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 | jh1mode@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

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 | C | |
| MORGANTON LIBRARY FINES & FEES | R | -8,000 | 0 | -8,000 | -1,242.75 | 0.00 | -6,757 | 7 |
| VALDESE LIBRARY FINES & FEES | R | -3,000 | 0 | -3,000 | -359.50 | 0.00 | -2,641 | L |
| HILDEBRAN LIBRARY FINES & FEES | R | -3,000 | 0 | -3,000 | -515.00 | 0.00 | -2,485 | 5 |
| TO | ΓAL | -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 FILL TIME | F | 1 200 317 | · O | 1 200 317 | 138 760 03 | 0.00 | 1 061 557 | 11.6 |

| 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 | Е | 844 | 600 | 1,444 | 50.00 | 0.00 | 1,394 | 3.5 |
| TELEPHONE | Е | 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 | Е | 265 | 0 | 265 | 0.00 | 0.00 | 265 | 0 |
| CLIENT SERVICES | Е | 20,000 | 0 | 20,000 | 0.00 | 0.00 | 20,000 | 0 |
| CONTRACTED SERVICES | Е | 37,440 | 0 | 37,440 | 3,735.00 | 0.00 | 33,705 | 10 |
| OFFICE SUPPLIES | Е | 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 | Е | 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 |
| TOTA | AL | 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 | | AVAILABLE BUDGET | % USED |
| MPL PHONE/M&R EQUIP/NC EQUIP. | Е | 6,901 | | · · · · · · · · · · · · · · · · · · · | 0.00 | | 6,901 | 0 |
| TOTA | \L | 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. | Ε | | | | | | | |
| TOTA | AL | 0 | 0 | 0 | 0.00 | 0.00 | 0 | #DIV/0! |
| ACCOUNT DESCRIPTION CDU | TVDE | ODICINIAL ADDDOD | TDANIEDC /A DICATE | DEVICED DUDGET | VTD ACTUAL | | AVAU ADLE DUDGET | o/ LICED |
| ACCOUNT DESCRIPTION CBH | TYPE | ORIGINAL APPROP | TRANFRS/ADJSMTS | REVISED BUDGET | YTD ACTUAL | ENCUIVIBRANCES | AVAILABLE BUDGET | % USED |
| CBH PHONE/M&R EQUIP/NC EQUIP. | . E | | | | 0.00 | 2.22 | | #PD / / O.I |
| ТОТА | L | 0 | 0 | 0 | 0.00 | 0.00 | 0 | #DIV/0! |
| | | | | | | | | |
| TOTAL LIBRAR | RY | 2,130,680 | 0 | 2,130,680 | 257,863.91 | 76,070.93 | 1,796,745 | 15.7% |

