

Burke County Public Library
Departmental Trustees Meeting
July 22, 2014, 4:00 p.m.
Valdese Town Hall

Trustees Present: John Cantrell, Johnnie Carswell, Les Cothren, Judy French, Frances Hildebran, Reba Williams

Trustees Absent: Deborah Ferris, Debbie Hodges, John Whisnant, Gail Williamson, Anna Wilson

Staff Present: Jim Wilson

Library Director, Board Chair, Reba Williams called the meeting to order at 4:03 p.m.

Approval of Minutes: A motion to approve the minutes of March 25, 2014 as presented was made by John Cantrell, seconded by Les Cothren, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library director, Jim Wilson, stated that all expenditures for FY 13/14 were ok. A couple of line items were slightly overspent but there were sufficient excess funds to cover it. He also said he adjusted the revenue projection for fines and fees down to \$34,500. The library brought in \$34,629 for the year.

Wilson said the library spent just over \$91,000 on books in FY 13/14. For FY 14/15, he said the library will have \$73,617 which is almost \$18,000 less.

B. Personnel Report: Wilson noted that NC Room Curator, Gale Benfield, who had been with the library for fourteen years retired as of June 30. The library is currently advertising for her position and hopes to fill it soon.

C. Facilities Report: Wilson said that he has asked county maintenance to repair the rotted wood on the front exterior at the Morganton site. The hole left by the rotten wood allowed raccoons to enter the attic. So far, five raccoons have been removed from the site by a licensed wildlife trapper.

The HVAC replacement at the Valdese Public Library has been completed and is working well, Wilson said. Hopefully, this will lessen utility costs in the future.

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

- A. Total circulation is down by 6.2% from 185,206 to 173,634 (Down 11.8% last year). MPL Up – October, February, March, April. Valdese Up – October, November, February, March, April. CBH Up – December, February, March, April, May.
- B. Morganton circulation down 6.4% (-8%). VPL circulation down 5.7% (-19.7%). CBH was down 6.6% (-18.9%).
- C. Computer use is up slightly (3.3%) 28,674 to 29,629
- D. Computer Use – 25,674, (2001), 32,159 (2002), 33,343 (2003), 31,032 (2004), 28,381 (2005), 27,267 (2006), 31,630 (2007), 44,458 (2008), 45,925 (2009), 38,122 (2010), 32,153 (2011), 31,209 (2012), 26,597 (2013)
- E. New patron registration and renewals up 21.2% from 4,734 to 5,737.
- F. Average requests per month was up 6.3% from 1,385 to 1,472.
- G. Programs – 544 programs with 11,228 attendance. – through December.

Wilson mentioned several upcoming library events as part of the library's annual summer reading programs. He said the E-iNC digital book library had registered 320 users with an average circulation per month of just over 500. He said the Friends netted \$4,000 on their semi-annual book sale held in April. The ASU Steel Drum Band performance on April 12 had over 300 in attendance and more than 500 attended the Taste of Culture event in May. Wilson said this year's Burke Reads community reading program will center on "The Book Thief." The Library Foundation has purchased 300 copies of the book to be given away to participants.

- E. Cole House: Wilson said pledges continue to be fulfilled at a very high rate. He said they even have some new donors even though the capital campaign is officially over. The RFQ for the architect has been posted, Wilson said, and there is an August 13 deadline to apply.
- F. Technology Report: Wilson said he has discussed library technology needs with county IT Director, Steve Bennett. Bennett said he was willing to take on the library and manage all of its IT needs. He will put library staff PCs on the county domain. Public PCs will remain separate. IT has scheduled

new library PCs (staff and public) to be installed during August and September at all sites. It will make a proposal regarding wireless access at VPL and CBH. Wilson said he meets with IT staff on Thursday to outline the project for the new PCs.

Unfinished
Business: None.

New Business: None.

The meeting was adjourned at 4:33 pm.

The next meeting will be held Tuesday, September 23 at 4:00pm in the meeting room at the Morganton Public Library.

Submitted by Jim Wilson, Library Director