

Burke County Public Library
Departmental Trustees Meeting
June 22, 2021 at 4:00 p.m.
C.B. Hildebrand Public Library

Trustees Present: John Cantrell, Johnnie Carswell, Jennie Cook, Tiffany Cooper, Les Cothren, Wendell Hildebrand, Browning Rochefort, Roy Sweezy

Trustees Absent: None

Staff/Guests Present: Jim Wilson, Library Director

Board chair, Les Cothren, called the meeting to order at 4pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the March 30, 2021 meeting as presented was made by Roy Sweezy, seconded by John Cantrell, and approved by the board.

Correspondence: None.

Director's Report

A. Financial Report: Library Director, Jim Wilson, presented the library's financial report for the period ending 05/31/2021. Wilson noted again that Fines and Fees revenue continues to be down substantially because of the pandemic. He says the Library Foundation will not receive any programming reimbursement to make up for the revenue shortfall in Fines and Fees. He noted that library expenses were all fine and that library spending was within budget.

Wilson gave the board an overview of the library's FY 21/22 approved budget.

Overall, Wilson said the FY 21/22 approved budget was a very good one for the library. Wilson said the only item not approved in the FY 21/22 budget that he had requested was the part-time 18 hr./wk. Library Assistant position that was to be used for the NC Cardinal resource sharing. Wilson noted that the library had been asked to see how they can manage resource sharing with existing staff and, if needed, can make a request to have the part-time position considered again. The new vehicle for resource sharing was approved. Also, \$86,919 was approved for building repairs at Morganton. Wilson said the part-time summer staff that has been funded by the Library Foundation has been moved to the county. Cost of this staff is offset by a reduction in the amount of program reimbursement budgeted for the Library Foundation. Wilson

said that some line items in the library budget have been moved to the county's General Services Department. Those line items include, M&R Buildings and Grounds, Custodial Services, and Utilities.

B. Personnel Report: Wilson reported no regular staffing vacancies and that staff will interview asap for the part-time, temporary summer staff. He said the staff were enjoying things becoming more normal. This was especially true of in-person programming returning in the fall.

C. Facilities Report: Morganton – Wilson noted there is a dead tree on the front lawn that needs to come down. He has made county general services aware of this. Wilson said sections of the tree have been coming down during storms and when it is windy. He said there is money in the FY 21/22 budget for this but that the tree needs to come down soon. Moldy drywall downstairs was fixed, Wilson said.

Valdese\C.B. Hildebrand – No issues at either site, Wilson said.

D. General Library Report:

Burke County Public Library Statistics – FY 20/21 – July – May

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	YTD Avg.
Appointments/Door Count												
Morganton	1384	1575	1789	1829	1303	1133	117	233	1280	1738	1336	1247.00
Valdese	757	756	547	1213	1052	1143	48	196	1012	1207	1054	816.82
CB Hildebrand	226	213	377	372	308	282	0	50	285	447	463	274.82
TOTAL:	2367	2544	2713	3414	2663	2558	165	479	2577	3392	2853	2338.64
Curbside												
Morganton	177	170	177	166	142	132	489	491	236	103	17	209.09
Valdese	89	68	76	56	46	84	228	242	83	53	15	94.55
CB Hildebrand	73	67	82	64	44	167	89	91	80	49	10	74.18
TOTAL:	339	305	335	286	232	383	806	824	399	205	42	377.82
Study Room Use												
Morganton	13	18	32	18	7	32	4	9	30	30	57	22.73
Valdese	16	14	66	70	80	42	2	14	28	27	16	34.09
CB Hildebrand	17	17	16	3	11	17	0	0	20	2	11	10.36
TOTAL:	46	49	114	91	98	91	6	23	78	59	84	67.18
Programs -- Remote and In-Person												
Adult	12	19	24	25	17	19	19	21	21	21	21	19.91
Young Adult	17	18	15	16	23	19	19	22	22	28	18	19.73
Children	65	68	63	64	52	49	48	48	62	51	39	55.36
TOTAL:	94	105	102	105	92	87	86	91	105	100	78	95.00
Program Views/ Attendance												
Adult	257	361	430	775	753	233	59	148	293	99	156	324.00
Young Adult	705	578	453	382	754	597	375	305	291	614	373	493.36
Children	4175	4399	4824	8171	3484	3749	2567	2941	2949	3151	2300	3882.73
TOTAL:	5137	5338	5707	9328	4991	4579	3001	3394	3533	3864	2829	4700.09
Pickup Bags												
Adult	64	76	83	87	87	67	117	178	189	157	217	120.18
Young Adult	67	61	98	99	102	109	75	106	133	103	104	96.09
Children	862	890	693	793	726	747	797	731	764	851	585	767.18
TOTAL:	993	1027	874	979	915	923	989	1015	1086	1111	906	983.45
E-Book Users	2445	2475	2504	2523	2532	2809	2856	2916	2939	2997	3064	
E-Book Checkouts	3338	3441	3262	5507	3305	3362	3532	3375	3441	3489	3825	3625.18
Overall Circulation	11501	10563	10652	13070	10114	9823	8077	9062	9980	10161	11725	10429.82
Computer Sessions	804	816	980	916	724	688	36	168	532	612	824	645.45
New/Renewed Borrowers	259	287	315	364	204	207	163	147	228	176	103	223.00

E. Technology
Report:

Wilson said the library went live with NC Cardinal on May 6. He said things are going well for staff and patrons. They have had a few settings that have had to be tweaked since going live but nothing major. He said the library is preparing for resource sharing which starts July 1. They will operate resource sharing from the Valdese Public Library as there isn't sufficient space for it at Morganton. Items will ship via UPS, he said, and the State Library pays for shipping and provides some shipping supplies.

Unfinished
Business:

None.

New Business:

None.

The meeting was adjourned at 4:42 pm.

The next meeting will be held Tuesday, September 28, in the meeting room at the Morganton Public Library.

Submitted by Jim Wilson, Library Director