

WEST VIRGINIA LIBRARY COMMISSION

AGENDA

May 4, 2011

11:00 a.m.

Location: Princeton Public Library

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

West Virginia Library Commission

February 1, 2012

The West Virginia Library Commission met at the West Virginia Library Association Annual Conference in Charleston at 10:00 a.m. on Wednesday, February 1, 2012. Members present were Chairman Betty Gunnoe, Dr. Charles Julian, Katy White, Mary Bland Strickland, David Dalzell and Dennis Taylor. Also present was Karen Goff, Secretary.

The agenda was:

1. Call to Order – Betty Gunnoe, Chairman
2. Approval of Minutes – October 5, 2011
3. Public Comments
4. Financial Report – Denise Seabolt
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 a.m.

Approval of Minutes

Commissioner Taylor moved to approve the minutes of the October 5, 2011 meeting. Commissioner Julian seconded. The motion was approved.

Public Comments

There were no public comments

Financial Report

Ms. Seabolt reported the agency budget is on track. The agency has expended 58% of the total budget. Normal activity was reported in the General, Video and Gifts, Grants and Donations funds. There was no activity in the RADAR fund. The agency is still waiting to close out the RADAR fund and reimburse the remaining amount to the

Department of Health and Human Resources. These funds remain from the previous fiscal year as the program has ended and is no longer funded.

100% of the Lottery Fund line 276 is used to pay the state portion of the EBSCO electronic database package. This equates to 52% of the total EBSCO package cost of \$422,265. The remaining 27% of this line will be exhausted in April.

Third quarter Per Capita grants, line 295, and Service to libraries grants, line 298, were disbursed from the Lottery Fund. 25% remains in both lines.

A Sub-recipient grant was disbursed to Cabell County Public Library for the Ohio River Book festival in the amount of \$5,000 from the Federal Fund.

P-card transactions logs for October 2011 through December 2011 were included in the Commissioner's package for their review.

Commissioner Julian moved the financial reports, including the P-card transaction logs, be filed for audit. Commissioner White seconded. Motion carried.

Secretary's Report

Secretary Goff Introduced Shawn Faircloth. Ms. Faircloth is the newly hired Librarian for the Special Services Department.

Secretary Goff reported that the only new legislation introduced so far in the current Legislative session is the budget bill. All other bills that were introduced concerning libraries are roll over bills from last year.

Commissioner Gunnoe reported that the West Virginia Library Association Legislative Committee has started mentoring program to help librarians who are newly involved with the legislative session learn how to approach their legislatures.

Commissioner Taylor inquired about House Bills 2112 and 2164 concerning the school aid formula. Secretary Goff noted that an adjustment to the school aid formula may affect the local match requirement for libraries. Secretary Goff also reported that she and Alan Engelbert, director of the Kanawha County Public Library, have spoken with Joe Panetta from the Department of Education about how lowering the school aid to 86% from 90% will affect funding.

Mr. Panetta has also been e-mailing Boards of Education telling them to fund public libraries. Mr. Panetta also mentioned if legislation can be introduced to increase the levy cap by \$0.01 and have that increased dedicated as funding to libraries it would produce \$19 million in funding.

Secretary Goff presented at the House Finance Committee Budget Hearing on January 25th. Her presentation focused on drawing attention to the services provided by libraries. The agency is asking the committee to consider an increase in Grants-in-Aid

that will increase the per capita rate to \$4.75. Although the total Grants-in-Aid amount has not dropped since last year, the increase in population reported from the 2010 census will drop the per capita rate to \$4.51. Fifty-one of the 97 library systems have lost population. Forty-six have gained. Secretary Goff plans to produce some information sheets to post to the web page for libraries to use.

The Commissioners' were given a print out of the Fiscal Year 2013 budget as introduced in the legislature. The agency has seen no change.

Currently the agency is working on digitizing archived annual reports to be available for download on the agency website. Commissioners were given the 2011 Annual and Statistical reports.

The agency is currently in the process of migrating the Voyager system from the server currently housed at the Library Commission office to a hosted service provided by the vendor.

OneEconomy, a non-profit organization, is in the planning stages of a grant that will place refurbished computers in the homes of the economically disadvantaged. They would like to do this through public libraries. Secretary Goff is apprehensive about providing refurbished computers and outdated software to libraries and individuals. The agency experience in the past concerning refurbished computers has not been positive. Secretary Goff has spoken to the Institute of Museum and Library Services (IMLS) concerning this grant. IMLS will provide funding for the project that is targeting four states. However, they would prefer to filter the funding through the Library Commission versus giving it directly to OneEconomy.

The agency has also recently redesigned the Library Development Department's work area in order to move Technical Services into the same area.

Secretary Goff is In the process of interviewing for the Library Development Director position.

Old Business

There was no old business.

New Business

There was no new business.

Announcements

The next meeting will be May 4th at the Princeton Public Library at 10:00 AM.

The April 4th meeting will be cancelled.

The Commission will meet at 10:00 AM on August 3rd at the Library Commission Headquarters.

The October meeting will be rescheduled to coincide with the WVLA Conference at the Stonewall Jackson Resort from October 9th through the 12th.

