The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, October 11, 2017, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:
Chair, Mark Sanders called the meeting to order.

ROLL CALL OF TRUSTEES:
Presiding: Mark Sanders
Present: Terry Atkinson, Al Muller, Veronica Roberson, Catherine Rouse, Ralph Scott, Rick Smiley
Absent: LTC Jesse Hinton, Jr. (Ret.), Jeff Coghill, Glen Webb, Dick Wolfe

Chairman Mark Sanders noted that this is the last meeting for Catherine Rouse and Dick Wolfe. Both of these trustees have completed two full terms on the library board. Library Director Greg Needham reported that they will be invited back in January 2018 to be recognized for completing two terms on the library board. Greg Needham welcomed senior management staff member Tammy Fulcher to the meeting. Tammy is the head of adult public services and technical services.

APPROVAL OF MINUTES:
Mark Sanders called for approval of the minutes from the previous meeting. Rick Smiley made a motion to approve the minutes from the meeting held July 19, 2017. Ralph Scott seconded the motion. The motion passed.

NEW BUSINESS:
Senior Staff Compensation Study:
The State Library of North Carolina is providing the library director with potential consultants who can conduct a senior staff compensation study. Sheppard Memorial Library was one of eight comparable organizations asked to provide survey content to Springsted Inc., a consulting firm currently conducting a salary and benefits study for the Appalachian Regional Library. The Appalachian library system agreed to share their results at no cost when their study is complete. By common consent the library board agreed to wait for the Appalachian Regional Library study results before obligating library funds for another study.

Library director Greg Needham reported that he is identifying opportunities to increase engagement between senior management staff and library trustees to include: invite trustees to the floating staff holiday social scheduled in the Copeland Board Room from 11:30 a.m. - 2:00 p.m., December 13th; invite and introduce senior management staff to the trustees at upcoming board meetings; plan a meet-and-greet; invite senior management staff to the annual breakfast for elected officials; and schedule future library board meetings at the various branch facilities. Going forward, Mr. Needham will provide library staff with a synopsis of each library board meeting.

LIBRARIAN'S REPORT:
Annual Report:
The library director distributed copies of the 2016-2017 annual report. A copy is attached as Exhibit A. The following items of interest were noted: circulation of library materials totaled 480,027; library visits totaled 457,726; program offerings and participation remained very high with 4,085 people attending 46,434 library and non-library sponsored programs and meetings. Sheppard Memorial Library continues its partnerships with the Early Literacy Coalition, Books from Birth of Eastern North Carolina; the United Way of Pitt County and the Dolly Parton Imagination Library; Literacy Volunteers, Pitt County; and Pitt County Schools. Online resources keep growing with the addition of the NCKIDS Digital Library funded by the NC General Assembly with a grant from the federal Institute of Museum and Library Services, and the State Library of NC.
Statistical:
Library director Greg Needham reported the following statistics comparing the months of July, August and September 2017 to the same time period last year.

<table>
<thead>
<tr>
<th>Month</th>
<th>Circulation</th>
<th>Total Computer Sessions</th>
<th>(Wi-Fi Sessions)</th>
<th>Patron Count</th>
<th>Program Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>-6.77%</td>
<td>-10.61%</td>
<td>-1.48%</td>
<td>6.77%</td>
<td>-15.57%</td>
</tr>
<tr>
<td>August</td>
<td>-7.64%</td>
<td>-17.26%</td>
<td>-3.04%</td>
<td>-24.82%</td>
<td>9.92%</td>
</tr>
<tr>
<td>September</td>
<td>-5.47%</td>
<td>-19.18%</td>
<td>-2.12%</td>
<td>-15.06%</td>
<td>8.79%</td>
</tr>
</tbody>
</table>

Mr. Needham noted that the prior year’s statistics were higher than the previous year. For example, there had been a 2.8% overall increase in circulation last year, therefore current statistics for the first quarter of this year are still historically high. Circulation and patron count statistics have been impacted by the major engine failure that took the bookmobile out of service in May 2017. Program attendance was impacted in July 2017 because the summer reading kick off was held in June, instead of July. The summer reading program finale did not have as many attendees this year.

