	3,480.00	0.00	3,480.00	0.00	0.00%
Total Personal Services		\$239,688.00	\$13,129.00	\$42,838.00	\$196,850.00	82.13%
Employee Benefits						
010	CIVIL SERV PEIA/PERS	1,500.00	0.00	200.00	1,300.00	86.67%
011	SOCIAL SECURITY MATCHING	18,336.00	958.03	3,138.10	15,197.90	82.89%
012	PUBLIC EMPLOYEES INS	16,284.00	1,055.00	3,165.00	13,119.00	80.56%
014	WORKERS COMPENSATION	1,698.00	0.00	264.00	1,434.00	84.45%
016	PENSION AND RETIREMENT	29,961.00	1,903.72	6,211.56	23,749.44	79.27%
Total Employee Benefits		\$67,779.00	\$3,916.75	\$12,978.66	\$54,800.34	80.85%
Current Expenses						
021	PRINTING AND BINDING	1,000.00	0.00	0.00	1,000.00	100.00%
024	TELECOMMUNICATIONS	606,106.25	-173,396.54	-57,028.01	596,954.26	98.49%
025	CONTRACTUAL/PROFESSIONAL	6,000.00	1,000.00	1,000.00	5,000.00	83.33%
027	COMPUTER SERVICES	6,100.00	416.66	624.99	5,266.68	86.34%
030	RENTAL (MACHINE & MISC)	3,000.00	530.40	530.40	2,204.40	73.48%
034	CLOTH, HOUSEHOLD & REC SU	500.00	44.91	46.70	455.09	91.02%
035	ADVERTISING & PROMOTIONAL	3,000.00	238.65	330.53	2,669.47	88.98%
036	VEHICLE OPERATING EXP	500.00	0.00	0.00	500.00	100.00%
042	HOSPITALITY	1,000.00	0.00	0.00	1,000.00	100.00%
044	ENERGY EXP MTR VEH/AIR.	500.00	25.57	60.69	413.74	82.75%
051	MISCELLANEOUS	21,184.00	5.20	20,605.40	573.40	2.71%
053	POSTAL AND FREIGHT	1,000.00	42.79	34.38	957.21	95.72%
054	COMPUTER SUPPLIES/EQUIP	5,000.00	1,125.99	1,125.99	3,874.01	77.48%
252	TRAINING/DEVELOPMENT WVLC	4,400.00	418.00	0.00	3,982.00	90.50%
253	TRAINING/DEVLOPMENT LIBS	14,000.00	0.00	105.00	13,895.00	99.25%
320	OFFICE EXPENSES	2,500.00	26.38	26.38	2,473.62	98.94%
326	TRAVEL-WVLC	15,000.00	32.71	926.38	14,040.91	93.61%
Total Current Expenses		\$690,790.25	-\$169,489.28	-\$31,611.17	\$655,259.79	94.86%
Repairs and Alterations						
061	OFFICE & COMM EQUIP REPRS	1,000.00	0.00	0.00	1,000.00	100.00%
Total Repairs and Alterations		\$1,000.00	\$0.00	\$0.00	\$1,000.00	100.00%
Equipment						
276	ELECTRONIC DATABASES	544,543.75	4,421.36	282,537.18	262,006.57	48.11%
277	BOOKS	5,000.00	1,764.22	417.72	3,267.76	65.36%
Total Equipment		\$549,543.75	\$6,185.58	\$282,954.90	\$265,274.33	48.27%
Other Disbursements						
273	SYSTEM MAINTENANCE GRANTS	367,500.00	0.00	0.00	367,500.00	100.00%
Total Other Disbursements		\$367,500.00	\$0.00	\$0.00	\$367,500.00	100.00%

**SUMMARY BUDGET REPORT
FEDERAL FUND**

**Period Ending 09/30/2011
PROCESS FY 2012**

OBJ	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
128						
231	BOOK ESTABLISHMENT GRANTS	5,000.00	0.00	0.00	5,000.00	100.00%
297	AUTOMATION GRANT	23,900.00	0.00	23,900.00	0.00	0.00%
Total 128		\$28,900.00	\$0.00	\$23,900.00	\$5,000.00	17.30%
160						
160	WV OPEB CONTRIBUTION	8,016.00	501.00	1,503.00	6,513.00	81.25%
Total 160		\$8,016.00	\$501.00	\$1,503.00	\$6,513.00	81.25%
TOTAL FUND 8720		\$1,953,217.00	-\$145,756.95	\$332,563.39	\$1,552,197.46	79.47%
	GRAND TOTAL	\$16,714,796.00	\$290,909.75	\$3,490,938.89	\$13,134,942.68	78.58%