Adjourn

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

Respectfully submitted,

Karen Goff, Secretary

Betty Gunnoe, Chairman

**SUMMARY BUDGET REPORT
GENERAL FUND**

**Period Ending 04/30/2012
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 | 75,903.11 | 735,763.29 | 305,642.71 | 29.35% |
| 004 | ANNUAL INCREMENT | 37,080.00 | 0.00 | 25,125.68 | 11,954.32 | 32.24% |
| Total Personal Services | | \$1,078,486.00 | \$75,903.11 | \$760,888.97 | \$317,597.03 | 29.45% |
| Employee Benefits | | | | | | |
| 010 | CIVIL SERV PEIA/PERS | 7,517.00 | 1,485.00 | 7,517.00 | 0.00 | 0.00% |
| 011 | SOCIAL SECURITY MATCHING | 82,284.30 | 5,493.60 | 55,105.40 | 27,178.90 | 33.03% |
| 012 | PUBLIC EMPLOYEES INS | 143,915.24 | 8,773.20 | 108,774.67 | 35,140.57 | 24.42% |
| 014 | WORKERS COMPENSATION | 4,315.75 | 0.00 | 4,262.14 | 53.61 | 1.24% |
| 016 | PENSION AND RETIREMENT | 156,381.00 | 11,071.98 | 107,988.22 | 48,392.78 | 30.95% |
| Total Employee Benefits | | \$394,413.29 | \$26,823.78 | \$283,647.43 | \$110,765.86 | 28.08% |
| Current Expenses | | | | | | |
| 021 | PRINTING AND BINDING | 4,617.76 | 1,560.00 | 0.00 | 3,057.76 | 66.22% |
| 022 | RENT EXP (REAL PROP) BLDG | 500.00 | 0.00 | 28.00 | 472.00 | 94.40% |
| 025 | CONTRACTUAL/PROFESSIONAL | 8,000.00 | 0.00 | 2,865.50 | 5,134.50 | 64.18% |
| 027 | COMPUTER SERVICES | 1,450.00 | 129.00 | 926.00 | 524.00 | 36.14% |
| 029 | VEHICLE RENTAL | 1,971.98 | 26.40 | 264.00 | 1,707.98 | 86.61% |
| 030 | RENTAL (MACHINE & MISC) | 9,974.94 | 1,389.29 | 6,681.74 | 2,650.60 | 26.57% |
| 031 | ASSOC DUES & PROF MEMBERS | 9,865.00 | 655.00 | 9,865.00 | 0.00 | 0.00% |
| 032 | FIRE/AUTO/BOND/ & OTHR IN | 15,177.00 | 3,232.00 | 12,928.00 | 2,249.00 | 14.82% |
| 033 | FOOD PRODUCTS | 1,422.93 | 311.85 | 1,067.22 | 224.04 | 15.74% |
| 034 | CLOTH, HOUSEHOLD & REC SU | 611.00 | 0.00 | 39.00 | 572.00 | 93.62% |
| 035 | ADVERTISING & PROMOTIONAL | 3,449.50 | 11.88 | 756.38 | 2,693.12 | 78.07% |
| 036 | VEHICLE OPERATING EXP | 3,900.00 | 356.31 | 3,174.78 | 626.22 | 16.06% |
| 042 | HOSPITALITY | 2,635.45 | 0.00 | 1,081.53 | 1,553.92 | 58.96% |
| 044 | ENERGY EXP MTR VEH/AIR. | 8,500.00 | 1,029.95 | 7,924.32 | 575.68 | 6.77% |
| 047 | ENERGY EXPENSE UTILITIES | 106,751.02 | 4,304.94 | 54,045.68 | 52,705.34 | 49.37% |
| 051 | MISCELLANEOUS | 2,486.20 | 0.00 | 747.63 | 1,738.57 | 69.93% |
| 053 | POSTAL AND FREIGHT | 15,550.00 | 1,434.19 | 13,151.30 | 1,852.55 | 11.91% |
| 054 | COMPUTER SUPPLIES/EQUIP | 14,522.00 | 1,516.99 | 2,681.50 | 10,623.51 | 73.15% |
| 056 | ATTY LEGAL SERVICE PYMTS | 250.00 | 0.00 | 67.50 | 182.50 | 73.00% |
| 252 | TRAINING/DEVELOPMENT WVLC | 2,275.00 | 189.00 | 1,253.00 | 1,022.00 | 44.92% |
| 320 | OFFICE EXPENSES | 20,846.30 | 2,867.70 | 9,915.37 | 8,757.59 | 42.01% |
| 326 | TRAVEL-WVLC | 16,884.61 | 801.85 | 6,204.30 | 10,680.31 | 63.25% |
| Total Current Expenses | | \$251,640.69 | \$19,816.35 | \$135,667.75 | \$109,603.19 | 43.56% |
| Repairs and Alterations | | | | | | |
| 061 | OFFICE & COMM EQUIP REPRS | 1,600.00 | 0.00 | 678.75 | 921.25 | 57.58% |
| 063 | BLDNG/HSEHLD EQUIP REPAIR | 7,430.00 | 125.95 | 7,055.95 | 374.05 | 5.03% |
| 064 | ROUTINE MAINT OF BLDGS | 752.07 | 0.00 | 0.00 | 752.07 | 100.00% |
| 065 | VEHICLE REPAIRS | 2,500.00 | 390.00 | 390.00 | 2,110.00 | 84.40% |
| 068 | OTHER REPAIRS AND ALT | 4,025.00 | 0.00 | 4,025.00 | 0.00 | 0.00% |
| Total Repairs and Alterations | | \$16,307.07 | \$515.95 | \$12,149.70 | \$4,157.37 | 25.49% |

