

Burke County Public Library
Departmental Trustees Meeting
March 25, 2014, 4:00 p.m.
Morganton Public Library

Trustees Present: Johnnie Carswell, Les Cothren, Judy French, Frances Hildebran, Debbie Hodges, John Whisnant, Reba Williams, Gail Williamson

Trustees Absent: John Cantrell, Deborah Ferris, Anna Wilson

Staff Present: Jim Wilson

Library Director, Jim Wilson called the meeting to order at 4:03 p.m.

Nominating Committee: Jim reported that the nominating committee had met in December and was recommending the following slate of officers for 2014: Reba Williams, Chair; John Whisnant, Vice-Chair; Anna Wilson, Secretary; and Gail Williamson, Treasurer. With no additional nominations forthcoming from the board a motion to accept the slate of officers for 2014 was made by Frances Hildebran, seconded by Debbie Hodges, and approved by the board.

Approval of Minutes: A motion to approve the minutes of November 26, 2013 as presented was made by Frances Hildebran, seconded by John Whisnant, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director Wilson reported that all revenues were coming in as expected with the exception of Fines and Fees. He said he had done a budget amendment to reduce the amount of revenue from \$42,000 to \$36,000. The decrease in revenues collected, he said, is due primarily to the decrease in circulation.

He mentioned the library will receive \$12,576 in E-Rate reimbursement. This is more than the \$11,000 he had projected in the current budget.

Wilson said that the library had met its Maintenance of Effort for the current year but would actually receive less in state aid because only two libraries statewide had filed to meet MOE. The library will receive \$139,185 which is \$4,815 less than projected. He has done a budget amendment to reflect this change.

He stated the contact to join the NC Digital Library had been approved and the library will move forward with this. This will also require a budget amendment. The library has funds for this.

He noted that expenditures are all on track.

B. Personnel Report: Wilson noted the following regarding library personnel:

1. The Library Assistant position vacated by Boan has been filled. Wendy Hildebran was hired to fill this position. She had previously worked for ten years at the Watauga County Public Library as a reference specialist. Received 65 applications.
2. Paula Metcalf, part-time Library Assistant at the Valdese Public Library, retired at the end of December. This position was filled internally by Library Page, Ashlyn Alberti.
3. The part-time Page position vacated by Alberti was advertised and filled by Young Adult volunteer, Mary Simpson. Had 20 applications for this position.

C. Facilities Report: Wilson noted that the gutter repairs and the new shingled roof at Morganton were completed. Triangle Contractors, Wilson said, will provide the new HVAC system at the Valdese Public Library. Their bid was \$15,925. The equipment has been ordered C.B. Hildebrand site has no major issues at this time, Wilson said.

D. General Library Report: Wilson reported the following related to library performance for the period July, 2013 through February, 2014:

- A. Total circulation is down by 8.9% from 126,317 to 115,021 (Down 9.5% last year). MPL up – October, February. VPL up – October, November, February. CBH up – December, February.
- B. Morganton circulation down 10% (-3.8%). VPL circulation down 5.2% (-20.5%). CBH was down 9.7% (-20.4%).
- C. Computer use is the same – 19,060 to 19,162.
- D. New patron registration and renewals up 17.3% from 3,627 to 4,254.
- E. Average requests per month was down 1% from 1,360 to 1,341.
- F. Programs – 544 programs with 11,228

attendance through December.

- G. Circulation Per Capita – FY 12/13 – we ranked 70 out of 80 library systems in the state – 2.084 (high – 22.695, low – 1.101, median – 3.895)

Wilson noted several library events including the second annual Art Expo which had over 300 people attend, the Friends Author's Luncheon with Bob Inman had 150+ in attendance, and school tours over the last month with over 100 kids visiting the library. He also noted the upcoming performance of the ASU Steel Drum Band in April and the annual Taste of Culture in May. He said the library will participate for the third year in World Book Night. Wilson said that planning for the annual summer reading programs is well underway and that registration will begin in mid-May.

E. Cole House:

Wilson noted the capital campaign for the Cole House project officially ended June 30, 2013. He said the campaign has met its goal of raising \$450,000. Pledges, he said, are coming in on schedule and that some donors have paid off their pledges ahead of schedule. The Library Foundation has guaranteed \$267,000 towards the project. This includes funds from the capital campaign. An RFQ (Request for Qualifications) will be submitted to the county so an architect for the project can be selected.

F. Technology Report:

Wilson said that the library has a number of new computers that need to be rolled out for both staff and the public. He said he has been able to do a few for staff but needs help to do the rest. Responding to a question from board members about library technology, Wilson stated the library is not currently providing good service to the public. He said the library has no dedicated staff for IT services and has fallen behind in rolling out new computers and maintaining the ones it has. Wilson said that for several years the library had asked for a Technology Coordinator to replace the position he vacated when he became Assistant Director. The requests were never granted and when the county decided in 2008/2009 to consolidate IT services and not have dedicated IT in departments Wilson said the library stopped asking for this position. The county IT department has helped on some issues but is not familiar with the library's software for its public PCs. Also, Wilson thinks the county IT department needs more staff to handle taking on the library IT needs. Wilson said when everything is up and running at all three library sites that they have nearly 100 computers plus 10 printers and a couple of servers. He said the library must have some help in this area. County Commission Chairman and trustee, Johnnie Carswell told Wilson he should ask for an IT person in his budget request. Wilson said he was not aware he could do that but would certainly consider it.

New Business: *FY 14/15 Proposed Library Budget* – Wilson presented the library’s proposed FY 14/15 budget to the board of trustees for their consideration. The total budget for FY 14/15 is \$1,350,160. This is a 5.31% increase over the current year and includes the 2.5% pay increase for FY 13/14. He noted the major items in the proposed budget were an increase in the book budget from \$94,000 to \$125,000, two position reclassifications, and the addition of four part-time Library Page positions. He noted some capital items were also included in the request. These were a new roof for the Valdese Public Library, window coverings at Morganton, chimney repairs at Morganton, and some repaving at Morganton. Wilson said the budget has been submitted to the county already and would like to have board approval so he can let the commissioners know the trustees support the proposed budget. A motion to approve the library’s FY 14/15 proposed budget as submitted was made by John Whisnant, seconded by Frances Hildebran, and approved by the board.

Schedule of Fines and Fees – Library Director Wilson presented a revised schedule of Fines and Fees to board for consideration. He said fines and fees had not been reviewed since 2005 and that since FY 11/12 revenues from fines and fees had dropped 16% from \$42,700 to a projected \$36,000 in FY 13/14. The reduction in revenue means less funds are available to support the library. Wilson noted the major changes involved increasing the daily overdue fee from \$0.20 to \$0.25 for most items and raising the charge to copy/print from \$0.20 to \$0.25 per sheet. Another major change is to limit patrons from using the public computers (not including the online catalog) if they \$5.00 or more in unpaid charges. The board asked that the schedule be amended to charge \$0.25 per page for scanning rather than the \$0.10 suggested. A motion to approve the schedule of fines and fees with the scanning charge change was made by Les Cothren, seconded by Debbie Hodges, and approved by the board.

The meeting was adjourned at 5:00 pm.

The next meeting will be held Tuesday, May 27 at 4:00pm in the community room at the Hildebran Town Hall.

Submitted by Jim Wilson, Library Director