

Burke County Public Library System
Departmental Trustees Meeting
June 24, 2025
4:00 p.m. at the Valdese Public Library

Agenda

1. Call to order
2. Approval of minutes
3. Correspondence and communications
4. Report of Library Director
 - A. Financial Report -- Wilson
 - B. Personnel Report -- Wilson
 - C. Facilities Report -- Wilson
 - D. General Library Report -- Wilson
 - E. Technology Report -- Wilson
5. Old business -- None
6. New business -- None
7. Adjournment

Next meeting: Tuesday, September 23, 2025, at 4 pm in the meeting room at the Valdese Public Library.

MEETING REMINDERS FOR THE PUBLIC:

Please silence all devices prior to the meeting.

If you must make or take a call, please do so outside of the meeting room.

As our meeting spaces are small, please refrain from talking during the meeting as it can be distracting for board members.

As their time allows, board members and library staff are available after meetings for questions/comments.

Please see the back for contact information for board members and the library director.

Name	Mailing Address	Email Address
Jennie Cook	PO Box 382 Hildebran, NC 28637	jmc@billsewing.com
Tiffany Cooper Chair	209 West End Street Valdese, NC 28690	tcooper@isothermal.edu
Janice Gravely	4105 St. Pauls Church Rd. Morganton, NC 28655	jdgravely4@netsintrees.com
Wendell Hildebrand	8830 Shepherd Ct. Connelly Springs, NC 28612	whildebrand46@aol.com
Sandy Hoilman Secretary	301 Forest Ave. NE Valdese, NC 28690	shoilman@wpcc.edu
Rexanna Lowman	804 Meadow St., NE Valdese, NC 28690	rlowman@valdesenc.gov
Julia Mode	110 N. Anderson St. Morganton, NC 28655	jh1mode@gmail.com
Browning Rochefort Vice-Chair	106 Woodbine Terrace Morganton, NC 28655	bclcliteracydirector@gmail.com
Mike Stroud	403 E. Fleming Drive Morganton, NC 28655	mike.stroud@burkenc.org

Library Director: Jim Wilson -- 828-764-9276 -- jwilson@bcpls.org

**Burke County Public Library
Departmental Trustees Meeting
March 25, 2025 at 4:00 p.m.
Morganton Public Library**

Trustees Present: Brian Barrier, Tiffnay Cooper, Wendell Hildebrand, Sandy Hoilman, Rexanna Lowman, Julia Mode, Browning Rochefort

Trustees Absent: Jennie Cook

Staff/Guests Present: Jim Wilson, Library Director (staff)

The meeting was called to order at 4:02 pm. It was noted a quorum was present.

Election of Officers: A slate of officers was presented as follows: Tiffany Cooper, Chair; Browning Rochefort, Vice-Chair; and Sandy Hoilman, Secretary. A motion to accept that slate was made by Rexanna Lowman, seconded by Julia Mode and approved by the board.

Approval of Minutes: A motion to approve the minutes of the December 17, 2024 regular meeting as presented was made by Julia Mode, seconded by Sandy Hoilman, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director Wilson said the library remains on track for revenues and expenses for the fiscal year. He said the library is ahead of schedule for the year on fines and fees.

He said the library has just over \$7,000 left of the nonrecurring State Aid. Wilson said they will have this spent by the end of the current fiscal year.

Wilson reported the library has submitted its proposed FY 25/26 budget request. He did ask for some additional funds for books and programs but understands that revenues are limited due to Helene and increases are not likely.

B. Personnel Report: Wilson said the library's reorganization plan has been implemented and is working well. He also said that over the next five years 25% of the current staff will be retiring. He said the library is working on succession planning for key positions.

C. Facilities Report: Wilson said the repair and refinishing of the wooden end panels is almost done. He sees no significant issues at the Morganton site.

Wilson reported there are no issues at this time at the Valdese Public Library.

Wilson said the issues with the study pod panels has been resolved at the C.B. Hildebrand Public Library.

**D. General Library
Report:**

Statistics FY 24-25 – July – February– see attached sheet.

E. Technology Report:

Wilson said the library has completed the migration of the Library Foundation's donor software. Staff will receive training soon, he said.

**Unfinished
Business:**

None.

New Business:

None.

Adjournment:

The meeting was adjourned at 4:45 p.m.

The next meeting will be Tuesday, June 24, 2025 at the C.B. Hildebrand Public Library.