**SUMMARY BUDGET REPORT
GENERAL FUND**

**Period Ending 04/30/2012
PROCESS FY 2012**

| OBJ | NAME | YTD BUDGET | CURRENT PERIOD EXPENDITURES | YTD EXPENDITURES | BUDGET VARIANCE | % BUDGET REMAINING |
|------------------------|---------------------------|-----------------------|--|-----------------------------|----------------------------|-------------------------------|
| Equipment | | | | | | |
| 070 | OFFICE AND COMM EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 073 | HOUSEHOLD EQUIP & FURNG | 150.00 | 0.00 | 0.00 | 150.00 | 100.00% |
| 277 | BOOKS | 116,345.71 | 5,091.27 | 76,099.03 | 38,393.21 | 33.00% |
| Total Equipment | | \$116,495.71 | \$5,091.27 | \$76,099.03 | \$38,543.21 | 33.09% |
| 058 | | | | | | |
| 058 | MISC EQUIPMENT PURCHASES | 1,683.24 | 0.00 | 1,661.06 | 22.18 | 1.32% |
| Total 058 | | \$1,683.24 | \$0.00 | \$1,661.06 | \$22.18 | 1.32% |
| 110 | | | | | | |
| 110 | PEIA RESERVE TRANSFER | 10,000.00 | 10,000.00 | 0.00 | 0.00 | 0.00% |
| Total 110 | | \$10,000.00 | \$10,000.00 | \$0.00 | \$0.00 | 0.00% |
| 160 | | | | | | |
| 160 | WV OPEB CONTRIBUTION | 54,108.00 | 3,841.00 | 38,911.00 | 15,197.00 | 28.09% |
| Total 160 | | \$54,108.00 | \$3,841.00 | \$38,911.00 | \$15,197.00 | 28.09% |
| TOTAL FUND 0296 | | \$1,923,134.00 | \$141,991.46 | \$1,309,024.94 | \$595,885.84 | 30.99% |

**SUMMARY BUDGET REPORT
VIDEO FUND**

**Period Ending 04/30/2012
PROCESS FY 2012**

| OBJ | NAME | YTD BUDGET | CURRENT PERIOD EXPENDITURES | YTD EXPENDITURES | BUDGET VARIANCE | % BUDGET REMAINING |
|--------------------------------------|---------------------------|-----------------------|--|-----------------------------|----------------------------|-------------------------------|
| Current Expenses | | | | | | |
| 035 | ADVERTISING & PROMOTIONAL | 24.00 | 0.00 | 0.00 | 24.00 | 100.00% |
| 053 | POSTAL AND FREIGHT | 1,027.89 | 30.11 | 194.31 | 803.47 | 78.17% |
| 054 | COMPUTER SUPPLIES/EQUIP | 750.00 | 0.00 | 750.00 | 0.00 | 0.00% |
| 320 | OFFICE EXPENSES | 8,976.00 | 218.00 | 3,931.44 | 4,826.56 | 53.77% |
| Total Current Expenses | | \$10,777.89 | \$248.11 | \$4,875.75 | \$5,654.03 | 52.46% |
| Repairs and Alterations | | | | | | |
| 061 | OFFICE & COMM EQUIP REPRS | 917.48 | 0.00 | 0.00 | 917.48 | 100.00% |
| Total Repairs and Alterations | | \$917.48 | \$0.00 | \$0.00 | \$917.48 | 100.00% |
| 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 | 14,082.52 | 611.64 | 2,843.80 | 10,627.08 | 75.46% |
| Total 058 | | \$14,082.52 | \$611.64 | \$2,843.80 | \$10,627.08 | 75.46% |
| TOTAL FUND 3550 | | \$50,000.00 | \$859.75 | \$7,719.55 | \$41,420.70 | 82.84% |

