SHEPPARD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, October 15, 2014

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, October 15, 2014, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:
Chair, Patricia Rawls called the meeting to order. She extended a warm welcome to Veronica Roberson who is a visiting representative from the Winterville Town Council.

ROLL CALL OF TRUSTEES:
Presiding: Mrs. Patricia Rawls  
Present:  
Dr. Terry Atkinson  
Dr. Vivian Mott  
Mr. Ralph Scott  
Absant:  
Mr. Glen Webb  
Dr. Richard Croskery  
Mrs. Catherine Rouse  
Mr. Ray Spears  
LTC Jesse Hinton, Jr. (Ret.)  
Mr. Mark Sanders  
Mr. Dick Wolfe

APPROVAL OF MINUTES:
Patricia Rawls called for approval of the minutes from the meeting held July 16, 2014. Mark Sanders noted a spelling correction. Vivian Mott made a motion to approve the minutes as corrected. Dick Wolfe seconded the motion. The motion passed.

OLD BUSINESS:

Request for a FY 2014-2015 Budget Amendment:
Library director Greg Needham reported that the Winterville town council voted to restore library funding to the fiscal 2013-2014 level totaling $161,620. While this is not the funding level originally requested, it is enough to restore most of the payroll allotment and most of the books and audio visuals budget for the Winterville Library. A budget amendment is requested to recognize these actions.

Richard Croskery made a motion to approve the budget amendment as presented. Vivian Mott seconded the motion. The motion passed. A copy of the budget amendment is attached as Exhibit A.

Report on the Review of Library Bylaws and Minutes:
Greg Needham reported that his research to find information pertaining to how a twelfth library trustee is to be appointed started with the year 1925. His research of bylaws and minutes found no direction regarding how a twelfth member of the library board is to be appointed, nor has a twelfth member served on the board. He also had a discussion with former library director Willie Nelms, who stated that he is not aware of any directives pertaining to how a twelfth trustee could be appointed, and stated it was probably a typographical error that no corrective action had ever been taken regarding the matter.

NEW BUSINESS:

EVALUATION OF THE LIBRARY DIRECTOR:
Executive Closed Session
Ralph Scott made a motion to go into executive closed session to discuss a personnel matter. Jesse Hinton seconded the motion. The motion passed, and the Board of Trustees went into executive session.

In executive session, the board chair reviewed trustee-submitted performance evaluations for the library director. All board members were highly supportive of the director’s performance and evaluations were consistently positive.

Open Session - Evaluation of the Library Director
Ralph Scott made a motion to move out of closed session and back into open session. Richard Croskery seconded the motion. The motion passed, and the trustees moved back into open session.

In open session, members of the Library Board of Trustees expressed their appreciation to the library director for his outstanding and merit-worthy leadership.
**Librarian's Report:**

**Annual Report**
Mr. Needham presented the 2013-2014 annual report, noting the following highlights:
- children's and teen circulation was up 3%;
- children's and teen programming attendance was up 5% and programs offered were up 8.5%;
- e-book circulation was up 35%;
- collection development emphasis increased;
- the award of a $100,000 LSTA grant took RFID technology to the branch facilities;
- the main library implemented Square technology enabling patrons to make credit and debit card payments;
- the oldest and obsolete lighting at the main library was replaced with a combination of LED lights, and much-more-efficient fluorescents, which will result in energy savings;
- the HVAC controls systems for the main, Carver and East branch libraries were upgraded and immediately started producing energy savings.

**Statistical:**
Mr. Needham presented the following statistical comparisons of the current year to the previous year.

<table>
<thead>
<tr>
<th>Month</th>
<th>Circulation</th>
<th>Computer Sessions</th>
<th>Patron Count</th>
<th>Program Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>-4.15%</td>
<td>+2.16%</td>
<td>-1.72%</td>
<td>+18.47%</td>
</tr>
<tr>
<td>August</td>
<td>-5.67%</td>
<td>+.31%</td>
<td>-5.39%</td>
<td>-12.09%</td>
</tr>
<tr>
<td>September</td>
<td>-2.23%</td>
<td>+9.38%</td>
<td>+11.73%</td>
<td>-.38%</td>
</tr>
</tbody>
</table>

**Financial:**
Mr. Needham presented financial highlights through September 2014.
- Revenue received totaled 22.61%, compared with 30.07% in 2013.
- Expenditures totaled 17.18% of the budget, compared with 21.06% in 2013.
- 25.00% of revenue and expenditures would be the target at the end of September.