SUMMARY BUDGET REPORT

For Period Ending 09/30/2011

Fiscal Year 2012

OBJ CODE	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Personal Services						
001	PERS SERVICE(W/ PR DEDUC)	1,740,610.00	121,814.55	374,701.97	1,365,908.03	78.47%
004	ANNUAL INCREMENT	49,440.00	268.22	37,485.68	11,954.32	24.18%
Total Personal Services		1,790,050.00	122,082.77	412,187.65	1,377,862.35	76.97%
Employee Benefits						
010	CIVIL SERV PEIA/PERS	13,250.00	0.00	2,211.69	11,038.31	83.31%
011	SOCIAL SECURITY MATCHING	136,938.00	8,681.09	29,886.27	107,051.73	78.18%
012	PUBLIC EMPLOYEES INS	238,072.00	16,126.85	48,768.90	189,303.10	79.52%
014	WORKERS COMPENSATION	5,869.00	0.00	3,297.00	2,572.00	43.82%
016	PENSION AND RETIREMENT	254,376.00	17,120.71	58,129.79	196,246.21	77.15%
Total Employee Benefits		648,505.00	41,928.65	142,293.65	506,211.35	78.06%
Current Expenses						
021	PRINTING AND BINDING	11,175.00	0.00	0.00	11,175.00	100.00%
022	RENT EXP (REAL PROP) BLDG	500.00	0.00	28.00	472.00	94.40%
024	TELECOMMUNICATIONS	606,106.25	-173,396.54	-56,861.45	596,954.26	98.49%
025	CONTRACTUAL/PROFESSIONAL	19,000.00	1,000.00	1,995.00	17,005.00	89.50%
027	COMPUTER SERVICES	100,395.50	4,070.55	24,556.44	75,464.17	75.17%
029	VEHICLE RENTAL	11,500.00	52.80	158.40	11,341.60	98.62%
030	RENTAL (MACHINE & MISC)	16,050.00	2,553.60	2,322.80	12,450.40	77.57%
031	ASSOC DUES & PROF MEMBERS	9,740.00	1,210.00	4,210.00	5,530.00	56.78%
032	FIRE/AUTO/BOND/ & OTHR IN	15,177.00	0.00	3,232.00	11,945.00	78.70%
033	FOOD PRODUCTS	1,500.00	367.29	152.46	1,132.71	75.51%
034	CLOTH, HOUSEHOLD & REC SU	1,411.00	44.91	85.70	1,327.09	94.05%
035	ADVERTISING & PROMOTIONAL	4,500.00	246.48	338.36	4,161.64	92.48%
036	VEHICLE OPERATING EXP	4,400.00	98.00	394.55	3,924.45	89.19%
042	HOSPITALITY	3,975.00	791.15	285.98	2,998.90	75.44%
044	ENERGY EXP MTR VEH/AIR.	3,000.00	819.42	1,586.37	1,388.06	46.27%
047	ENERGY EXPENSE UTILITIES	157,500.00	12,228.92	15,405.98	142,094.02	90.22%
051	MISCELLANEOUS	502,579.27	35.10	23,545.88	479,006.09	95.31%
053	POSTAL AND FREIGHT	28,567.76	1,497.82	2,501.46	25,587.83	89.57%
054	COMPUTER SUPPLIES/EQUIP	23,434.00	3,691.55	9,240.17	13,633.94	58.18%
056	ATTY LEGAL SERVICE PYMTS	250.00	0.00	0.00	250.00	100.00%
252	TRAINING/DEVELOPMENT WVLC	8,700.00	517.00	99.00	8,183.00	94.06%
253	TRAINING/DEVELOPMENT LIBS	14,000.00	0.00	105.00	13,895.00	99.25%
320	OFFICE EXPENSES	36,529.90	2,259.19	2,801.18	33,308.21	91.18%
326	TRAVEL-WVLC	44,855.00	1,027.71	3,038.66	41,686.63	92.94%
327	TRAVEL-FIELD TECHS	11,500.00	3,417.50	4,703.17	5,962.11	51.84%
Total Current Expenses		1,636,345.68	-137,467.55	43,925.11	1,520,877.11	92.94%

