Burke County Public Library Departmental Trustees Meeting September 28, 2021 at 4:00 p.m. Morganton Public Library

Trustees Present: John Cantrell, Johnnie Carswell, Les Cothren, Browning Rochefort, Roy

Sweezy

Trustees Absent: Susan Berley, Jennie Cook, Tiffany Cooper, Wendell Hildebrand

Staff/Guests

Jim Wilson, Library Director

Present:

Board chair, Les Cothren, called the meeting to order at 4:03 pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the June 22, 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 08/31/2021. Wilson noted that Fines and Fees revenue is doing better than last year but continues to fall short of projections. He says the Library Foundation may well not receive any programming reimbursement again to make up for the revenue shortfall in Fines and Fees. He noted that library expenses were all ok and that library

spending was within budget.

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. He will continue to show those items in the financial report as they count towards the library's maintenance of effort for state aid.

Wilson mention the only item not included in the approved FY 21/22 budget was the part-time 18 hr./wk. Library Assistant position for resource sharing. He said the library had been asked to try to operate this new service with existing staff and if they found they could not do that to ask for the position during the current fiscal year. Wilson said during the first two months of resource sharing the library was processing over 4,200 items and averaging 16-18 hours per week of staff time.

Commissioner Carswell suggested Wilson go ahead and ask board of commissioners to approve this position.

Wilson said the library has completed and submitted its annual application for state aid to the State Library of North Carolina and should receive around \$139,000.

Wilson noted the Friends of Library had to cancel their fall book sale again due to COVID. The Friends have missed four book sales because of the pandemic but have continued their support of the library at normal levels as has the Library Foundation.

B. Personnel Report:

Wilson reported no staffing vacancies. Scheduling has been made difficult, he said, because of ongoing exposures of staff or staff family members to COVID. For a couple of weeks, the hours at Valdese had to be altered due to COVID issues.

C. Facilities Report:

Morganton – Wilson said county general services staff have resolved some plumbing issues with public and staff restrooms. General services staff also fixed a leak in the roof in the mezzanine area of the building.

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

D. General Library Report:

Burke County Public Library Statistics – FY 21/22 – July – August

	JUL	AUG	SEP	OCT	NOV	DEC	14	AN	FEB	MAR	APR		MAY	JUNE	YTD Avg.
Appointments/Door Count			Ju.				-								
Morganton	2433	2205													2319.0
Valdese	1403	905													1154.0
CB Hildebrand	956														855.50
TOTAL:	4792		0		0	0	0		1	0	0	0)	0 4328.50
										-					
Curbside															
Morganton	22	24													23.0
Valdese	0	0													0.0
CB Hildebrand	0	0													0.0
TOTAL:	22	24	0		0	0	0	()	0	0	0	()	0 15.3
Study/Meeting Room Use															
Morganton	47	36			\perp									1	41.50
Valdese	46				+				_	_	_			1	42.0
CB Hildebrand	33				1	1	-		1	_	_		-	1	39.5
TOTAL:	126		0		0	0	0	()	0	0	0	()	0 82.0
Programs Remote and In-															
Person															
Adult	30	16													23.0
Young Adult	18	20					_		_						19.0
Children	72	31													51.50
TOTAL:	120		0		0	0	0	()	0	0	0	()	0 62.3
Program Views/															
Attendance															
Adult	438	131												_	284.50
Young Adult	566	312							1	_					439.0
Children	3246				+	_	_		_	_	_				2678.0
TOTAL:	4250		0		0	0	0	(-	0	0	0			0 2267.6
TOTAL:	4250	2555	U		U	U	U	,	,	U	U	U		,	0 2207.0
Pickup Bags															
Adult	140	10													75.0
Young Adult	33	63													48.0
Children	817	58													437.5
TOTAL:	990	131	0		0	0	0	()	0	0	0	()	0 373.67
E-Book Users	3130	3213													
E-Book Checkouts	3701	3792													3746.5
Overall Circulation	17234	17002													17118.0
Computer Sessions	738	604													671.0
New/Renewed Borrowers	135	102													118.50
NC Cardinal RS Items Out	1277	1399			1				_						1338.00
NC Cardinal RS Items In	390	1168			_	_	_		-	_	_			_	779.0

E. Technology

Report:

Wilson said things continue to go well with NC Cardinal. NC Cardinal will undergo its annual software upgrade in November. Wilson said patrons are really enjoying the resource sharing through NC Cardinal.

Unfinished

Business:

None.

New Business:

None.

The meeting was adjourned at 4:32 pm.

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

Submitted by Jim Wilson, Library Director