

**Cleveland Bradley County Public Library
Board Meeting
November 28, 2023 @ 4 PM**

- I. Call to order - Kelvin Bishop, Chair
- II. Reading and approval of September 26, 2023 Minutes - Kelvin
- III. Regional Library Report – Liz Schreck
- IV. FOLA Report – Maureen Pettigrew
- V. Foundation Report – Meg Campbell
- VI. Old Business - Kelvin Bishop
 - a. 100 year Celebration Committee report, Margaret Schenck
 - b. Update on capital project
- VII. New Business
 - a. Introduction of the new Youth Services Librarian
- VIII. Committee Reports
 - i. Finance-Kelvin Bishop and Keith Barrett
 1. Regular Financials
 - ii. Buildings & Grounds – Milan Blake, Rebecca McIntire
 - iii. Human Resources & Operations - Amy Moore, Cheryl Dunson
 1. Discuss new Collection Development Policy
 - iv. Technology - Kelvin Bishop, Cheryl Dunson
 - v. Public Relations – Amy Moore, Rebecca McIntire
 - vi. History Branch – Vanessa Hammond, Keith Barrett
- IX. Library Director's Report
 - a. Library Statistics
 - b. Other News
- X. Adjournment

September-October 2023 Summary

| Budget Line Item: | Budgeted (Amended) | Expenditure | Percent Expended |
|-----------------------------|-------------------------------|---------------------|-----------------------------|
| <i>GRAND STAFF TOTAL</i> | \$798,429.85 | \$249,882.60 | 31.3% |
| <i>BENEFITS</i> | \$292,272.42 | \$86,701.29 | 29.7% |
| <i>CONSUMABLES</i> | \$74,029.35 | \$43,193.17 | 58.3% |
| <i>MATERIALS</i> | \$105,122.40 | \$23,528.97 | 22.4% |
| <i>UTILITIES</i> | \$88,000.00 | \$32,608.02 | 37.1% |
| <i>REPAIRS (BLDG/EQUIP)</i> | \$34,940.00 | \$11,216.92 | 32.1% |
| <i>INSURANCE</i> | \$31,205.98 | \$3,325.00 | 10.7% |
| TOTAL | \$1,424,000.00 | \$450,455.97 | 31.6% |

Revenue:

| | | | |
|--------------------------|-----------------------|---------------------|--------------|
| <i>CITY OF CLEVELAND</i> | \$690,000.00 | \$353,500.02 | 51.2% |
| <i>BRADLEY COUNTY</i> | \$690,000.00 | | 0.0% |
| <i>FINES/FEES</i> | \$44,000.00 | \$12,504.63 | 28.4% |
| TOTAL | \$1,424,000.00 | \$366,004.65 | 25.7% |

***Difference (YTD
Expenditures & Revenue)***

-\$84,451.32

Cleveland Bradley County
Monthly Report

September 2023

| PHYSICAL COLLECTION | | | | | | | | | | | LOCAL ELECTRONIC COLLECTION (Advantage, etc.) | | Current Balance* |
|---------------------|---------|---------------------------------------|------------|------------|----------------|------------------|---------------------------------------|----------|-----------|--------------|--|---------|------------------|
| Material Type | | Beginning # | Added # | Deleted # | Balance # | | Beginning # | Added # | Deleted # | Balance # | Locally Owned | | |
| Print Materials | | 163,769 | 384 | 139 | 164,014 | Regionally Owned | 7,765 | | 5 | 7,760 | | E-books | 813 |
| Audio Materials | | 8,536 | 57 | 58 | 8,535 | | 397 | | | 397 | Audio Downloadable | 1017 | |
| Video Materials | Locally | 11,922 | 14 | 14 | 11,922 | | 215 | | | 215 | Video Downloadable | 241 | |
| Microforms | Owned | Add to Other materials beginning 2020 | | | 0 | | Add to Other materials beginning 2020 | | | 0 | | TOTAL | 2071 |
| Other Materials | | 8,420 | | 1 | 8,419 | | 111 | 0 | 0 | 111 | | | |
| TOTAL | | 192,647 | 455 | 212 | 192,890 | | 8,488 | 0 | 5 | 8,483 | TOTAL Physical Collection | | 201,373 |