Submitted by Jim Wilson, Library Director

BURKE COUNTY PUBLIC LIBRARY FINANCIAL REPORT -- 05 31 2025

ACCOUNT DESCRIPTION	TYPE	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
LIBRARY STATE AID GRANT	R	-168,320	0	-168,320	-159,343.00	0.00	-8,977	94.7
STATE AID-NONRECURRING	R	0	-13,329	-13,329	0.00	0.00	-13,329	0.0
CONTRIBUTION CITY OF MORGANTON	R	-242,500	0	-242,500	-242,500.00	0.00	0	100.0
CONTRIBUTION TOWN OF VALDESE	R	-40,000	0	-40,000	-40,000.00	0.00	0	100.0
CONTRIB TOWN OF DREXEL	R	-2,000	0	-2,000	0.00	0.00	-2,000	0.0
CONTRIBUTION TOWN OF HILDEBRAN	R	-6,000	0	-6,000	-6,000.00	0.00	0	100.0
CONTRIB TWN RUTHERFORD COLLEGE	R	-2,000	0	-2,000	-2,000.00	0.00	0	100.0
MORGANTON LIBRARY FINES & FEES	R	-8,000	0	-8,000	-9,201.25	0.00	1,201	115.0
VALDESE LIBRARY FINES & FEES	R	-3,000	0	-3,000	-2,636.75	0.00	-363	87.9
HILDEBRAN LIBRARY FINES & FEES	R	-3,000	0	-3,000	-3,177.50	0.00	178	105.9
TOTAL		-474,820	-13,329	-488,149	-464,858.50	0.00	-23,291	95.2%

ACCOUNT DESCRIPTION	TYPE	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
SALARIES FULL TIME	E	1,156,541	55,000	1,211,541	1,084,334.97	0.00	127,206	89.5
SALARIES PART TIME	E	102,692	0	102,692	70,360.44	0.00	32,332	68.5
INSURANCE GROUP	E	240,570	0	240,570	219,687.29	0.00	20,883	91.3
SOCIAL SECURITY TAX	E	77,576	0	77,576	71,795.74	0.00	5,780	92.5
MEDICARE TAX	E	18,143	0	18,143	16,790.93	0.00	1,352	92.5
RETIREMENT	E	157,868	0	157,868	154,859.71	0.00	3,008	98.1
401K	E	57,827	0	57,827	56,581.81	0.00	1,245	97.8
TOTAL		1,811,217	55,000	1,866,217	1,674,410.89	0.00	191,806	89.7%

ACCOUNT DESCRIPTION -- SHARED	TYPE	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
M & R SOFTWARE	E	4,460	0	4,460	4,085.46	0.00	375	91.6
M & R VEHICLES	E	844	-90	754	275.00	0.00	479	36.5
TELEPHONE	E	600	190	790	689.84	0.00	100	87.3
STAFF TRAVEL	E	1,800	0	1,800	948.15	0.00	852	52.7
LICENSES AND DUES	E	265	0	265	125.00	0.00	140	47.2
CLIENT SERVICES	E	25,000	0	25,000	25,000.00	0.00	0	100
CONTRACTED SERVICES	E	37,440	0	37,440	28,301.25	0.00	9,139	75.6
STATE AID EXP - NONRECURRING	E	0	13329	13329	13329	0	0	100
OFFICE SUPPLIES	E	12,269	0	12,269	10,637.97	0.00	1,631	86.7
PROGRAM SUPPLIES	E	4,811	0	4,811	2,816.04	0.00	1,995	58.5
MOTOR FUELS	E	627	0	627	413.93	0.00	213	66
BOOKS	E	160,000	0	160,000	144,657.44	10,718.12	4,624	97.1
PERIODICALS	E	7,250	0	7,250	6,606.73	0.00	643	91.1
SOFTWARE SUBSCRIP/LICENSE	E	7,823	0	7,823	7,773.80	0.00	49	99.4
POSTAGE	E	360	100	460	320.45	0.00	140	69.7
TOTAL		263,549	13,529	277,078	245,980.06	10,718.12	20,380	88.8%

ACCOUNT DESCRIPTION -- MPL	TYPE	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
MPL -- PHONE/M&R EQUIP/NC EQUIP.	E	6,829	-200	6,629	3,580.29	0.00	3,049	54
TOTAL		6,829	-200	6,629	3,580.29	0.00	3,049	54.0%