**One-Minute Updates:**
Mr. Needham commented on the following items of interest:
1. Today is the 84th birthday of the Sheppard Memorial Library.
2. The Greenville City Council reappointed Catherine Rouse and Dick Wolfe to serve a second term on the library board of trustees. Both board members agreed to serve a second term that will end in October 2017.
3. The Friends of the Sheppard Memorial Library fall 50¢ used book sale generated $2,689.64 in gross sales.
4. The Carver Library roof replacement project will soon begin. Contractor recommendations will result in a better roof than originally specified, and gutters and down spouts will be installed.
5. The Friends of the Sheppard Memorial Library funded the cost to add ground lights to the Evans Street entrance sign.
6. The main, East and Carver libraries now have monthly light maintenance. Patrons and staff enjoy improved lighting. Some fixtures have been upgraded with LED lights, and some areas have energy saving motion sensors that turn off lights in unoccupied areas. When funds are available, outdated and obsolete fixtures will be replaced with LED lights, creating more savings in utility bills.
7. Library support specialist Patricia Carter will retire January 1, 2015 with over 43 years of service at Sheppard Memorial Library. Ralph Scott made a motion to send her a special letter of commendation for her dedication and years of service. Vivian Mott seconded the motion. The motion passed.

**ADJOURNMENT:**
Patricia Rawls called for further business. Hearing none, Richard Croskery made a motion to adjourn. Vivian Mott seconded the motion. The motion passed and the meeting adjourned.

Respectfully Submitted,

[Signature]

Greg Needham, Secretary
### Sheppard Memorial
Proposed Budget Amendment For FY 2014 - 2015

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Original</th>
<th>Jul-14</th>
<th>Oct-14</th>
<th>July -v- Oct</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Greenville</td>
<td>$1,128,084</td>
<td>$1,140,440</td>
<td>$1,140,440</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Town of Winterville</td>
<td>$171,423</td>
<td>$115,405</td>
<td>$161,620</td>
<td>$46,215</td>
<td>Town of Winterville restored funding to the FY 13-14 level.</td>
</tr>
<tr>
<td>Town of Bethel</td>
<td>$30,015</td>
<td>$30,015</td>
<td>$30,015</td>
<td>$0</td>
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<tr>
<td>State Aid</td>
<td>$184,113</td>
<td>$184,113</td>
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<tr>
<td>County of Pitt - W'ville</td>
<td>$4,153</td>
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<tr>
<td>County of Pitt - Bethel</td>
<td>$2,076</td>
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<tr>
<td>County of Pitt</td>
<td>$564,042</td>
<td>$553,693</td>
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<td>$0</td>
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<tr>
<td>Greenville Housing Authority</td>
<td>$10,692</td>
<td>$10,692</td>
<td>$10,692</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Interest Income</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$0</td>
<td></td>
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<tr>
<td>Desk/Copy Receipts</td>
<td>$127,500</td>
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<td>$0</td>
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<tr>
<td>Miscellaneous Income</td>
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<td>$31,000</td>
<td>$31,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Capital - City Funded</td>
<td>$108,334</td>
<td>$108,334</td>
<td>$108,334</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Capital - County Funded</td>
<td>$31,666</td>
<td>$31,666</td>
<td>$31,666</td>
<td>$0</td>
<td></td>
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<tr>
<td>Federal Grants</td>
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<td>$0</td>
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<tr>
<td>Fund Balance</td>
<td>$36,117</td>
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<td>$36,117</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>$2,480,215</strong></td>
<td><strong>$2,425,975</strong></td>
<td><strong>$2,472,190</strong></td>
<td><strong>$46,215</strong></td>
<td></td>
</tr>
</tbody>
</table>