| Electronic Circulation-READS includes Advantage & other local e collections | | Physical Circulation Book/Non-Book | | CIRCULATION TOTALS - Auto Fill (all formats - Physical & Electronic) | |
|--|---------------|---------------------------------------|---------------|---|---------------|
| Adult ** | 12,342 | Adult | 7768 | Adult # 4.4 | 20,110 |
| Children ** | 1,542 | Children | 13987 | Children # 4.5 | 15,529 |
| Total | 13,884 | Total | 21,755 | TOTAL all circulation | 35,639 |

| Borrowers | Current Balance* |
|--------------------------------|------------------|
| Adult Borrowers >14 yrs old | 61,697 |
| Children Borrowers <14 yrs old | 32,587 |
| Total Borrowers | 94,284 |

| Resource Sharing | |
|------------------|----|
| ILL - Borrowed | 8 |
| ILL - Loaned | 94 |

| In-Person Programs | # of Programs Inside Library | # People Attended Inside Library | # of Programs Outside Library | # People Attended Outside Library | Total all Programs | Total Attendance |
|------------------------|------------------------------|----------------------------------|-------------------------------|-----------------------------------|--------------------|------------------|
| Adult | 18 | 187 | 7 | 44 | 25 | 231 |
| Young Adult (Teen) | 11 | 82 | 0 | 0 | 11 | 82 |
| Children | 10 | 184 | 1 | 53 | 11 | 237 |
| Passive - not in total | 9 | 452 | N/A | N/A | | |
| Totals | 48 | 905 | 8 | 97 | 59 | 1,010 |

| Live Virtual Programs | Live Views | On-Demand Views |
|-----------------------|------------|-----------------|
| 3 | 8 | 11 |

| Recorded Programs | Views |
|-------------------|-------|
| 0 | 0 |

| Library Services | |
|---|--------|
| Library Visits | 11,895 |
| Reference Transactions (count one-on-ones here and below) | 1,967 |
| Computer Users | 806 |
| One-on-One technology sessions (for Standards Survey) | 4 |
| Wireless Sessions | 3,488 |
| Volunteer Hours - added in 2019 | 302 |
| Website views - added in 2019 | 3,593 |
| TEL Usage - full text retrieval # 8.10 | 275 |
| Locally owned databases | 8 |
| Locally owned databases full text retrieval #8.10 | 4,826 |

| Title VI Survey Information | | | | | | | | |
|-----------------------------|-------|-----------------|-------------|--------|-------|-------|-------------|-------|
| White | Black | American Indian | Hispanic or | Native | Asian | Other | Two or more | Total |
| 81 | 10 | 0 | 7 | 0 | 1 | 132 | 0 | 231 |

| New Cards | Added | Deleted |
|-----------|-------|---------|
| Adult | 195 | 22 |
| Children | 36 | |

Cleveland Bradley County
Monthly Report

October 2023

| PHYSICAL COLLECTION | | | | | | | | | | | LOCAL ELECTRONIC COLLECTION (Advantage, etc.) | | Current Balance* |
|---------------------|---------|---------------------------------------|------------|------------|----------------|------------|---------------------------------------|-----------|-----------|--------------|--|--------------------|------------------|
| Material Type | | Beginning # | Added # | Deleted # | Balance # | | Beginning # | Added # | Deleted # | Balance # | | | |
| Print Materials | | 164,014 | 435 | 130 | 164,319 | | 7,760 | 86 | 30 | 7,816 | Locally | E-books | 993 |
| Audio Materials | | 8,535 | 0 | 1 | 8,534 | | 397 | 0 | 0 | 397 | Owned | Audio Downloadable | 1179 |
| Video Materials | Locally | 11,922 | 3 | 0 | 11,925 | Regionally | 215 | 0 | 0 | 215 | | Video Downloadable | 177 |
| Microforms | Owned | Add to Other materials beginning 2020 | | | 0 | Owned | Add to Other materials beginning 2020 | | | 0 | | TOTAL | 2349 |
| Other Materials | | 8,419 | 0 | 1 | 8,418 | | 111 | 0 | 0 | 111 | | | |
| TOTAL | | 192,890 | 438 | 132 | 193,196 | | 8,483 | 86 | 30 | 8,539 | TOTAL Physical Collection | | 201,735 |

