The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, October 17, 2018, in the program room at the East Branch Library.

**CALL TO ORDER:**
Chair, Mark Sanders called the meeting to order, and welcomed John Dunning and Kurt Lee Brown, Jr., guest masters in library science students from East Carolina University.

**ROLL CALL OF TRUSTEES:**
Presiding: Mark Sanders
Present: Jeff Coghill, Al Muller, Veronica Roberson, Ralph Scott
Rick Smiley, Ray Spears, Tracy Stroud
Absent: Darrell Hinnant, LTC Jesse Hinton, Jr. (Ret.), Glen Webb

Rick Smiley recognized the City Council reappointment of library trustees Jeff Coghill and Al Muller to a second term on the library board of trustees. Both gentlemen will serve a second three-year term through October 2021.

**Welcome and Report by East Branch Library Manager Kisha Green:**
Kisha Green gave a warm welcome from the East Branch Library. She was hired as a ¾-time designated part-time library desk assistant in February 2007, and in January 2014 she was in management training. In July 2015 she became the East Branch Library manager.

Kisha stated that a lot of the patrons come from the surrounding neighborhoods as well as families and people participating in events at Jaycee Park.

Library director Greg Needham noted that the East Branch Library has the highest circulation of all the branch libraries. He also noted that the East Branch Library first opened at a location in the Colonial Heights shopping center in 1967. It was relocated to its current location at 2000 Cedar Lane in 1978. This library is an annex in the Greenville Parks and Recreation building at the Jaycee Park. Renovations were completed on the existing building in 2000.

**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 18, 2018. Ralph Scott seconded the motion. The motion passed.

**BUSINESS:**

**Closed Session to Consider a Personnel Matter:**
Ralph Scott made a motion to move into executive closed session to discuss a personnel matter. Veronica Roberson seconded the motion. The motion passed and the board moved into executive closed session.

In executive closed session, board chair, Mark Sanders led a discussion regarding proposed updates to the library director’s evaluation procedure, and they reviewed a new employment agreement that will be in line with other City of Greenville senior staff.

**Return to Open Session After Discussing a Personnel Matter:**
Jeff Coghill made a motion to move out of executive closed session and back in open session. Veronica Roberson seconded the motion. The motion passed and the board moved into open session.

In open session, Rick Smiley recommended that a compensation committee be appointed annually. Once appointed, they should meet in January to initiate the process for the annual evaluation of the library director, give a report to the library board at the March meeting, and complete their task with the annual evaluation of the library director in July.
Mark Sanders asked if any trustees would like to volunteer to serve on the compensation committee. The volunteers who will serve on the compensation committee include Rick Smiley, Al Muller, and Jeff Coghill.

**REPORT BY THE LIBRARY BUSINESS MANAGER:**
Lynd Woolard prefaced her report by noting that the Local Government Commission (LGC) is a division of the North Carolina Department of State Treasurer, and approves the sale and delivery of substantially all North Carolina local government bonds and notes, as well as monitors certain fiscal and accounting standards for local governments.

On September 24, 2018, the library director, as well as our current audit firm Cherry Bekaert, the Chief Finance Officer at the City of Greenville, and the Library Board Chair received a letter from the North Carolina Department of State Treasurer, State and Local Government Finance Division and the Local Government Commission (LGC) regarding the legal status of Shedd Memorial Library. This letter stated that the LGC identifies Shedd Memorial Library as a Special Revenue Fund of a North Carolina Local Government unit. They do not identify the library as a Public Authority or a Local Government Unit as defined in NCGS §159, Article 3 – The Local Government Budget and Fiscal Control Act.

Since the Library has been determined to be a Special Revenue Fund of a NC Local Government unit and not a unit of local government or a public authority, the LGC only requires the following documents be submitted annually by our audit firm:
- a signed and dated library engagement letter for the Special Audit work;
- the final library Special Audit engagement report, and
- all invoices related to the Library Special Audit work.