| | JUL A | AUG S | EP (| ОСТ | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUNE | YTD Avg. |
|--|--------------|--------------|--------------|---------------|-----|-----|----------|--------------|-----|----------|----------|----------|--------------------|
| Door Count | | 1 | | 1 | | | T | T | Г | | 1 | 1 | - |
| Morganton | 4708 | 4108 | 3840 | | | | | | | | | | 4218.67 |
| Valdese CB Hildebrand | 1977 1418 | 1684 1284 | 1645 1253 | | | | | | | | | | 1768.67 1318.33 |
| TOTAL: | 8103 | 7076 | 6738 | 0 | 0 | 0 | 0 |) (|) 0 | 0 |) (| 0 0 | |
| Study/Meeting Room Use | | | | | | | | | | | | | |
| Morganton | 92 | 70 | 79 | | | | | | | | | | 80.33 |
| Valdese | 83 | 78 | 74 | | | | | | | | | | 78.33 |
| CB Hildebrand | 102 | 44 | 61 | | | | | | | | | | 69.00 |
| TOTAL: | 277 | 192 | 214 | 0 | 0 | 0 | 0 |) (| 0 | 0 |) (| 0 0 | 227.67 |
| Programs Remote and In- Person | | | | | | | | | | | | | |
| Adult | 23 | 14 | 19 | | | | | | | | | | 18.67 |
| Young Adult | 12 | 12 | 17 | | | | | | | | | | 13.67 |
| Children | 63 | 47 | 80 | | | | | | | | | | 63.33 |
| TOTAL: | 98 | 73 | 116 | 0 | 0 | 0 | 0 |) (| 0 | 0 |) (| 0 0 | 95.67 |
| Program Views/ Attendance | 240 | 200 | 1572 | | | | 1 | Γ | T | T | Τ | 1 | T 720.22 |
| Adult Young Adult | 349 218 | 266 123 | 1573 160 | | | | | | | | | + | 729.33 167.00 |
| Children | 1979 | 1198 | 2416 | | | | | 1 | | | | | 1864.33 |
| TOTAL: | 2546 | 1587 | 4149 | 0 | 0 | 0 | 0 |) (| 0 | 0 |) (| 0 0 | |
| Pickup Bags | | | | | | | | | | | | | |
| Adult | 80 | 56 | 160 | | | | | | | | | | 98.67 |
| Young Adult | 0 | 0 | 20 | | | | | | | | | | 6.67 |
| Children | 25 | 20 | 12 | | | | | | | | | | 19.00 |
| TOTAL: | 105 | 76 | 192 | 0 | 0 | 0 | 0 |) (| 0 | 0 |) (| 0 0 | 124.33 |
| Volunteers Number | 20 | 20 | cal | <u> </u> | | | 1 | T | | 1 | T | _ | T 24.22 |
| Adult Young Adult | 20 | 20 6 | 63 12 | | | | | | | | | | 34.33 6.00 |
| roung Addit | 20 | 26 | 75 | 0 | 0 | 0 | 0 |) (|) 0 | 0 |) (| 0 0 | • |
| Volunteers Hours | | | | | | | | | | | | | |
| Adult | 158.5 | 175.75 | 333.5 | | | | | | | | | | 222.58 |
| Young Adult | 0 | 12.5 | 45.5 | | | | | | | | | | 19.33 |
| | 158.5 | 188.25 | 379 | 0 | 0 | 0 | 0 |) (| 0 | 0 |) (| 0 0 | 241.92 |
| E-Book Users | 5822 | 5882 | 5963 | | | | | | | | | |] |
| E-Book Checkouts | 5080 | 5656 | 4937 | | | | | | | | | | 5224.33 |
| Overall Circulation | 23371 | 23154 | 20684 | | | | | | | | | | 22403.00 |
| | | | | | | | | 1 | 1 | | 1 | <u> </u> | - |
| Turnover Rate (Print) >= 0.14 | 0.175 | 0.164 | 0.15 | | | | | | | | | | 0.163 |
| Tunrover Rate (Digital)>=0.14 | 0.180 | 0.185 | 0.186 | | | | | | | | | | 0.184 |
| Computer Sessions | 943 | 885 | 815 | | | | | | | | | | 881.00 |
| New/Renewed Borrowers | 192 | 161 | 166 | | | | | | | | | | 173.00 |
| NC Cardinal RS Items Out | 2395 | 2172 | 2126 | I | | | 1 | | | | Τ | Τ | 2231.00 |
| NC Cardinal RS Items In | 2233 | 2379 | 2048 | | | | | · | | · | · | <u> </u> | _] 2220.00 |
| | | | <u>'</u> | | | | | _ | _ | <u> </u> | | | - |
| NC Cardinal RS Items TOTAL | 4628 | 4551 | 4174 | | | | | | | <u> </u> | | | 4451.00 |
| RS Time/Item <= 2 minutes | 1.85 | 1.87 | 1.9 | | | | | | | | | |] |
| HappyOrNot Kiosk MPL | | | | | | | | | | | | |] |
| Goal is 90% | 97 | 93 | 89 | | | | | | | | | | 93.00 |
| Social Modia - Eacobook and In | octogram | | | | | | | | | | | | |
| Social Media Facebook and In | | | | | | | _ | | | | _ | | _ |
| Social Media Followers | 7726 | 7795 | 7858 | | | | | | | | | | 7793.00 |
| Soccial Media Staff Posts | 141 | 146 | 146 | | | | | | | | | | 144.33 |
| Social Media Reach | 127161 | 101582 | 98968 | 1 | | | | | | | | 1 | 109237.00 |
| # that see library content | 12/101 | 101302 | 20300 | ļ | | | ļ | I | I | Į. | 1 | 1 | J 109237.00 |
| Cocial Madia Frances | 10000 | 04.44 | 00001 | 1 | | | T | Τ | Γ | 1 | 1 | T | 7 |
| Social Media Engagement # of interactions with content | 10629 | 8141 | 9090 | | | | <u> </u> | I | I | <u>I</u> | 1 | 1 | 9286.67 |
| Social Media Video Views | 1821 | 2444 | 3388 | | | | | | | | | T | 2551.00 |
| Committed Figure Fictor | 1021 | £ (7·7 | 3300 | | | | 1 | ı | ı | I | <u> </u> | l | J 2331.00 |