ACCOUNT DESCRIPTION -- VPL	TYPE	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
VPL -- PHONE/M&R EQUIP/NC EQUIP.	E	3,519	-3,519	0	0.00	0.00	0	0
TOTAL		3,519	-3,519	0	0.00	0.00	0 NA	

ACCOUNT DESCRIPTION -- CBH	TYPE	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
CBH -- PHONE/M&R EQUIP/NC EQUIP.	E	3,640	-3,640	0	0.00	0.00	0	0
TOTAL		3,640	-3,640	0	0.00	0.00	0 NA	

TOTAL LIBRARY	2,088,754	61,170	2,149,924	1,923,971.24	10,718.12	215,235	90.0%
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Library Budget FY 25/26

Account	Description	2025 Revised Budget	2025 Actual	2025 Percent	2025 Original Budget	2026 Original Budget	% Change FY 25 to FY 26
100-55500-01-433453-	LIBRARY STATE AID GRANT	-168,320.00	-173,173.00	102.88	-168,320.00	-168,320.00	0.00%
100-55500-01-433493-	STATE AIDE-NONRECURRING	-13,329.00	0.00	0.00	0.00	0.00	-100.00%
100-55500-02-433700-	CONTRIBUTION CITY OF MORGANTON	-242,500.00	-242,500.00	100.00	-242,500.00	-242,500.00	0.00%
100-55500-02-433705-	CONTRIBUTION TOWN OF VALDESE	-40,000.00	-40,000.00	100.00	-40,000.00	-40,000.00	0.00%
100-55500-02-433706-	CONTRIBUTION TOWN OF DREXEL	-2,000.00	0.00	0.00	-2,000.00	-2,000.00	0.00%
100-55500-02-433707-	CONTRIBUTION TOWN OF HILDEBRAN	-6,000.00	-6,000.00	100.00	-6,000.00	-6,000.00	0.00%
100-55500-02-433708-	CONTRIB TOWN RUTHERFORD COLLEG	-2,000.00	-2,000.00	100.00	-2,000.00	-2,000.00	0.00%
100-55500-03-434701-	MORGANTON FINES & FEES	-8,000.00	-10,013.50	125.17	-8,000.00	-8,000.00	0.00%
100-55500-03-434702-	VALDESE FINES AND FEES	-3,000.00	-2,944.25	98.14	-3,000.00	-3,000.00	0.00%
100-55500-03-434703-	HILDEBRAN FINES AND FEES	-3,000.00	-3,390.00	113.00	-3,000.00	-3,000.00	0.00%
100-55500-25-510100-	SALARIES FULL TIME	1,211,541.00	1,129,485.16	93.23	1,156,541.00	1,200,317.00	-0.93%
100-55500-25-510200-	SALARIES PART TIME	102,692.00	73,806.60	71.87	102,692.00	93,943.00	-8.52%
100-55500-25-520500-	INSURANCE GROUP	240,570.00	229,704.85	95.48	240,570.00	250,536.00	4.14%
100-55500-25-520600-	SOCIAL SECURITY TAX	77,576.00	74,813.34	96.44	77,576.00	80,740.00	4.08%
100-55500-25-520700-	MEDICARE TAX	18,143.00	17,496.64	96.44	18,143.00	18,883.00	4.08%
100-55500-25-520800-	RETIREMENT	157,868.00	161,321.90	102.19	157,868.00	172,726.00	9.41%
100-55500-25-520900-	401K	57,827.00	58,942.63	101.93	57,827.00	60,016.00	3.79%
100-55500-25-543010-	M & R SOFTWARE	4,460.00	4,085.46	91.60	4,460.00	4,460.00	0.00%
100-55500-25-543020-	M & R VEHICLES	754.00	275.00	36.47	844.00	844.00	11.94%
100-55500-25-550501-	TELEPHONE	790.00	755.82	95.67	600.00	791.00	0.13%
100-55500-25-551501-	STAFF TRAVEL	1,800.00	1,033.27	57.40	1,800.00	2,400.00	33.33%
100-55500-25-552000-	LICENSES AND DUES	265.00	125.00	47.17	265.00	265.00	0.00%
100-55500-25-554500-	CLIENT SERVICES	25,000.00	25,000.00	100.00	25,000.00	20,000.00	-20.00%
100-55500-25-559000-	CONTRACTED SERVICES	37,440.00	29,538.75	78.90	37,440.00	37,440.00	0.00%
100-55500-25-559001-	STATE AIDE EXP- NONRECURRING	13,329.00	13,329.00	100.00	0.00	0.00	-100.00%
100-55500-25-561000-	OFFICE SUPPLIES	12,269.00	10,637.97	86.71	12,269.00	11,390.00	-7.16%
100-55500-25-561500-	PROGRAM SUPPLIES	4,811.00	2,816.04	58.53	4,811.00	1,743.00	-63.77%
100-55500-25-562500-	MOTOR FUELS	627.00	413.93	66.02	627.00	550.00	-12.28%
100-55500-25-562700-	BOOKS	160,000.00	150,981.39	97.84	160,000.00	150,000.00	-6.25%
100-55500-25-562701-	PERIODICALS	7,250.00	6,606.73	91.13	7,250.00	7,810.00	7.72%
100-55500-25-562711-	SOFTWARE SUBSCRIP/LICENSE	7,823.00	7,773.80	99.37	7,823.00	8,565.00	9.48%
100-55500-25-563000-	POSTAGE	460.00	347.05	75.45	360.00	360.00	-21.74%
100-55500-25-569000-	MORGANTON LIBRARY	6,629.00	3,580.29	54.01	6,829.00	6,901.00	4.10%
100-55500-25-569025-	VALDESE LIBRARY	0.00	0.00	0.00	3,519.00	0.00	NA
100-55500-25-569050-	HILDEBRAN LIBRARY	0.00	0.00	0.00	3,640.00	0.00	NA
		2,149,924.00	2,002,870.62	93.16	2,088,754.00	2,130,680.00	-0.90%