Financial:
At the end of September 2017, the library had received 21.33% of anticipated revenues while expending 20.40% of the budget. This compares to having received 24.84% of revenues and expending 20.96% of the budget at the end of June 2016.

One-Minute Updates:
The library director commented on the following items of interest:

Matthews Specialty Vehicles, Inc., expects to deliver the new bookmobile in November.

Hurricane Matthew related maintenance and repairs continue at the main library. The floor in the technical services department has had the carpet removed, and the underlying concrete floors have been polished and cleaned, and will be unaffected by any future water incursion. Exterior work to gutters, down spouts, and chimney caps is also underway. The City of Greenville is still working on solutions to repair the 1930’s building bricks and mortar to prevent water intrusion.

The Friends of the Sheppard Memorial Library held a successful fall used book sale grossing $2446.

ADJOURNMENT:
Mark Sanders called for further business. Hearing none, Terry Atkinson made a motion to adjourn. Al Muller seconded the motion. The motion passed and the meeting adjourned. The next meeting will be January 17, 2018.

Respectfully Submitted,

Greg Needham, Secretary

Annual Report – Exhibit A
2016-2017 Annual Report

2016-2017 was another great year for library use across the whole Sheppard Memorial Library system! Traditional library services and resources have continued to be in high demand for all ages, and the latest online e-resources are also very popular. Circulation of books and other materials totaled 480,027 items checked out for the year, while library visits and public computer/internet sessions totaled 457,726 and 156,820, respectively. Participation in our reading-centered programs offered at the library continued to be extremely exciting, including Baby and Me for children from birth to 18 months, through Toddler Storytime, to Preschool, and School Age programs. This complete offering of early literacy library programs is a vital part of ensuring that the children of our community get the strongest possible start in reading, brain development and lifelong learning. Together with our summer reading program, which keeps kids reading, engaged and learning throughout the summer, our combined program offerings for our youngest patrons are providing a well-rounded reading-centered experience that can make a tremendous positive difference for every participating child and their families. I really appreciate our wonderful children’s staff for their superb efforts in growing the children’s programming to meet the needs and desires of our patrons. Likewise, we appreciate the wonderful participants who are spreading the word and sharing the experience with us. Together we are working to give our children and our community the brightest future!

The library’s reading and learning offerings and our position at the heart of the community make us a natural fit as part of Pitt County’s early literacy coalition- Books From Birth of Eastern North Carolina. We continue to do all we can to support this effort, and the coalition
is bearing fruit through increased awareness and synergy created among the participating partners. One of the most-visible early results of the coalition’s work has been the implementation of Dolly Parton’s Imagination Library in our service area. More than 4,000 children registered all across Pitt County (over one-third of our children!) receive at no cost one age-appropriate book per month, delivered to their homes, from birth to age five! It will be exciting to see how this project and other efforts of the coalition impact our community in the coming year and beyond. For families with students, remember that since 2015-2016 the library has been able to register all Pitt County Schools students for online borrower cards on an ongoing basis. This enables all of the students to access Sheppard Memorial Library’s impressive array of online resources. And the online resources keep growing- for example, this year the NCKIDS Digital Library was added. This new resource is funded by the NC General Assembly plus a grant from the federal Institute of Museum and Library Services, produced with the help of the State Library of North Carolina and accessible through North Carolina’s Public Libraries. This is a tremendous project that has 3,700 children’s e-books and other resources.

The more children are read to, the more they develop a love of reading and learning, creating more adult readers and lifelong learners living and thriving in Greenville and Pitt County! We are excited that the library can adapt and grow our offerings so the love of reading and learning via all formats and resources is supported for all of our citizens. Through the continued support of our patrons and partners, as well as funding and support provided by all of our elected officials and local governments and the wonderful Friends of the Sheppard Memorial Library, and the tremendous hard work of our dedicated library staff, your public library is able to have the greatest possible positive impact for our community. Thank you!

