

Burke County Public Library  
Departmental Trustees Meeting  
**March 30, 2021 at 4:00 p.m.**  
Valdese Public Library

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

Trustees Absent: Jennie Cook

Staff/Guests Present: Jim Wilson, Library Director

Library Director, Jim Wilson, called the meeting to order at 4:04 pm and noted there was a quorum present. Wilson noted the March meeting was the organizational meeting and that officers needed to be elected. He informed the board that Les Cothren had agreed to serve again as board chair and the John Cantrell has said he would be willing to serve as vice-chair. Wilson said that only left open the secretary position. New trustee Tiffany Cooper said she would be glad to be secretary. Board unanimously approved this slate of officers for 2021.

Approval of Minutes: A motion to approve the minutes of the December 15, 2020 meeting as presented was made by Roy Sweezy, seconded by John Cantrell, and approved by the board.

Correspondence: None.

Director's Report Library Director, Jim Wilson, presented the library's financial report for the period ending 02/28/2021. Wilson noted again that Fines and Fees revenue was down substantially due the effects of the pandemic. He estimates that the library will collect about one-third of the projected amount. As a result, Wilson said the library will reduce the amount the Library Foundation is reimbursed for programming from the county budget.

A. Financial Report:

Wilson said the Library Foundation and Friends of the Library are funding the library at their regular level for FY 20/21 despite less revenue.

Wilson gave the board an overview of the library's proposed FY 21/22 budget which was submitted to the county last week.

Overall, Wilson said the FY 21/22 budget requests an additional \$15,000 over the current year budget. New items requested for funding include \$23,800 for a courier vehicle to be used for resource sharing, a part-time (18 hrs. per wk.) Library Assistant position to serve as courier, and \$86,919 for building repairs to the Morganton Public Library.

Wilson said much of the cost of the part-time courier and the courier vehicle will be offset by the savings in annual software maintenance by the library moving from its current ILS vendor, SirsiDynix to the NC Cardinal Library consortium.

Wilson said that some line items in the library budget will be moved to the county's General Services Department in future years. Those line items include, he said, M&R Buildings and Grounds, Custodial Services, and Utilities.

B. Personnel Report: Wilson reported there are currently no staffing vacancies.

He did say that there had been some COVID cases among staff and some exposures.

Wilson also said that as of now the vast majority of staff have been fully vaccinated.

Wilson said staff morale is good but they continue to feel the stress of the pandemic and the restrictions they have to deal with at work and outside of work.

C. Facilities Report: Wilson said the new book box for Morganton has been installed in the museum parking lot. It is much larger than the old one and will not have to be checked as often. He said with all materials being returned to the book box during COVID that it was nice to have a book box with more capacity.

Wilson noted he had quotes to repair the water damaged drywall in the children's room reference nook and also to enclose that area for additional storage. He said he wants to get that done asap.

Wilson said county maintenance had been working to clean out the gutters at Morganton to reduce the likelihood of water intrusion into the building.

He said county maintenance had also been converting many of the library's lighting fixtures to LED as the old lights were going out.

Had another instance of the sewer backing up at Valdese, Wilson said, and had to call the plumber to come auger out the line. Wilson said he wished the county had a power auger to do this instead of having to call the plumber. Wilson also said the library is planning to have mulch added to the planting beds at the front of the library.

C.B. Hildebrand – Wilson reported there are no issues at this time at C.B. Hildebrand.

D. General Library  
Report:

Wilson noted that staff continue to adapt and find ways to provide access to services, programming, and collections during the pandemic