| Electronic Circulation-READS <small>includes Advantage & other local e collections</small> | Physical Circulation <small>Book/Non-Book</small> | CIRCULATION TOTALS - Auto Fill <small>(all formats - Physical & Electronic)</small> | | | |
|---|--|--|---------------|------------------------------|---------------|
| Adult ** | 12,818 | Adult | 7542 | Adult # 4.4 | 20,360 |
| Children ** | 1,610 | Children | 13728 | Children # 4.5 | 15,338 |
| Total | 14,428 | Total | 21,270 | TOTAL all circulation | 35,698 |

| Borrowers | Current Balance* |
|--------------------------------|------------------|
| Adult Borrowers >14 yrs old | 61,801 |
| Children Borrowers <14 yrs old | 32,630 |
| Total Borrowers | 94,431 |

| Resource Sharing | |
|------------------|----|
| ILL - Borrowed | 8 |
| ILL - Loaned | 82 |

| In-Person Programs | # of Programs Inside Library | # People Attended Inside Library | # of Programs Outside Library | # People Attended Outside Library | Total all Programs | Total Attendance |
|------------------------|------------------------------|----------------------------------|-------------------------------|-----------------------------------|--------------------|------------------|
| Adult | 21 | 167 | 7 | 71 | 28 | 238 |
| Young Adult (Teen) | 8 | 64 | | | 8 | 64 |
| Children | 13 | 120 | | | 13 | 120 |
| Passive - not in total | | | N/A | N/A | | |
| Totals | 42 | 351 | 7 | 71 | 55 | 471 |

| Live Virtual Programs | Live Views | On-Demand Views |
|-----------------------|------------|-----------------|
| 6 | 49 | 337 |

| Recorded Programs | Views |
|-------------------|-------|
| 2 | 55 |

| Library Services | |
|---|--------|
| Library Visits | 11,602 |
| Reference Transactions (count one-on-ones here and below) | 2,332 |
| Computer Users | 857 |
| One-on-One technology sessions (for Standards Survey) | 3 |
| Wireless Sessions | 3,905 |
| Volunteer Hours - added in 2019 | 344 |
| Website views - added in 2019 | 2,934 |
| TEL Usage - full text retrieval # 8.10 | 298 |
| Locally owned databases | 8 |
| Locally owned databases full text retrieval #8.10 | 6,340 |

| Title VI Survey Information | | | | | | | | |
|-----------------------------|-------|-----------------|-------------|--------|-------|-------|-------------|-------|
| White | Black | American Indian | Hispanic or | Native | Asian | Other | Two or more | Total |
| 75 | 4 | 0 | 2 | 0 | 0 | 199 | 0 | 280 |

| New Cards | Added | Deleted |
|-----------|-------|---------|
| Adult | 237 | 133 |
| Children | 43 | |

