

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

Trustees Present: John Cantrell, Tiffany Cooper, Wendell Hildebrand, Browning Rochefort, Roy Sweezy

Trustees Absent: Susan Berley, Johnnie Carswell, Jennie Cook, Les Cothren

Staff/Guests Present: Jim Wilson, Library Director

In the absence of the board chair, vice-chair, John Cantrell, called the meeting to order at 4:06 pm. It was noted a quorum was present.

Approval of Minutes: A motion to approve the minutes of the September 28, 2021 regular meeting and the November 9 special meeting as presented was made by Browning Rochefort, seconded by Roy Sweezy, 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 11/30/2021. Wilson noted that Fines and Fees revenue is doing better than last year but still not well enough to meet projections. He says it is likely again that the Library Foundation will not receive any programming reimbursement gain to make up for the shortfall in fines and fees. He noted that library expenses were all ok and that library spending was within budget.

Wilson said the off-budget request for the part-time Library Assistant position for resource sharing was withdrawn after a discussion with staff about the remaining hours for part-time seasonal staff. Wilson noted there were enough hours left that could be used to help with resource sharing for the remainder of the fiscal year.

Wilson said the library is still waiting to hear how much state aid they will receive for FY 21/22. He said an additional \$10,000,000 in nonrecurring state aid had been approved for FY 21/22 and another \$1,000,000 in nonrecurring funds for FY 22/23. He said he expects the library to receive an additional \$90,000 to \$100,000 in state aid.

In lieu of a booksale, Wilson reported the Friends of the Library sent a shipment of 10,000 lbs. of books to online book reseller Thriftbooks. So far the Friends have received almost \$1,600 from the sale of the items.

B. Personnel Report:

Wilson said the library is advertising for a part-time Library Assistant for resource sharing and a part-time Page position at C.B. Hildebrand. Library Page, Reagan Pryor, has resigned to work for her father's construction company. Wilson said they have had several applications for both positions.

Wilson noted that the majority of library staff are fully vaccinated and that a number have also had their boosters. The library has had no further cases of COVID among staff.

C. Facilities Report:

Morganton – Wilson said the interior/exterior renovations at Morganton will begin on January 10. Those renovations include some new flooring in the children's room staff areas, painting of the front halls and lobby, rotten wood repair, gutter replacement, and fascia/frieze board work. He said the library will close for two weeks while this work is done but will provide curbside service during this time.

Valdese – County will replace the two old HVAC units once they have quotes.

C.B. Hildebrand – No issues at this time, Wilson said.

D. General Library
Report:

Burke County Public Library Statistics – FY 21/22 – July – November – appended to the end of the minutes.

E. Technology Report:

Wilson said things went well with the NC Cardinal upgrade in November. The staff and patron interfaces look a bit different and some additional functionality has been added and some bugs fixed. Patron feedback on NC Cardinal continues to be positive and folks really like the ability to borrow items from other member NC Cardinal libraries, Wilson said.

Unfinished
Business:

None.

New Business:

None.

The meeting was adjourned at 4:45 pm.

Burke County Public Library
Trustees Meeting
December 28, 2021

3

The next meeting will be held Tuesday, March 22, 2022 in the meeting room at the Morganton Public Library.

Burke County Public Library Statistics -- FY 21-22													
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	YTD Avg.
Appointments/Door Count													
Morganton	2433	2205	1748	2011	1773								2034.00
Valdese	1403	905	860	996	985								1029.80
CB Hildebrand	956	755	664	1115	646								827.20
TOTAL:	4792	3865	3272	4122	3404	0	0	0	0	0	0	0	3891.00
Curbside													
Morganton	22	24	93	33	23								39.00
Valdese	0	0	15	4	0								3.80
CB Hildebrand	0	0	0	0	0								0.00
TOTAL:	22	24	108	37	23	0	0	0	0	0	0	0	42.80
Study/Meeting Room Use													
Morganton	47	36	30	37	50								40.00
Valdese	46	38	35	36	53								41.60
CB Hildebrand	33	46	29	22	31								32.20
TOTAL:	126	120	94	95	134	0	0	0	0	0	0	0	113.80
Programs -- Remote and In-Person													
Adult	30	16	21	33	17								23.40
Young Adult	18	20	15	28	20								20.20
Children	72	31	122	111	109								89.00
TOTAL:	120	67	158	172	146	0	0	0	0	0	0	0	132.60
Program Views/Attendance													
Adult	438	131	259	511	430								353.80
Young Adult	566	312	229	350	201								331.60
Children	3246	2110	916	1626	506								1680.80
TOTAL:	4250	2553	1404	2487	1137	0	0	0	0	0	0	0	2366.20
Pickup Bags													
Adult	140	10	132	295	186								152.60
Young Adult	33	63	78	170	102								89.20
Children	817	58	547	662	516								520.00
TOTAL:	990	131	757	1127	804	0	0	0	0	0	0	0	761.80
E-Book Users	3130	3213	3382	3465	3516								
E-Book Checkouts	3701	3792	4756	4288	5137								4334.80
Overall Circulation	17234	17002	16279	16737	16302								16710.80
Computer Sessions	738	604	570	639	580								626.20
New/Renewed Borrowers	135	102	120	151	83								118.20
NC Cardinal RS Items Out	1277	1399	1540	1236	1236								1337.60
NC Cardinal RS Items In	390	1168	1391	1183	1532								1132.80

Submitted by Jim Wilson, Library Director