The Board of Trustees of the Sheppard Memorial Library met Wednesday, March 20, 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:**
Presiding: Dr. Vivian Mott
Present: Dr. Terry Atkinson  Ms. Jan Lewis  Mrs. Patricia Rawls
         Mr. Ralph Scott  Mr. Ray Spear  Mr. Dick Wolfe
Absent: LTC Jesse Hinton, Jr. (Ret.)  Mr. Dennis Mitchell  Mrs. Catherine Rouse
         Mr. Glen Webb

**APPROVAL OF MINUTES:**
Mr. Ray Spears made a motion to accept the minutes from the meeting held January 16, 2013. Mr. Dick Wolfe seconded the motion. The motion passed.

**LIBRARIAN’S REPORT:**

*Statistical*
January 2013 circulation was up 2.84% compared to January 2012. Circulation for February 2013 decreased 2.56% compared to December 2012.

*Financial*
Through February 2013 the library had received 64.18% of budgeted revenues and had expended 57.52% of the budget. This compares with having received 67.09% of revenues and expending 54.79% of the budget during the same time frame in 2012.

**NEW BUSINESS:**

*2012-2013 Budget Amendment:*
The library director asked the trustees to consider a budget amendment to reflect the following changes:
- Increase the revenue from the Town of Bethel by $176.00 bringing their total commitment to $29,000;
- Increase State Aid by $7,580;
- Reduce Desk & Copier receipts by $12,113 because we did not implement the meeting room fees;
- Increase Miscellaneous Income from $30,756 to $40,535 to reflect added income;
- Reduce Salaries by $45,845, FICA Tax by $3,507, Retirement Expense by $5,812, and 401(k) Employer Contributions by $5,860 to reflect two retirements, one employee on sick leave without pay, and one vacated designated part-time position;
- Increase Worker’s Comp Expense by $75.00 per City of Greenville;
- Reduce Utilities Expense by $9,475
- Increase Building Maintenance Expense by $1,350;
Increase Audiovisual/E-Services Expense by $6,125 to add Zinio for access to online magazines;

- Add Capital Expenditures totaling $68,485 to reflect building improvements to solve humidity and insulation problems and upgrade IT infrastructure not funded by E-rate; and
- Recognize the $71,580 Encumbered Funds for the main library 2011-2012 roof replacement (the roof was not over 50% complete by August 2012 and had to be reclassified as encumbered funds.)

Dr. Terry Atkinson made a motion to accept the budget as amended to be submitted to our local government funding partners for further action. Ms. Jan Lewis seconded the motion. The motion passed. (A copy of the budget amendment is attached.)

**Nominating Committee for 2013 – 2014 Officers**

Dr. Vivian Mott appointed a nominating committee to submit a slate of officers for consideration at the July 2013 meeting. Those serving on the committee are Ms. Jan Lewis and Mr. Dick Wolfe.

**2013-2014 Budget**

Mr. Greg Needham reviewed the proposed 2013-2014 budget with the Board of Trustees. (A copy of the proposed budget is attached.)

**One Minute Updates**

1. The Annual Elected Officials Breakfast is April 29th. All Trustees are encouraged to attend.
2. Library Legislative Day is March 26th in Raleigh. Trustees interested in attending should contact the library director to make travel plans.
3. The budget for the Winterville Library is under consideration by the Winterville Town Council. The request included a notable increase to cover the added costs to operate the Winterville Library.
4. In response to inquiries made by library trustees, Mr. Greg Needham reported the City of Greenville IT Department informed us there is no practical way to track Wi-Fi use and MAC addresses accessed from Sheppard Memorial Library; the Sheppard Memorial Library IT Department states there is no way to identify the various applications accessed by library patrons; and our automation vendor has no way to track and report mobile catalog usage statistics.
5. Sheppard Memorial Library will soon offer online access to e-magazines through Zinio.
6. Security cameras have been installed at the East and Carver libraries. The main library installation will be completed in June.