**SUMMARY BUDGET REPORT
RADAR FUND**

**Period Ending 04/30/2012
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 04/30/2012
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 | 36,945.50 | 359,797.30 | 84,142.70 | 18.95% |
| 004 | ANNUAL INCREMENT | 8,520.00 | 0.00 | 8,520.00 | 0.00 | 0.00% |
| Total Personal Services | | \$452,460.00 | \$36,945.50 | \$368,317.30 | \$84,142.70 | 18.60% |
| Employee Benefits | | | | | | |
| 010 | CIVIL SERV PEIA/PERS | 3,081.69 | 630.00 | 3,081.69 | 0.00 | 0.00% |
| 011 | SOCIAL SECURITY MATCHING | 34,613.00 | 2,659.72 | 26,540.10 | 8,072.90 | 23.32% |
| 012 | PUBLIC EMPLOYEES INS | 77,051.00 | 6,012.60 | 59,830.00 | 17,221.00 | 22.35% |
| 014 | WORKERS COMPENSATION | 1,866.00 | 0.00 | 1,866.00 | 0.00 | 0.00% |
| 016 | PENSION AND RETIREMENT | 65,607.00 | 5,357.12 | 53,170.27 | 12,436.73 | 18.96% |
| Total Employee Benefits | | \$182,218.69 | \$14,659.44 | \$144,488.06 | \$37,730.63 | 20.71% |
| Current Expenses | | | | | | |
| 024 | TELECOMMUNICATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 025 | CONTRACTUAL/PROFESSIONAL | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 0.00% |
| 027 | COMPUTER SERVICES | 92,295.50 | 6,593.48 | 72,118.46 | 20,177.04 | 21.86% |
| 029 | VEHICLE RENTAL | 1,291.30 | 26.40 | 424.70 | 866.60 | 67.11% |
| 030 | RENTAL (MACHINE & MISC) | 2,040.00 | 408.00 | 1,721.80 | 114.20 | 5.60% |
| 034 | CLOTH, HOUSEHOLD & REC SU | 300.00 | 0.00 | 0.00 | 300.00 | 100.00% |
| 035 | ADVERTISING & PROMOTIONAL | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 042 | HOSPITALITY | 300.00 | 0.00 | 0.00 | 300.00 | 100.00% |
| 044 | ENERGY EXP MTR VEH/AIR. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 047 | ENERGY EXPENSE UTILITIES | 37,228.31 | 4,473.71 | 32,473.71 | 4,754.60 | 12.77% |
| 051 | MISCELLANEOUS | 1,032.00 | 918.36 | 562.42 | 0.02 | 0.00% |
| 053 | POSTAL AND FREIGHT | 5,500.00 | 584.48 | 2,773.81 | 2,476.64 | 45.03% |
| 054 | COMPUTER SUPPLIES/EQUIP | 13,184.00 | 1,806.31 | 9,318.36 | 3,017.54 | 22.89% |
| 252 | TRAINING/DEVELOPMENT WVLC | 7,101.70 | 2,699.00 | 535.00 | 3,867.70 | 54.46% |
| 320 | OFFICE EXPENSES | 2,700.00 | 598.51 | 2,232.43 | 74.97 | 2.78% |
| 326 | TRAVEL-WVLC | 2,200.00 | 0.00 | 1,478.09 | 721.91 | 32.81% |
| 327 | TRAVEL-FIELD TECHS | 26,375.00 | 3,642.90 | 22,294.48 | 4,080.52 | 15.47% |
| 328 | TRAVE - BTOP | 2,000.00 | 87.42 | 87.42 | 1,912.58 | 95.63% |
| Total Current Expenses | | \$195,547.81 | \$21,838.57 | \$148,020.68 | \$42,664.32 | 21.82% |
| Repairs and Alterations | | | | | | |
| 061 | OFFICE & COMM EQUIP REPRS | 988.14 | 0.00 | 589.20 | 398.94 | 40.37% |
| Total Repairs and Alterations | | \$988.14 | \$0.00 | \$589.20 | \$398.94 | 40.37% |
| Equipment | | | | | | |
| 276 | ELECTRONIC DATABASES | 219,992.00 | 59,450.75 | 219,992.00 | 0.00 | 0.00% |
| 277 | BOOKS | 30,030.50 | 11,047.10 | 14,947.54 | 9,854.71 | 32.82% |
| 377 | SUBSCRIPTIONS | 176,023.67 | 34,849.46 | 158,813.72 | 331.01 | 0.19% |
| 477 | STANDING ORDERS | 66,253.17 | 8,023.86 | 40,265.59 | 22,478.83 | 33.93% |
| 577 | VIDEO | 3,500.00 | 1,979.18 | 449.00 | 1,137.82 | 32.51% |
| 677 | AUDIO | 58,004.04 | 10,930.66 | 44,817.12 | 8,950.06 | 15.43% |
| 777 | MISCELLANEOUS | 55,393.12 | 1,186.57 | 19,654.38 | 34,914.24 | 63.03% |
| Total Equipment | | \$609,196.50 | \$127,467.58 | \$498,939.35 | \$77,666.67 | 12.75% |

**SUMMARY BUDGET REPORT
LOTTERY FUND**

**Period Ending 04/30/2012
PROCESS FY 2012**

| OBJ | NAME | YTD BUDGET | CURRENT PERIOD EXPENDITURES | YTD EXPENDITURES | BUDGET VARIANCE | % BUDGET REMAINING |
|----------------------------------|--------------------------|------------------------|--|-----------------------------|----------------------------|-------------------------------|
| Other Disbursements | | | | | | |
| 243 | ADMINISTRATIVE GRANTS | 46,611.00 | 0.00 | 0.00 | 46,611.00 | 100.00% |
| 295 | PER CAPITA | 8,348,884.00 | 2,105,029.00 | 8,281,649.00 | 61,235.00 | 0.73% |
| 296 | LD SPECIAL PROJECTS | 1,258,900.00 | 23,883.00 | 563,251.00 | 695,649.00 | 55.26% |
| 298 | SERVICES TO LIBRARIES | 550,000.00 | 137,500.00 | 550,000.00 | 0.00 | 0.00% |
| Total Other Disbursements | | \$10,204,395.00 | \$2,266,412.00 | \$9,394,900.00 | \$803,495.00 | 7.87% |
| 058 | | | | | | |
| 058 | MISC EQUIPMENT PURCHASES | 1,011.86 | 0.00 | 11.86 | 1,000.00 | 98.83% |
| Total 058 | | \$1,011.86 | \$0.00 | \$11.86 | \$1,000.00 | 98.83% |
| 110 | | | | | | |
| 110 | PEIA RESERVE TRANSFER | 5,000.00 | 4,092.00 | 0.00 | 908.00 | 18.16% |
| Total 110 | | \$5,000.00 | \$4,092.00 | \$0.00 | \$908.00 | 18.16% |
| 160 | | | | | | |
| 160 | WV OPEB CONTRIBUTION | 26,052.00 | 2,171.00 | 20,875.00 | 5,177.00 | 19.87% |
| Total 160 | | \$26,052.00 | \$2,171.00 | \$20,875.00 | \$5,177.00 | 19.87% |
| TOTAL FUND 3559 | | \$11,676,870.00 | \$2,473,586.09 | \$10,576,141.45 | \$1,053,183.26 | 9.02% |