### EXPENDITURES

<table>
<thead>
<tr>
<th></th>
<th>Original</th>
<th>Jul-14</th>
<th>Oct-14</th>
<th>July -v- Oct</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$1,463,277</td>
<td>$1,420,843</td>
<td>$1,455,252</td>
<td>$34,409</td>
<td>Hours added back b/c Winterville Library restored funding.</td>
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<tr>
<td>Operations</td>
<td>$816,246</td>
<td>$804,440</td>
<td>$816,246</td>
<td>$11,806</td>
<td>Restored Winterville Library books and AV budget.</td>
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<tr>
<td>Greenville Housing Authority</td>
<td>$10,692</td>
<td>$10,692</td>
<td>$10,692</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Capital Expense - City Funded</td>
<td>$108,334</td>
<td>$108,334</td>
<td>$108,334</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Capital Expense - County Funded</td>
<td>$31,666</td>
<td>$31,666</td>
<td>$31,666</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Grant</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ALL EXPENSES</strong></td>
<td><strong>$2,480,215</strong></td>
<td><strong>$2,425,975</strong></td>
<td><strong>$2,472,190</strong></td>
<td><strong>$46,215</strong></td>
<td></td>
</tr>
</tbody>
</table>
### Library Statistics

#### Volumes
- **Volumes added**: 14,172
- **Volumes withdrawn**: 44,644
- **Total, June 30, 2014**: 206,352

#### Other Library Materials
- **Book stock, uncataloged**: 36,115
- **Newspapers**: 30
- **Magazines**: 347
- **Audiocassettes**: 1,105
- **Compact discs**: 8,047
- **Digital video discs (DVDs & VHS)**: 9,717
- **Filmstrips**: 309
- **Microforms**: 9,456

#### Book Circulation
- **Sheppard Memorial Library (adult)**: 131,667
- **Sheppard Memorial Library (juvenile)**: 150,886
- **Juvenile Outreach**: 2,974
- **East Branch Library**: 61,120
- **Carver Branch Library**: 17,666
- **Pitt County Bookmobile**: 18,258
- **Blount Library, Bethel**: 2,830
- **Winterville Public Library**: 47,454

#### Total Circulation
- **Total book circulation**: 432,855
- **Total magazine circulation**: 1,321
- **Total non-print circulation**: 57,955
- **Total E-reader circulation**: 12
- **Grand total circulation**: 492,143

#### Public Computers/Wi-Fi Sessions
- **Total hours**: 189,481
- **Total sessions**: 480,883
- **Registered Borrowers, June 30, 2014**: 68,274

#### Programs
- **Library sponsored**: 754
- **Nonlibrary sponsored**: 1,873
- **Total programs**: 2,627

#### Reference and Information Services
- **In person**: 63,498
- **By telephone/mail**: 18,372
- **Total**: 81,870

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Sheppard Memorial Library
530 Evans Street • Greenville, NC 27838-2398

www.sheppardlibrary.org

2013-2014 Annual Report
Fiscal 2013-2014 was another busy year, and another year of improvements for Sheppard Memorial Library. The library experienced very strong use of all services at all locations. Circulation of books and other materials totaled 492,143 items borrowed, we had 480,883 visits to the main library and the branches, and 189,941 public computer sessions took place at our libraries. While overall statistics show that library services continue to be in high demand, I would like to point out a few specifics that are particularly exciting and encouraging when looking to the future of our community. Program attendance for children’s and teen programming increased by 5% last year and we have expanded this programming by 8.5% to meet the growing demand. For our first-ever teen summer reading program, we had sixty teenagers participate in the kick-off event. Not surprisingly, circulation of materials for children and teens also increased last year by almost 3%. The year before, teens read 95 paperback fiction books during the summer; this summer they read 600! When we consider the future, it is important to note that children and teenagers, our future adults, are reading more. The Pew Research Center survey continues to back up this fact noting that teenagers, compared with all other age groups, remain the most-likely to read a traditional paper book in a given year. While E-book circulation surged by 35% this past year, it is significant and encouraging to note that even as circulation of our growing e-book collection continues to increase by leaps and bounds, traditional paper books are still in high demand, especially with our younger readers.