**ADJOURNMENT:**

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

Respectfully submitted,

Greg Needham, Secretary
### Revenues

<table>
<thead>
<tr>
<th></th>
<th>Original 12-13 Budget</th>
<th>Amended 12-13 Budget</th>
<th>Change in Budget</th>
<th>Funds Change Due to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Greenville</td>
<td>$1,060,181</td>
<td>$1,060,181</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County of Pitt</td>
<td>$530,091</td>
<td>$530,091</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County of Pitt</td>
<td>$5,590</td>
<td>$5,704</td>
<td>$114</td>
<td>County added funds</td>
</tr>
<tr>
<td>Town of Bethel</td>
<td>$28,824</td>
<td>$29,000</td>
<td>$176</td>
<td>Town added funds</td>
</tr>
<tr>
<td>Town of Winterville</td>
<td>$157,437</td>
<td>$157,437</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Aid</td>
<td>$175,459</td>
<td>$183,039</td>
<td>$7,580</td>
<td>Increased population per census</td>
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<tr>
<td>Desk Receipts</td>
<td>$130,153</td>
<td>$118,040</td>
<td><strong>$12,113</strong></td>
<td>Did not implement meeting room fee</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
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</tr>
<tr>
<td>Miscellaneous Income</td>
<td>$30,756</td>
<td>$40,535</td>
<td><strong>$9,779</strong></td>
<td>Memorial donations</td>
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<tr>
<td>G’ville Housing Authority</td>
<td>$10,692</td>
<td>$10,692</td>
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<td></td>
</tr>
<tr>
<td>Fund Balance</td>
<td>$114,447</td>
<td>$114,447</td>
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</tr>
<tr>
<td>Capital – City Funded</td>
<td>$49,999</td>
<td>$49,999</td>
<td></td>
<td></td>
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<tr>
<td>LSTA Grant</td>
<td>$45,000</td>
<td>$45,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbered from 11-12</td>
<td>$0</td>
<td>$71,580</td>
<td>$71,580</td>
<td>Carryover - FY11-12 roof install not completed</td>
</tr>
</tbody>
</table>

**Total Revenues** $2,339,629

### Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Original 12-13 Budget</th>
<th>Amended 12-13 Budget</th>
<th>Change in Budget</th>
<th>Funds Change Due to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$1,467,837</td>
<td>$1,406,888</td>
<td><strong>$60,949</strong></td>
<td>Two retirements &amp; unfilled positions</td>
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<tr>
<td>Operations</td>
<td>$748,100</td>
<td>$746,100</td>
<td><strong>$2,000</strong></td>
<td>Utilities savings</td>
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<tr>
<td>G’ville Housing Authority</td>
<td>$10,692</td>
<td>$10,692</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Expense</td>
<td>$68,000</td>
<td>$136,485</td>
<td>$68,485</td>
<td>Replace failing IT equipment &amp; ceiling</td>
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<tr>
<td>Grant Project</td>
<td>$45,000</td>
<td>$45,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encumbered from 11-12</td>
<td>$0</td>
<td>$71,580</td>
<td>$71,580</td>
<td>Carryover - FY11-12 roof install not completed</td>
</tr>
</tbody>
</table>

**Total Expenditures** $2,339,629
### SHEPPARD MEMORIAL LIBRARY
PROPOSED BUDGET FOR FISCAL YEAR
JULY 1, 2013 – JUNE 30, 2014

#### REVENUES
- City of Greenville: $1,086,686
- County of Pitt: $543,343
- County of Pitt: $5,730
- Town of Bethel: $29,689
- Town of Winterville: $172,746
- State Aid: $179,853
- Desk Receipts: $130,500
- Interest Income: $1,000
- Miscellaneous Income: $31,000
- Greenville Housing Authority: $10,692
- Fund Balance: $31,582
- Capital – City Funded: $62,800
- LSTA Grant: $100,000

**TOTAL REVENUES**: $2,385,621

#### EXPENDITURES
- Personnel: $1,408,529
- Operations: $803,600
- Greenville Housing Authority: $10,692
- Capital Expense: $62,800
- Grant Project: $100,000

**TOTAL EXPENDITURES**: $2,385,621