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

**Period Ending 04/30/2012
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 | 486,161.65 | 0.00 | 2,420.19 | 483,741.46 | 99.50% |
| 053 | POSTAL AND FREIGHT | 450.39 | 0.00 | 427.35 | 23.04 | 5.12% |
| 054 | COMPUTER SUPPLIES/EQUIP | 8,420.00 | 0.00 | 8,401.08 | 18.92 | 0.22% |
| 320 | OFFICE EXPENSES | 500.00 | 0.00 | 0.00 | 500.00 | 100.00% |
| 326 | TRAVEL-WVLC | 2,355.00 | 0.00 | 0.00 | 2,355.00 | 100.00% |
| Total Current Expenses | | \$497,942.04 | \$0.00 | \$11,303.62 | \$486,638.42 | 97.73% |
| Repairs and Alterations | | | | | | |
| 063 | BLDNG/HSEHLD EQUIP REPAIR | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 064 | ROUTINE MAINT OF BLDGS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| 068 | OTHER REPAIRS AND ALT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00% |
| Total Repairs and Alterations | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Equipment | | | | | | |
| 070 | OFFICE AND COMM EQUIPMENT | 23,625.00 | 0.00 | 0.00 | 23,625.00 | 100.00% |
| 277 | BOOKS | 2,835.00 | 0.00 | 0.00 | 2,835.00 | 100.00% |
| Total Equipment | | \$26,460.00 | \$0.00 | \$0.00 | \$26,460.00 | 100.00% |
| Other Disbursements | | | | | | |
| 093 | REIMBURSEMENT | 61,871.63 | 0.00 | 24,249.61 | 37,622.02 | 60.81% |
| 243 | ADMINISTRATIVE GRANTS | 385,999.53 | 0.00 | 0.00 | 385,999.53 | 100.00% |
| Total Other Disbursements | | \$447,871.16 | \$0.00 | \$24,249.61 | \$423,621.55 | 94.59% |
| 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% |

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

**Period Ending 04/30/2012
PROCESS FY 2012**

| OBJ | NAME | YTD BUDGET | CURRENT PERIOD EXPENDITURES | YTD EXPENDITURES | BUDGET VARIANCE | % BUDGET REMAINING |
|------------------------|-------------|-----------------------|--|-----------------------------|----------------------------|-------------------------------|
| TOTAL FUND 3562 | | \$1,000,000.00 | \$0.00 | \$38,874.31 | \$961,125.69 | 96.11% |