With all of that circulation, we need to have the best and most-efficient technology in use for checking materials in and out. We applied for and won a $100,000 federal LSTA grant to take radio frequency identification (RFID) technology, which had been in use at the main library only, to all of our branch locations. This enables us to provide more-efficient staff checkout and intuitive self-checkout as an option at the branches. Self-checkout should be very popular with our patrons, since during the last three years, about 15% of the entire library system checkouts have taken place through one self-check unit at the main library! Also, this technology enables us to conduct highly-efficient inventory work using handheld devices so we can effectively reconcile the catalog to the collection on an ongoing basis system-wide. The end result will be a better patron experience and greatly-improved access to the collection of books and other materials. Matching funds for the grant were provided by the Friends of the Sheppard Memorial Library.

During the course of the last four years, we replaced all of the public computers at the branch locations using federal grants and matching funds from the Friends of the Sheppard Memorial Library. The public computers at the main library still saw remarkably heavy use last year, even given the fact that those machines were eight years old and near the end of their useful life. I am delighted to report that in the spring of 2014 we applied for and won a $50,000 LSTA grant to replace all of the public access computers at the main library and set up a computer lab. Matching funds were provided by our Friends of the Sheppard Memorial Library. The lab will be used in partnership with the Literacy Volunteers of Pitt County, who will provide instructors to teach free classes for the public, including basic computers skills and more. We will continue our partnership with the Laupus Health Sciences Library whose outreach librarians provide Healthier U classes periodically at Sheppard, which will be much nicer on new computers in the lab. Library staff will also teach classes on a variety of topics.

Several other important innovations were made during the year. We implemented The Square at the main library, which enables patrons to make credit and debit card payments. The Square went live at the East Branch Library on October 1, and the remaining branches will soon follow. Other upgrades were made to our facilities as well. We replaced the oldest

lighting at the main library with a combination of LED lighting and much-more-efficient fluorescents, which will result in significant energy savings going forward, and a brighter and more-pleasant experience for our patrons. Finally, we upgraded the library’s HVAC controls, so that the heating and air conditioning at the main library, Carver and East locations now operate on programmed schedules for maximum efficiency and comfort.

We are determined to provide the best possible traditional library services, the best of cutting edge advances in library service and resources, and the best library experience for our patrons. As we continue to develop our newer offerings like e-books and e-magazines, we are also putting even more emphasis on developing the collection of traditional books and other materials. We remain extremely grateful for the support of our patrons, our Friends of the Sheppard Memorial Library, and for the funding and support provided by all of our elected officials and local governments. Thank you all for enabling your library to have the greatest-possible positive impact in our community!

Greg Needham, Director of Libraries

Members of the 2013-2014
Sheppard Memorial Library Board of Trustees

Mrs. Patricia Rawls, Chair
Dr. Terry S. Atkinson, Vice-Chair
Dr. Rick Croskey
LTC Jesse J. Hinton, Jr. (RET)
Dr. Vivian W. Mott
Mrs. Catherine Rouse

Mr. Mark Sanders
Mr. Ralph Scott
Mr. Ray Spears
Mr. Glen Webb
Mr. Dick Wolfe


REVENUES
City of Greenville—General Fund $1,086,686
County of Pitt—General Fund $543,343
County of Pitt—Winterville Library $4,000
County of Pitt—Bethel Library $2,000
Town of Winterville $161,620
Town of Bethel $29,000
State Aid $184,113
Desk Receipts $127,089
Interest Income $931
Miscellaneous Income $33,257
Greenville Housing Authority $10,692
LSTA Grant $98,683
Capital Income—City of Greenville $92,226

TOTAL REVENUE $2,374,642

EXPENDITURES
Personnel $1,394,572
Operations $829,371
Greenville Housing Authority $10,327
LSTA Grant $100,000
Capital Expense $42,872

TOTAL EXPENDITURES $2,377,142