Statistical Comparison FY 20/21– July – February

|                                         | JUL          | AUG          | SEP          | OCT          | NOV          | DEC         | JAN         | FEB         | YTD Avg.        |
|-----------------------------------------|--------------|--------------|--------------|--------------|--------------|-------------|-------------|-------------|-----------------|
| <b>Appointments/Door Count</b>          |              |              |              |              |              |             |             |             |                 |
| Morganton                               | 1384         | 1575         | 1789         | 1829         | 1303         | 1133        | 117         | 233         | 1170.38         |
| Valdese                                 | 757          | 756          | 547          | 1213         | 1052         | 1143        | 48          | 196         | 714.00          |
| CB Hildebrand                           | 226          | 213          | 377          | 372          | 308          | 282         | 0           | 50          | 228.50          |
| <b>TOTAL:</b>                           | <b>2367</b>  | <b>2544</b>  | <b>2713</b>  | <b>3414</b>  | <b>2663</b>  | <b>2558</b> | <b>165</b>  | <b>479</b>  | <b>2112.88</b>  |
| <b>Curbside</b>                         |              |              |              |              |              |             |             |             |                 |
| Morganton                               | 177          | 170          | 177          | 166          | 142          | 132         | 489         | 491         | 243.00          |
| Valdese                                 | 89           | 68           | 76           | 56           | 46           | 84          | 228         | 242         | 111.13          |
| CB Hildebrand                           | 73           | 67           | 82           | 64           | 44           | 167         | 89          | 91          | 84.63           |
| <b>TOTAL:</b>                           | <b>339</b>   | <b>305</b>   | <b>335</b>   | <b>286</b>   | <b>232</b>   | <b>383</b>  | <b>806</b>  | <b>824</b>  | <b>438.75</b>   |
| <b>Study Room Use</b>                   |              |              |              |              |              |             |             |             |                 |
| Morganton                               | 13           | 18           | 32           | 18           | 7            | 32          | 4           | 9           | 16.63           |
| Valdese                                 | 16           | 14           | 66           | 70           | 80           | 42          | 2           | 14          | 38.00           |
| CB Hildebrand                           | 17           | 17           | 16           | 3            | 11           | 17          | 0           | 0           | 10.13           |
| <b>TOTAL:</b>                           | <b>46</b>    | <b>49</b>    | <b>114</b>   | <b>91</b>    | <b>98</b>    | <b>91</b>   | <b>6</b>    | <b>23</b>   | <b>64.75</b>    |
| <b>Programs -- Remote and In-Person</b> |              |              |              |              |              |             |             |             |                 |
| Adult                                   | 12           | 19           | 24           | 25           | 17           | 19          | 19          | 21          | 19.50           |
| Young Adult                             | 17           | 18           | 15           | 16           | 23           | 19          | 19          | 22          | 18.63           |
| Children                                | 65           | 68           | 63           | 64           | 52           | 49          | 48          | 48          | 57.13           |
| <b>TOTAL:</b>                           | <b>94</b>    | <b>105</b>   | <b>102</b>   | <b>105</b>   | <b>92</b>    | <b>87</b>   | <b>86</b>   | <b>91</b>   | <b>95.25</b>    |
| <b>Program Views/Attendance</b>         |              |              |              |              |              |             |             |             |                 |
| Adult                                   | 257          | 361          | 430          | 775          | 753          | 233         | 59          | 148         | 377.00          |
| Young Adult                             | 705          | 578          | 453          | 382          | 754          | 597         | 375         | 305         | 518.63          |
| Children                                | 4175         | 4399         | 4824         | 8171         | 3484         | 3749        | 2567        | 2941        | 4288.75         |
| <b>TOTAL:</b>                           | <b>5137</b>  | <b>5338</b>  | <b>5707</b>  | <b>9328</b>  | <b>4991</b>  | <b>4579</b> | <b>3001</b> | <b>3394</b> | <b>5184.38</b>  |
| <b>Pickup Bags</b>                      |              |              |              |              |              |             |             |             |                 |
| Adult                                   | 64           | 76           | 83           | 87           | 87           | 67          | 117         | 178         | 94.88           |
| Young Adult                             | 67           | 61           | 98           | 99           | 102          | 109         | 75          | 106         | 89.63           |
| Children                                | 862          | 890          | 693          | 793          | 726          | 747         | 797         | 731         | 779.88          |
| <b>TOTAL:</b>                           | <b>993</b>   | <b>1027</b>  | <b>874</b>   | <b>979</b>   | <b>915</b>   | <b>923</b>  | <b>989</b>  | <b>1015</b> | <b>964.38</b>   |
| <b>E-Book Users</b>                     | <b>2445</b>  | <b>2475</b>  | <b>2504</b>  | <b>2523</b>  | <b>2532</b>  | <b>2809</b> | <b>2856</b> | <b>2916</b> |                 |
| <b>E-Book Checkouts</b>                 | <b>3338</b>  | <b>3441</b>  | <b>3262</b>  | <b>5507</b>  | <b>3305</b>  | <b>3362</b> | <b>3532</b> | <b>3375</b> | <b>3640.25</b>  |
| <b>Overall Circulation</b>              | <b>11501</b> | <b>10563</b> | <b>10652</b> | <b>13070</b> | <b>10114</b> | <b>9823</b> | <b>8077</b> | <b>9062</b> | <b>10357.75</b> |
| <b>Computer Sessions</b>                | <b>804</b>   | <b>816</b>   | <b>980</b>   | <b>916</b>   | <b>724</b>   | <b>688</b>  | <b>36</b>   | <b>168</b>  | <b>641.50</b>   |
| <b>New/Renewed Borrowers</b>            | <b>259</b>   | <b>287</b>   | <b>315</b>   | <b>364</b>   | <b>204</b>   | <b>207</b>  | <b>163</b>  | <b>147</b>  | <b>243.25</b>   |

E. Technology  
Report:

Wilson said the four AWE Learning stations are now available for use at the Valdese and C.B. Hildebrand locations. There are two at each site.

He said the weekly NC Cardinal migration calls are underway. The

library staff will have training on NC Cardinal April 7-9. The library will “Go Live” with NC Cardinal on May 6, Wilson said.

Wilson said he will be updating some of the public computers at Valdese prior to the NC Cardinal migration.

Unfinished  
Business: None.

New Business: None.

The meeting was adjourned at 4:40 pm.

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

Submitted by Jim Wilson, Library Director