**SUMMARY BUDGET REPORT
FEDERAL FUND**

**Period Ending 04/30/2012
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 | 131,261.00 | 104,947.00 | 44.43% |
| 004 | ANNUAL INCREMENT | 3,480.00 | 0.00 | 3,480.00 | 0.00 | 0.00% |
| Total Personal Services | | \$239,688.00 | \$13,129.00 | \$134,741.00 | \$104,947.00 | 43.78% |
| Employee Benefits | | | | | | |
| 010 | CIVIL SERV PEIA/PERS | 1,500.00 | 270.00 | 1,280.00 | 220.00 | 14.67% |
| 011 | SOCIAL SECURITY MATCHING | 18,336.00 | 958.03 | 9,844.31 | 8,491.69 | 46.31% |
| 012 | PUBLIC EMPLOYEES INS | 16,284.00 | 1,055.00 | 10,550.00 | 5,734.00 | 35.21% |
| 014 | WORKERS COMPENSATION | 1,698.00 | 0.00 | -52.14 | 1,750.14 | 103.07% |
| 016 | PENSION AND RETIREMENT | 29,961.00 | 1,903.72 | 19,537.60 | 10,423.40 | 34.79% |
| Total Employee Benefits | | \$67,779.00 | \$4,186.75 | \$41,159.77 | \$26,619.23 | 39.27% |
| Current Expenses | | | | | | |
| 021 | PRINTING AND BINDING | 1,000.00 | 637.00 | 0.00 | 363.00 | 36.30% |
| 024 | TELECOMMUNICATIONS | 606,106.25 | 73,416.31 | 419,208.83 | 186,897.42 | 30.84% |
| 025 | CONTRACTUAL/PROFESSIONAL | 6,000.00 | 2,000.00 | 5,820.50 | 179.50 | 2.99% |
| 027 | COMPUTER SERVICES | 6,100.00 | 416.66 | 1,874.97 | 4,016.70 | 65.85% |
| 030 | RENTAL (MACHINE & MISC) | 3,000.00 | 530.40 | 2,386.80 | 348.00 | 11.60% |
| 034 | CLOTH, HOUSEHOLD & REC SU | 500.00 | 0.00 | 46.70 | 453.30 | 90.66% |
| 035 | ADVERTISING & PROMOTIONAL | 3,000.00 | 0.00 | 2,825.61 | 174.39 | 5.81% |
| 036 | VEHICLE OPERATING EXP | 500.00 | 0.00 | 0.00 | 500.00 | 100.00% |
| 042 | HOSPITALITY | 745.25 | 0.00 | 0.00 | 745.25 | 100.00% |
| 044 | ENERGY EXP MTR VEH/AIR. | 500.00 | 0.00 | 134.05 | 365.95 | 73.19% |
| 051 | MISCELLANEOUS | 22,846.61 | 32.59 | 22,761.53 | 58.21 | 0.25% |
| 053 | POSTAL AND FREIGHT | 1,041.27 | 22.44 | 101.76 | 928.92 | 89.21% |
| 054 | COMPUTER SUPPLIES/EQUIP | 5,248.17 | 0.00 | 3,010.22 | 2,237.95 | 42.64% |
| 252 | TRAINING/DEVELOPMENT WVLC | 5,400.00 | 490.00 | 4,503.50 | 651.50 | 12.06% |
| 253 | TRAINING/DEVLOPMENT LIBS | 14,000.00 | 0.00 | 433.50 | 13,566.50 | 96.90% |
| 320 | OFFICE EXPENSES | 1,110.56 | 0.00 | 643.64 | 466.92 | 42.04% |
| 326 | TRAVEL-WVLC | 8,437.39 | 2,570.56 | 7,703.11 | 734.28 | 8.70% |
| Total Current Expenses | | \$685,535.50 | \$80,115.96 | \$471,454.72 | \$212,687.79 | 31.03% |
| Repairs and Alterations | | | | | | |
| 061 | OFFICE & COMM EQUIP REPRS | 1,000.00 | 0.00 | 95.00 | 905.00 | 90.50% |
| Total Repairs and Alterations | | \$1,000.00 | \$0.00 | \$95.00 | \$905.00 | 90.50% |
| Equipment | | | | | | |
| 276 | ELECTRONIC DATABASES | 544,543.75 | 46,676.52 | 506,911.62 | 37,071.11 | 6.81% |
| 277 | BOOKS | 5,254.75 | 1,768.68 | 3,745.17 | 1,210.98 | 23.05% |
| Total Equipment | | \$549,798.50 | \$48,445.20 | \$510,656.79 | \$38,282.09 | 6.96% |
| Other Disbursements | | | | | | |
| 273 | SYSTEM MAINTENANCE GRANTS | 367,500.00 | 57,323.00 | 190,684.70 | 176,815.30 | 48.11% |
| Total Other Disbursements | | \$367,500.00 | \$57,323.00 | \$190,684.70 | \$176,815.30 | 48.11% |

**SUMMARY BUDGET REPORT
FEDERAL FUND**

**Period Ending 04/30/2012
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% |
| 244 | PROGRAMMING GRANTS | 5,000.00 | 0.00 | 5,000.00 | 0.00 | 0.00% |
| 297 | AUTOMATION GRANT | 23,900.00 | 0.00 | 23,900.00 | 0.00 | 0.00% |
| Total 128 | | \$33,900.00 | \$0.00 | \$28,900.00 | \$5,000.00 | 14.75% |
| 160 | | | | | | |
| 160 | WV OPEB CONTRIBUTION | 8,016.00 | 501.00 | 5,010.00 | 3,006.00 | 37.50% |
| Total 160 | | \$8,016.00 | \$501.00 | \$5,010.00 | \$3,006.00 | 37.50% |
| TOTAL FUND 8720 | | \$1,953,217.00 | \$203,700.91 | \$1,382,701.98 | \$568,262.41 | 29.09% |
| | GRAND TOTAL | \$16,714,796.00 | \$2,820,138.21 | \$13,314,517.23 | \$3,331,397.90 | 19.93% |