Greg Needham
Director of Libraries

Members of the 2016-2017 Sheppard Memorial Library Board of Trustees
Mrs. Terry S. Atkinson, Chair
Mr. Mark Sanders, Vice-Chair
Mr. Jeff Coghill
LTC Jesse J. Hinton, Jr. (Ret)
Mr. Al Muller
Mrs. Veronica Roberson

Mrs. Catherine Rouse
Mr. Ralph Scott
Mr. Rick Smiley
Mr. Glen Webb
Mr. Dick Wolfe

General Fund Financial Report for the Year Ending June 30, 2017

<table>
<thead>
<tr>
<th>REVENUES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Greenville–General Fund</td>
<td>$1,197,058</td>
</tr>
<tr>
<td>County of Pitt–General Fund</td>
<td>$581,096</td>
</tr>
<tr>
<td>County of Pitt–Winterville Library</td>
<td>$10,000</td>
</tr>
<tr>
<td>County of Pitt–Bethel Library</td>
<td>$2,000</td>
</tr>
<tr>
<td>Town of Winterville</td>
<td>$165,300</td>
</tr>
<tr>
<td>Town of Bethel</td>
<td>$21,108</td>
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<tr>
<td>State Aid</td>
<td>$190,187</td>
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<tr>
<td>Desk Receipts</td>
<td>$117,298</td>
</tr>
<tr>
<td>Interest Income</td>
<td>$1,511</td>
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<tr>
<td>Miscellaneous Income</td>
<td>$61,185</td>
</tr>
<tr>
<td>Greenville Housing Authority</td>
<td>$10,692</td>
</tr>
<tr>
<td>Perkins Grant - Bookmobile</td>
<td>$10,000</td>
</tr>
<tr>
<td>Friends Donation - Bookmobile</td>
<td>$20,000</td>
</tr>
<tr>
<td>Capital Income - County - Bookmobile</td>
<td>$100,000</td>
</tr>
<tr>
<td>Transfer in Olschner $ from Fiduciary Fund - Bookmobile</td>
<td>$51,458</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$ 2,538,893</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$1,464,506</td>
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<tr>
<td>Operations</td>
<td>$805,359</td>
</tr>
<tr>
<td>Greenville Housing Authority</td>
<td>$10,699</td>
</tr>
<tr>
<td>Capital Expense - Bookmobile</td>
<td>$39,653</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td><strong>$ 2,320,217</strong></td>
</tr>
</tbody>
</table>

**Number of Books**, July 1, 2016

235,842
Books added 19,612
Books withdrawn 18,364
Total, June 30, 2017 236,511

Current Subscriptions
# of Current Newspaper Subscriptions 20
# of Current Magazine Subscriptions 176

Inventory of Other Library Materials
Audiocassettes 565
Books on CD & Music CDs 8814
DVDs 10915
Microfilms 964

Circulation
Book Circulation
Sheppard Memorial Library (adult) 126,306
Sheppard Memorial Library (juvenile) 151,628
Juvenile Outreach 2,635
East Branch Library 58,649
Carver Branch Library 13,744
Pitt County Bookmobile 16,353
Blount Library, Bethel 2,641
Winterville Public Library 45,678
Total book circulation 417,634
Total magazine circulation 1,505
Total CD-DVD circulation 41,680
Total E-circulation 19,208
Grand total circulation 480,027

Public Computers/Wi-Fi Sessions 126,910

Patron Door Count 457,726

Registered Borrowers, June 30, 2017 63,270

Programs
Library sponsored 1146 Audience 29,518
Non-library sponsored 2,939 Audience 16,916
Total 4,085 Audience 46,434

Reference Questions 104,998