Burke County Public Library Statistics -- FY 24-25

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD Avg.
Appointments/Door Count													
Morganton	4345	4037	2904	3659	3250	2956	3365	3527	3665	3828	3496		3548.36
Valdese	1855	1689	1392	1568	1371	1238	1364	1546	1693	1613	1731		1550.91
CB Hildebrand	1643	1259	1175	1818	1073	1351	1082	1179	1233	1034	1060		1264.27
TOTAL:	7843	6985	5471	7045	5694	5545	5811	6252	6591	6475	6287	0	6363.55
Study/Meeting Room Use													
Morganton	103	54	34	50	5	17	64	62	47	47	60		49.36
Valdese	114	67	61	71	61	33	55	91	79	77	54		69.36
CB Hildebrand	101	68	45	79	56	87	67	95	97	89	137		83.73
TOTAL:	318	189	140	200	122	137	186	248	223	213	251	0	202.45
Programs -- Remote and In-Person													
Adult	24	14	13	12	15	12	11	17	13	9	11		13.73
Young Adult	20	14	15	15	12	16	14	13	14	11	12		14.18
Children	51	45	74	77	65	72	70	78	85	78	56		68.27
TOTAL:	95	73	102	104	92	100	95	108	112	98	79	0	96.18
Program Views/ Attendance													
Adult	301	195	1035	127	157	98	86	592	198	94	111		272.18
Young Adult	432	164	821	232	355	215	81	42	156	67	135		245.45
Children	1641	1249	1505	2017	1558	2090	1466	1615	2037	2283	2134		1781.36
TOTAL:	2374	1608	3361	2376	2070	2403	1633	2249	2391	2444	2380	0	2299.00
Pickup Bags													
Adult	106	44	0	108	142	205	122	236	106	431	82		143.82
Young Adult	33	0	20	20	20	42	20	20	20	20	20		21.36
Children	61	30	0	20	10	0	36	20	20	30	20		22.45
TOTAL:	200	74	20	148	172	247	178	276	146	481	122	0	187.64
Volunteers -- Number													
Adult	19	11	61	18	22	28	31	20	11	97	16		30.36
Young Adult	3	4	13	6	4	7	7	4	6	32	6		8.36
	22	15	74	24	26	35	38	24	17	129	22	0	38.73
Volunteers -- Hours													
Adult	140	166	212.5	164	118.75	129	136	152	115.75	382.5	126.5		167.55
Young Adult	7	9	80	18.25	19	25	7.5	5	6	51.25	9.5		21.59
	147	175	292.5	182.25	137.75	154	143.5	157	121.75	433.75	136	0	189.14
E-Book Users													
	5134	5192	5246	5294	5383	5446	5500	5564	5610	5669	5717		
E-Book Checkouts													
	5411	5463	5317	5315	4959	5437	5861	5372	5693	5211	5173		5382.91
Overall Circulation													
	24442	22672	19502	19277	19004	18864	20014	19812	20335	19625	19311		20259.82
Computer Sessions													
	950	965	746	966	809	754	924	885	904	1039	866		891.64
New/Renewed Borrowers													
	184	148	133	155	119	77	146	103	94	134	118		128.27
NC Cardinal RS Items Out													
	2264	2151	1832	2092	1761	1512	2459	1944	2076	2059	2082		2021.09
NC Cardinal RS Items In													
	2188	2015	1890	2008	1849	1967	2289	1998	2045	2073	2080		2036.55
NC Cardinal RS Items TOTAL													
	4452	4166	3722	4100	3610	3479	4748	3942	4121	4132	4162		4057.64
HappyOrNot Kiosk -- MPL -- Goal is 90%													
	93	93	93	84	90	92	90	97	95	96	92		92.27
Social Media -- Facebook and Instagram													
Social Media Followers													
	6957	7020	7063	7104	7140	7193	7336	7368	7432	7476	7521		7237.27
Social Media Staff Posts													
	141	108	130	134	134	141	131	140	161	132	137		135.36
Social Media Reach # that see library content													
	127949	173146	101162	84956	99588	89811	208842	102110	98851	64065	104508		114089.82
Social Media Engagement # of interactions with content													
	7228	8210	6213	4030	6442	6321	14124	5395	7268	5324	7406		7087.36
Social Media Video Views													
	2751	4224	8470	1961	2045	4395	1910	4703	1167	1078	4036		3340.00