SUMMARY BUDGET REPORT**For Period Ending 04/30/2012****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 | 125,977.61 | 1,227,594.59 | 513,015.41 | 29.47% |
| 004 | ANNUAL INCREMENT | 49,440.00 | 0.00 | 37,485.68 | 11,954.32 | 24.18% |
| Total Personal Services | | 1,790,050.00 | 125,977.61 | 1,265,080.27 | 524,969.73 | 29.33% |
| Employee Benefits | | | | | | |
| 010 | CIVIL SERV PEIA/PERS | 12,348.69 | 2,385.00 | 11,878.69 | 470.00 | 3.81% |
| 011 | SOCIAL SECURITY MATCHING | 136,718.30 | 9,111.35 | 91,573.80 | 45,144.50 | 33.02% |
| 012 | PUBLIC EMPLOYEES INS | 237,315.24 | 15,840.80 | 179,158.67 | 58,156.57 | 24.51% |
| 014 | WORKERS COMPENSATION | 8,023.75 | 0.00 | 6,076.00 | 1,947.75 | 24.27% |
| 016 | PENSION AND RETIREMENT | 254,376.00 | 18,332.82 | 180,860.38 | 73,515.62 | 28.90% |
| Total Employee Benefits | | 648,781.98 | 45,669.97 | 469,547.54 | 179,234.44 | 27.63% |
| Current Expenses | | | | | | |
| 021 | PRINTING AND BINDING | 5,617.76 | 2,197.00 | 0.00 | 3,420.76 | 60.89% |
| 022 | RENT EXP (REAL PROP) BLDG | 500.00 | 0.00 | 28.00 | 472.00 | 94.40% |
| 024 | TELECOMMUNICATIONS | 606,106.25 | 73,416.31 | 419,208.83 | 186,897.42 | 30.84% |
| 025 | CONTRACTUAL/PROFESSIONAL | 16,000.00 | 2,000.00 | 10,686.00 | 5,314.00 | 33.21% |
| 027 | COMPUTER SERVICES | 99,845.50 | 7,139.14 | 74,919.43 | 24,717.74 | 24.76% |
| 029 | VEHICLE RENTAL | 3,263.28 | 52.80 | 688.70 | 2,574.58 | 78.90% |
| 030 | RENTAL (MACHINE & MISC) | 15,124.94 | 2,327.69 | 10,900.34 | 3,112.80 | 20.58% |
| 031 | ASSOC DUES & PROF MEMBERS | 9,865.00 | 655.00 | 9,865.00 | 0.00 | 0.00% |
| 032 | FIRE/AUTO/BOND/ & OTHR IN | 15,177.00 | 3,232.00 | 12,928.00 | 2,249.00 | 14.82% |
| 033 | FOOD PRODUCTS | 1,422.93 | 311.85 | 1,067.22 | 224.04 | 15.74% |
| 034 | CLOTH, HOUSEHOLD & REC SU | 1,411.00 | 0.00 | 85.70 | 1,325.30 | 93.93% |
| 035 | ADVERTISING & PROMOTIONAL | 6,473.50 | 11.88 | 3,581.99 | 2,891.51 | 44.67% |
| 036 | VEHICLE OPERATING EXP | 4,400.00 | 356.31 | 3,174.78 | 1,126.22 | 25.60% |
| 042 | HOSPITALITY | 3,680.70 | 0.00 | 1,081.53 | 2,599.17 | 70.62% |
| 044 | ENERGY EXP MTR VEH/AIR. | 9,000.00 | 1,029.95 | 8,058.37 | 941.63 | 10.46% |
| 047 | ENERGY EXPENSE UTILITIES | 143,979.33 | 8,778.65 | 86,519.39 | 57,459.94 | 39.91% |
| 051 | MISCELLANEOUS | 512,526.46 | 950.95 | 26,491.77 | 485,538.26 | 94.73% |
| 053 | POSTAL AND FREIGHT | 23,569.55 | 2,071.22 | 16,648.53 | 6,084.62 | 25.82% |
| 054 | COMPUTER SUPPLIES/EQUIP | 42,124.17 | 3,323.30 | 24,161.16 | 15,897.92 | 37.74% |
| 056 | ATTY LEGAL SERVICE PYMTS | 250.00 | 0.00 | 67.50 | 182.50 | 73.00% |
| 252 | TRAINING/DEVELOPMENT WVLC | 14,776.70 | 3,378.00 | 6,291.50 | 5,541.20 | 37.50% |
| 253 | TRAINING/DEVELOPMENT LIBS | 14,000.00 | 0.00 | 433.50 | 13,566.50 | 96.90% |
| 320 | OFFICE EXPENSES | 34,132.86 | 3,684.21 | 16,722.88 | 14,626.04 | 42.85% |
| 326 | TRAVEL-WVLC | 29,877.00 | 3,372.41 | 15,385.50 | 14,491.50 | 48.50% |
| 327 | TRAVEL-FIELD TECHS | 26,375.00 | 3,642.90 | 22,294.48 | 4,080.52 | 15.47% |
| 328 | TRAVE - BTOP | 2,000.00 | 87.42 | 87.42 | 1,912.58 | 95.63% |
| Total Current Expenses | | 1,641,498.93 | 122,018.99 | 771,377.52 | 857,247.75 | 52.22% |