SUMMARY BUDGET REPORT

For Period Ending 09/30/2011

Fiscal Year 2012

OBJ CODE	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
Repairs and Alterations						
061	OFFICE & COMM EQUIP REPRS	4,300.00	94.20	9.20	4,205.80	97.81%
063	BLDNG/HSEHLD EQUIP REPAIR	7,308.00	6,930.00	6,930.00	378.00	5.17%
064	ROUTINE MAINT OF BLDGS	1,300.00	0.00	0.00	1,300.00	100.00%
065	VEHICLE REPAIRS	3,000.00	0.00	0.00	3,000.00	100.00%
Total Repairs and Alterations		15,908.00	7,024.20	6,939.20	8,883.80	55.84%
Equipment						
070	OFFICE AND COMM EQUIPMENT	48,147.11	0.00	0.00	48,147.11	100.00%
073	HOUSEHOLD EQUIP & FURNG	150.00	0.00	0.00	150.00	100.00%
276	ELECTRONIC DATABASES	764,535.75	4,421.36	337,512.18	427,023.57	55.85%
277	BOOKS	163,378.50	7,123.53	3,595.17	154,844.74	94.78%
377	SUBSCRIPTIONS	176,023.67	12,394.00	24,110.44	145,889.23	82.88%
477	STANDING ORDERS	66,253.17	4,563.51	19,420.67	45,921.58	69.31%
577	VIDEO	3,500.00	152.00	185.00	3,315.00	94.71%
677	AUDIO	58,004.04	9,886.86	16,020.59	39,937.34	68.85%
777	MISCELLANEOUS	55,393.12	316.61	925.01	54,438.11	98.28%
Total Equipment		1,335,385.36	38,857.87	401,769.06	919,666.68	68.87%
Other Disbursements						
093	REIMBURSEMENT	173,391.63	0.00	0.00	173,391.63	100.00%
243	ADMINISTRATIVE GRANTS	438,610.53	0.00	0.00	438,610.53	100.00%
273	SYSTEM MAINTENANCE GRANTS	367,500.00	0.00	0.00	367,500.00	100.00%
295	PER CAPITA	8,348,884.00	0.00	2,087,221.00	6,261,663.00	75.00%
296	LD SPECIAL PROJECTS	1,258,900.00	210,701.00	211,701.00	1,044,199.00	82.95%
298	SERVICES TO LIBRARIES	550,000.00	0.00	137,500.00	412,500.00	75.00%
Total Other Disbursements		11,137,286.16	210,701.00	2,436,422.00	8,697,864.16	78.10%
058						
058	MISC EQUIPMENT PURCHASES	17,235.80	1,436.81	3,796.22	13,103.23	76.02%
Total 058		17,235.80	1,436.81	3,796.22	13,103.23	76.02%
110						
110	PEIA RESERVE TRANSFER	15,000.00	0.00	0.00	15,000.00	100.00%
Total 110		15,000.00	0.00	0.00	15,000.00	100.00%
128						
231	BOOK ESTABLISHMENT GRANTS	5,000.00	0.00	0.00	5,000.00	100.00%
297	AUTOMATION GRANT	23,900.00	0.00	23,900.00	0.00	0.00%
Total 128		28,900.00	0.00	23,900.00	5,000.00	17.30%
160						
160	WV OPEB CONTRIBUTION	90,180.00	6,346.00	19,706.00	70,474.00	78.15%
Total 160		90,180.00	6,346.00	19,706.00	70,474.00	78.15%

SUMMARY BUDGET REPORT
For Period Ending 09/30/2011
Fiscal Year 2012

OBJ CODE	NAME	YTD BUDGET	CURRENT PERIOD EXPENDITURES	YTD EXPENDITURES	BUDGET VARIANCE	% BUDGET REMAINING
		\$16,714,796.00	\$290,909.75	\$3,490,938.89	\$13,134,942.68	78.58%

**CASH BALANCES
PERIOD ENDING: 09/30/2011
PROCESS FY 2012**

	<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>
3550 Video Fund	24,894.10	24,894.10	23,065.25	23,284.51	23,284.51	23,284.51	23,284.51	23,284.51	23,284.51	23,284.51	23,284.51	23,284.51	23,284.51	23,284.51
	24,894.10	24,894.10	23,065.25	23,284.51										
3562 Gifts, Grants, & Donations	329,994.07	324,749.32	323,682.42	323,682.42	323,682.42	323,682.42	323,682.42	323,682.42	323,682.42	323,682.42	323,682.42	323,682.42	323,682.42	323,682.42
	329,994.07	324,749.32	323,682.42											