

Burke County Public Library System
Departmental Trustees Meeting
October 7, 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, December 16, 2025, at 4 pm in the meeting room at the Morganton 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	jhlmode@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

Board of Trustees Meeting Notes

Valdese Public Library

October 7, 2025 at 4:00 pm

[illegible]

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 -- 08 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	-27,820.00	0.00	-140,500	
CONTRIBUTION CITY OF MORGANTON	R	-242,500	0	-242,500	0.00	0.00	-242,500	
CONTRIBUTION TOWN OF VALDESE	R	-40,000	0	-40,000	0.00	0.00	-40,000	
CONTRIB TOWN OF DREXEL	R	-2,000	0	-2,000	0.00	0.00	-2,000	
CONTRIBUTION TOWN OF HILDEBRAN	R	-6,000	0	-6,000	0.00	0.00	-6,000	
CONTRIB TWN RUTHERFORD COLLEGE	R	-2,000	0	-2,000	-2,000.00	0.00	0	
MORGANTON LIBRARY FINES & FEES	R	-8,000	0	-8,000	-1,242.75	0.00	-6,757	
VALDESE LIBRARY FINES & FEES	R	-3,000	0	-3,000	-359.50	0.00	-2,641	
HILDEBRAN LIBRARY FINES & FEES	R	-3,000	0	-3,000	-515.00	0.00	-2,485	
TOTAL		-474,820	0	-474,820	-31,937.25	0.00	-442,883	6.7%

ACCOUNT DESCRIPTION	TYPE	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
SALARIES FULL TIME	E	1,200,317	0	1,200,317	138,760.03	0.00	1,061,557	11.6
SALARIES PART TIME	E	93,943	0	93,943	11,504.13	0.00	82,439	12.2
INSURANCE GROUP	E	250,536	0	250,536	31,998.24	0.00	218,538	12.8
SOCIAL SECURITY TAX	E	80,740	0	80,740	9,321.88	0.00	71,418	11.5
MEDICARE TAX	E	18,883	0	18,883	2,180.13	0.00	16,703	11.5
RETIREMENT	E	172,726	0	172,726	20,933.90	0.00	151,792	12.1
401K	E	60,016	0	60,016	7,251.84	0.00	52,764	12.1
TOTAL		1,877,161	0	1,877,161	221,950.15	0.00	1,655,211	11.8%

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	472.50	0.00	3,988	10.6
M & R VEHICLES	E	844	600	1,444	50.00	0.00	1,394	3.5
TELEPHONE	E	791	0	791	131.96	0.00	659	16.7
STAFF TRAVEL	E	2,400	-600	1,800	134.05	0.00	1,666	7.4
LICENSES AND DUES	E	265	0	265	0.00	0.00	265	0
CLIENT SERVICES	E	20,000	0	20,000	0.00	0.00	20,000	0
CONTRACTED SERVICES	E	37,440	0	37,440	3,735.00	0.00	33,705	10
OFFICE SUPPLIES	E	11,390	0	11,390	447.61	0.00	10,942	3.9
PROGRAM SUPPLIES	E	1,743	0	1,743	164.90	0.00	1,578	9.5
MOTOR FUELS	E	550	0	550	0.00	0.00	550	0
BOOKS	E	150,000	0	150,000	16,674.29	76,070.93	57,255	61.8
PERIODICALS	E	7,810	0	7,810	5,517.57	0.00	2,292	70.6
SOFTWARE SUBSCRIP/LICENSE	E	8,565	0	8,565	8,560.36	0.00	5	99.9
POSTAGE	E	360	0	360	25.52	0.00	334	7.1
TOTAL		246,618	0	246,618	35,913.76	76,070.93	134,633	14.6%

ACCOUNT DESCRIPTION -- MPL	TYPE	ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
MPL -- PHONE/M&R EQUIP/NC EQUIP.	E	6,901	0	6,901	0.00	0.00	6,901	0
TOTAL		6,901	0	6,901	0.00	0.00	6,901	0.0%

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

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

TOTAL LIBRARY		2,130,680	0	2,130,680	257,863.91	76,070.93	1,796,745	15.7%
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