SUMMARY BUDGET REPORT

For Period Ending 04/30/2012

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 | 4,505.62 | 0.00 | 1,362.95 | 3,142.67 | 69.75% |
| 063 | BLDNG/HSEHLD EQUIP REPAIR | 7,430.00 | 125.95 | 7,055.95 | 374.05 | 5.03% |
| 064 | ROUTINE MAINT OF BLDGS | 752.07 | 0.00 | 0.00 | 752.07 | 100.00% |
| 065 | VEHICLE REPAIRS | 2,500.00 | 390.00 | 390.00 | 2,110.00 | 84.40% |
| 068 | OTHER REPAIRS AND ALT | 4,025.00 | 0.00 | 4,025.00 | 0.00 | 0.00% |
| Total Repairs and Alterations | | 19,212.69 | 515.95 | 12,833.90 | 6,378.79 | 33.20% |
| Equipment | | | | | | |
| 070 | OFFICE AND COMM EQUIPMENT | 47,847.11 | 0.00 | 0.00 | 47,847.11 | 100.00% |
| 073 | HOUSEHOLD EQUIP & FURNG | 150.00 | 0.00 | 0.00 | 150.00 | 100.00% |
| 276 | ELECTRONIC DATABASES | 764,535.75 | 106,127.27 | 726,903.62 | 37,071.11 | 4.85% |
| 277 | BOOKS | 154,465.96 | 17,907.05 | 94,791.74 | 52,293.90 | 33.85% |
| 377 | SUBSCRIPTIONS | 176,023.67 | 34,849.46 | 158,813.72 | 331.01 | 0.19% |
| 477 | STANDING ORDERS | 66,253.17 | 8,023.86 | 40,265.59 | 22,478.83 | 33.93% |
| 577 | VIDEO | 3,500.00 | 1,979.18 | 449.00 | 1,137.82 | 32.51% |
| 677 | AUDIO | 58,004.04 | 10,930.66 | 44,817.12 | 8,950.06 | 15.43% |
| 777 | MISCELLANEOUS | 55,393.12 | 1,186.57 | 19,654.38 | 34,914.24 | 63.03% |
| Total Equipment | | 1,326,172.82 | 181,004.05 | 1,085,695.17 | 205,174.08 | 15.47% |
| Other Disbursements | | | | | | |
| 093 | REIMBURSEMENT | 173,391.63 | 0.00 | 24,249.61 | 149,142.02 | 86.01% |
| 243 | ADMINISTRATIVE GRANTS | 432,610.53 | 0.00 | 0.00 | 432,610.53 | 100.00% |
| 273 | SYSTEM MAINTENANCE GRANTS | 367,500.00 | 57,323.00 | 190,684.70 | 176,815.30 | 48.11% |
| 295 | PER CAPITA | 8,348,884.00 | 2,105,029.00 | 8,281,649.00 | 61,235.00 | 0.73% |
| 296 | LD SPECIAL PROJECTS | 1,258,900.00 | 23,883.00 | 563,251.00 | 695,649.00 | 55.26% |
| 298 | SERVICES TO LIBRARIES | 550,000.00 | 137,500.00 | 550,000.00 | 0.00 | 0.00% |
| Total Other Disbursements | | 11,131,286.16 | 2,323,735.00 | 9,609,834.31 | 1,515,451.85 | 13.61% |
| 058 | | | | | | |
| 058 | MISC EQUIPMENT PURCHASES | 18,713.42 | 611.64 | 6,452.52 | 11,649.26 | 62.25% |
| Total 058 | | 18,713.42 | 611.64 | 6,452.52 | 11,649.26 | 62.25% |
| 110 | | | | | | |
| 110 | PEIA RESERVE TRANSFER | 15,000.00 | 14,092.00 | 0.00 | 908.00 | 6.05% |
| Total 110 | | 15,000.00 | 14,092.00 | 0.00 | 908.00 | 6.05% |
| 128 | | | | | | |
| 231 | BOOK ESTABLISHMENT GRANTS | 5,000.00 | 0.00 | 0.00 | 5,000.00 | 100.00% |
| 244 | PROGRAMMING GRANTS | 5,000.00 | 0.00 | 5,000.00 | 0.00 | 0.00% |
| 297 | AUTOMATION GRANT | 23,900.00 | 0.00 | 23,900.00 | 0.00 | 0.00% |
| Total 128 | | 33,900.00 | 0.00 | 28,900.00 | 5,000.00 | 14.75% |

SUMMARY BUDGET REPORT
For Period Ending 04/30/2012
Fiscal Year 2012

| OBJ CODE | NAME | YTD BUDGET | CURRENT PERIOD EXPENDITURES | YTD EXPENDITURES | BUDGET VARIANCE | % BUDGET REMAINING |
|------------------|----------------------|------------------------|-----------------------------------|------------------------|-----------------------|-----------------------|
| 160 | | | | | | |
| 160 | WV OPEB CONTRIBUTION | 90,180.00 | 6,513.00 | 64,796.00 | 25,384.00 | 28.15% |
| Total 160 | | 90,180.00 | 6,513.00 | 64,796.00 | 25,384.00 | 28.15% |
| | | \$16,714,796.00 | \$2,820,138.21 | \$13,314,517.23 | \$3,331,397.90 | 19.93% |

**CASH BALANCES
PERIOD ENDING: 04/30/2012
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 | 22,454.14 | 23,984.14 | 25,174.14 | 25,324.14 | 22,048.36 | 22,937.05 | 23,475.55 | 23,475.55 | 23,475.55 | 23,475.55 |
| | <u>24,894.10</u> | <u>24,894.10</u> | <u>23,065.25</u> | <u>23,284.51</u> | <u>22,454.14</u> | <u>23,984.14</u> | <u>25,174.14</u> | <u>25,324.14</u> | <u>22,048.36</u> | <u>22,937.05</u> | <u>23,475.55</u> | <u>23,475.55</u> | <u>23,475.55</u> | <u>23,475.55</u> |
| 3562 Gifts, Grants, & Donations | 329,994.07 | 324,749.32 | 323,682.42 | 323,682.42 | 316,752.42 | 292,602.81 | 290,652.81 | 285,214.81 | 291,319.76 | 292,219.76 | 292,219.76 | 292,219.76 | 292,219.76 | 292,219.76 |
| | <u>329,994.07</u> | <u>324,749.32</u> | <u>323,682.42</u> | <u>323,682.42</u> | <u>316,752.42</u> | <u>292,602.81</u> | <u>290,652.81</u> | <u>285,214.81</u> | <u>291,319.76</u> | <u>292,219.76</u> | <u>292,219.76</u> | <u>292,219.76</u> | <u>292,219.76</u> | <u>292,219.76</u> |