The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, October 16, 2013, in the Elizabeth H. Copeland Board Room at the main library.

**CALL TO ORDER:**
Chair, Vivian Mott called the meeting to order.

**ROLL CALL OF TRUSTEES:**
- Presiding: Dr. Vivian Mott
- Present: Dr. Terry Atkinson, Mrs. Catherine Rouse, Mr. Glen Webb, Ms. Jan Lewis, Mr. Ralph Scott, Mr. Dick Wolfe
- Absent: LTC Jesse Hinton, Jr. (Ret.), Mr. Dennis Mitchell, Mrs. Patricia Rawls, Mr. Ray Spears

**Recognition of Outgoing Trustee Jan Lewis:**
Greg Needham recognized the service of outgoing library trustee Jan Lewis. She served a three-year term from October 2010 through October 2013.

**APPROVAL OF MINUTES:**
Mr. Scott made a motion to approve the minutes from the meeting held July 17, 2013. Mrs. Rawls seconded the motion. The motion passed.

**NEW BUSINESS:**

*The Audit Report for the Fiscal Year Ending June 30, 2013:*
Mr. Bryan Lackey, from the audit firm of Martin, Starnes and Associates LLC presented the audit report, financial statements, and supplementary schedules for the fiscal year ending June 30, 2013. He stated that there were no audit adjustments, and no disputes with management. The library received an unmodified opinion, which is the highest level of assurance an auditor can provide an audited entity.

**Librarian’s Report:**

*Annual Report*
Mr. Needham presented the 2012-2013 annual report, noting the following highlights:
- 502,322 total items circulated (vs. 507,522 in 2011-2012);
- 488,909 total patron visits (vs. 514,488 in 2011-2012);
- hosted 193,681 public computer sessions (vs. 189,271 in 2011-2012);
- 31,766 people attended programs at library facilities (vs. 31,318 in 2011-2012);
- received two LSTA grants - one grant replaced all the public access computers at the East and Winterville branch libraries, and a collection development grant added needed circulation materials to our collection;
- released a new library web site, children’s web site, and interactive children’s catalog;
- expanded our social media outreach to include a children’s Facebook page, Twitter and Pinterest;
- continue growing the 3M Cloud e-book collection; and now offer access to Zinio e-magazines;
- completed resurfacing three sections of the main library roof;
- the 1930’s top floor of the main library underwent significant rehabilitation;
- needed repairs were made to the main library public elevator;
- security cameras were installed at the main, East and Carver libraries;
- streamlining and efficiency measures continue as we recover from recessionary budget cuts.
Statistical:
Mr. Needham presented the following statistical comparisons of the current year to the previous year.
- Circulation: July up .84%, August down 5.51%, September up 5.26%.
- Door Count/Library Visits: July up .24%, August down 1.83%, September up 2.38%.
- Computer Sessions including Wi-Fi: July down 2.27%, August down 7.1%, September up .1%.
- Program Attendance: up July 8.94%, August up 27.83%, September up 1.44%.
- Registrations/active library cards: up each month.

Financial:
Mr. Needham presented financial highlights through September 2013.
- Revenue received totaled 30.07%, compared with 28% in 2012.
- Expenditures totaled 21.06% of the budget, compared with 22.47% in 2012.
- 25.00% of revenue and expenditures would be the target at the end of September.
- Revenues and expenditures are on track for the year!

One-Minute Updates:
Mr. Needham commented on the following items of interest:
1. New software and related equipment is needed to regain control of the HVAC equipment at the Main and Carver libraries.
2. Our 3M Cloud library now offers children’s e-books.
3. City of Greenville public works is initiating the Carver Library roof replacement.
4. The Friends of the Sheppard Memorial Library are paying the restoration costs for the Evans Street sign.
5. Security cameras are providing a much-needed layer of security at the main, East and Carver libraries.
6. The next five years of LSTA grants will require forming partnerships with outside agencies. We will be evaluating the new grant requirements and determining how we can form partnerships to benefit library services.
8. RFID security gates were purchased at a reduced price, thus giving us more purchase power with the remaining RFID grant funds.
9. Accepting credit/debit card payment for library related goods and fees is closer to reality with the purchase of “square” technology.
10. An anonymous donor made a $50,000 gift to The Friends of the Sheppard Memorial Library Endowment.

**ADJOURNMENT:**
Dr. Mott called for further business. Hearing none, Mr. Wolfe made a motion to adjourn.
Mr. Spears seconded the motion. The motion passed and the meeting adjourned.

Respectfully Submitted,

[Signature]

Greg Needham, Secretary