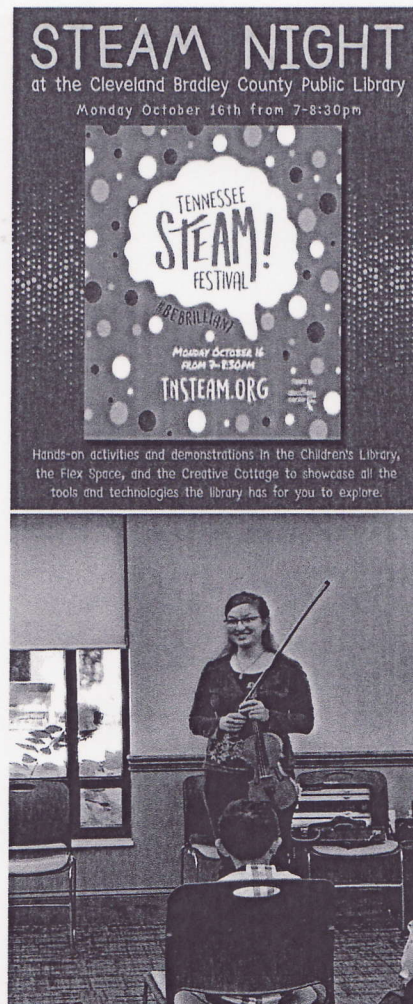
Here is the Buildings & Grounds report for the upcoming board meeting...

- The repairing and updating of lighting throughout the building continues. Edison bulbs and extenders have been installed throughout the building.
- Shelving outside the Flex Space has been emptied to prepare for the move to widen the walkway in front of the Flex Space entrance.
- Flooring has been purchased and delivered for the second floor computer spaces in Reference and Adult Non-Fiction.
- Signs for Plus Ultra Coffee have been placed on the grounds. The banner on the Ocoee St. side of the library will only be there for a month. The permanent sign is located on the corner of 8th and Church St.

Here is the Human Resources and Operations report for the upcoming board meeting...

During September & October:

- 24 children/youth in-person programs were offered with 357 attendees. (1,146 prior period, this was a transitional time for the Youth Services Librarian)
- 19 teen in-person programs were offered with 146 attendees. (180 prior period)
- 57 in-person adult programs were offered with 473 attendees. (367 prior period)
- 11 Live Virtual Programs/Recorded programs were offered with 460 Live-Views/Live On-demand Views/Recorded Program views.
- 700 individuals participated in 18 passive programs.
- A total of 23,506 entered the library service points in September and October. (25,251 previous period)
- Special events which took place: The Gift, the library musical at Dixon Center; and a multi-generational program, STEAM Night & Creative Cottage open House(a part of the Tennessee STEAM Festival); Teen Afterhours HallowTeen; and a special guest Suzuki violin instructor, Shawna Dose



Here is the Technology Report for the upcoming Board Meeting...

During September & October:

- There were 7,393 (7,178 previous) WiFi connections.
- There were 1,553 (1,686 previous) computer uses.
- The online catalog, Atrium, was searched 29,033 (35,573 previous) times.
- There were 6,527 website visits (8,405 previous)
- There were 9 one-on-one READS sessions to help individuals use READS.
- Universal Classroom, a database that can be accessed on our website, continues to meet the educational needs of our patrons during the months of September and October with:

4 New Registrations

13 New Courses Started

234 Videos Watched

777 Lessons Viewed

517 Student Submissions

Here is the Public Relations Report for the upcoming board meeting...

During September and October...

- There were 9 "Library Corner" articles in the Sunday Cleveland Daily Banner.
- There were 256 combined social media posts through Twitter, Facebook, Facebook Events, Instagram, etc...
- Currently, the Library has 5,437 Facebook followers; 473 Twitter followers; and 1,108 Instagram followers.
- During the Library's Centennial year, the Foundation for CBCPL is funding additional publicity through monthly billboards.

History Branch Report for the upcoming Board Meeting...

During September and October...

- 604 visits were made to the History Branch, including meetings attendance. (460 previously)
- There were 1053 (899 previous) reference questions answered, via text message, letters, live visits, or phone calls.
- The History Branch posted 27 times to the Facebook page.
<https://www.facebook.com/historybranch>
- 189 people attended meetings in the Parlor Meeting area during this time.



The front view of Lumber Hill Lodge Oct. 10, 1923
Lumber Hill Lodge was built by John and home where
she lived from 1891 to 1906 until her death in 1911.
The house was built by her father in about 1850 and
was afterward owned by J. E. Bent from whose heirs
the present house is.