The goal of Project Outcome is to help libraries understand and share the impact of essential library programs.

Average Score is calculated by assigning a 1- 5 value to each Likert Scale answer (Strongly Disagree to Strongly Agree). Aggregated responses are then averaged by weighting to these categories to come up with an aggregate score for each question, which can also be aggregated further to larger groups of libraries.



Civic/Community Engagement 4.1

Total Survey Responses for System: 26
Peer Average: 4.1 (Total Survey Responses: 2,128)
State/Prov. Average: 4.1 (Total Survey Responses: 731)
National Average: 4.2 (Total Survey Responses: 13,385)
Total Average: 4.1 (Total Survey Responses: 14,739)

You are more aware of some issues in your community.

You feel more confident about becoming involved in your community.

You intend on becoming more engaged in your community.

You are more aware of resources and services provided by the library.



Early Childhood Literacy 4.8

Total Survey Responses for System: 16
Peer Average: 4.5 (Total Survey Responses: 4,556)
State/Prov. Average: 4.7 (Total Survey Responses: 10,455)
National Average: 4.5 (Total Survey Responses: 61,993)
Total Average: 4.5 (Total Survey Responses: 68,863)

You learned something that you can share with your children.

You feel more confident to help your children learn.

You will spend more time interacting with your children (e.g., reading, talking, singing, writing, playing).

You are more aware of resources and services provided by the library.



Education/Lifelong Learning 4.6

Total Survey Responses for System: 150
Peer Average: 4.6 (Total Survey Responses: 20,327)
State/Prov. Average: 4.5 (Total Survey Responses: 8,195)
National Average: 4.5 (Total Survey Responses: 150,530)
Total Average: 4.5 (Total Survey Responses: 159,104)

You learned something that is helpful.

You feel more confident about what you just learned.

You intend to apply what you just learned.

You are more aware of resources and services provided by the library.



The goal of Project Outcome is to help libraries understand and share the impact of essential library programs.



Application / New Skills

4.6

Total Responses for System: 182
Peer Average: 4.4
State/Prov. Average: 4.4
National Average: 4.4
Total Average: 4.4

You are more aware of some issues in your community.

You learned something that you can share with your children.

You learned something that is helpful.



Confidence

4.5

Total Responses for System: 182
Peer Average: 4.4
State/Prov. Average: 4.4
National Average: 4.4
Total Average: 4.4

You feel more confident about becoming involved in your community.

You feel more confident to help your children learn.

You feel more confident about what you just learned.



Knowledge

4.3

Total Responses for System: 184
Peer Average: 4.4
State/Prov. Average: 4.4
National Average: 4.4
Total Average: 4.4

You intend on becoming more engaged in your community.

You will spend more time interacting with your children (e.g., reading, talking, singing, writing, playing).

You intend to apply what you just learned.



Awareness of Resources

4.6

Total Responses for System: 185
Peer Average: 4.4
State/Prov. Average: 4.4
National Average: 4.4
Total Average: 4.4

You are more aware of resources and services provided by the library.

You are more aware of resources and services provided by the library.

You are more aware of resources and services provided by the library.