**LIBRARIAN’S REPORT:**

**Annual Report:**
Library director Greg Needham reviewed the 2017-2018 annual report. A copy is attached as Exhibit A. The following items of interest were noted:
- System-wide use was historically strong, but the bookmobile, which accounts for between 2.5% and 3.5% of total circulation and circulates more than the Blount Library in Bethel or the Carver Library, was out of service for half of the reporting year.
- The bookmobile circulated 7,485 items – roughly half of its yearly circulation prior to the hiatus. Use for the current fiscal year is shaping up to be very strong.
- Circulation for the year totaled 459,670 items, down 4% from the prior year.
- Library visits decreased to 441,351, down 3.5% (after a spike of 8.3% the year before).
- Program participation remained historically high, with over 21,000 participants in children’s programs and an all-time high participation in other meeting room use totaling 17,589 participants.
- Computer use continues to transition to a higher percentage of wireless versus hardwired use which will make our computer resources last much longer.

**Statistical:**
Library director Greg Needham reported the following statistics comparing the months of July, August and September 2016 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>8.77%</td>
<td>-12.77%</td>
<td>-3.08%</td>
<td>.73%</td>
<td>12.58%</td>
</tr>
<tr>
<td>August</td>
<td>2.83%</td>
<td>-12.58%</td>
<td>-4.82%</td>
<td>-8.88%</td>
<td>-3.63%</td>
</tr>
<tr>
<td>September</td>
<td>6.69%</td>
<td>-21.33%</td>
<td>-14.77%</td>
<td>-22.36%</td>
<td>-28.55%</td>
</tr>
</tbody>
</table>

**Library facilities were closed three days in September due to hurricane Florence.**

**Financial:**
At the end of September 2018, the library had received 23.13% of anticipated revenues while expending 18.72% of the budget. This compares to having received 21.33% of revenues and expending 20.40% of the budget at the end of September 2017.
**One-Minute Updates:**
On this date, October 17, 1930, Sheppard Memorial Library opened its doors to serve the citizens of Greenville and Pitt County. This is the 88th anniversary of this opening.

In September, the Friends of the Sheppard Memorial Library held a 50¢ paperback book sale hosted at the main library, netting $2,180.

The outdoor chess area is near completion, and a ribbon cutting ceremony is scheduled for October 23, 2018 at 3:00 p.m. Library trustees are invited to attend.

Library facilities came through hurricane Florence much better than after hurricane Matthew. Post Matthew repairs and upgrades helped the library system be better prepared. The library, along with local government, will continue to search for grants and funding to refurbish and protect the 1930's part of the main library building.

Greg Needham reported on the significant progress on the Early Literary Coalition. Dr. Terry Atkinson, a professor from ECU and former Sheppard Memorial Library board member and chair, accepted a 2-year appointment as director, and Greg Needham agreed to serve as the board chair of the leadership council.

**ADJOURNMENT:**
Mark Sanders called for further business. Hearing none, Ray Spears made a motion to adjourn. Al Muller seconded the motion. The motion passed and the meeting adjourned. The next meeting will be January 16, 2019.

Respectfully Submitted,

[Signature]

Greg Needham, Secretary
Looking back on 2017-2018, it was another year of strong library use at Sheppard Memorial Library. Circulation of books and other materials totaled 459,670 items checked out for the year, while library visits and public computer/internet sessions totaled 441,351 and 107,975, respectively. Our reading-centered programs offered at the library continued to expand, including more sessions of Baby and Me for children from birth to 18 months, Toddler Storytime, Preschool Story Hours, School Age programs and Family programs. This wide-ranging offering of reading programs is a crucial part of ensuring that the children of our community get the strongest possible start- and support along the way- 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 children and their families are providing a well-rounded reading-centered experience that can make a tremendous positive difference for everyone. I give full credit to our wonderful children’s staff for their superb efforts in growing our children’s programming to meet the needs and desires of our patrons. Also, 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, filled with reading and learning!

We at Sheppard Memorial Library continue to do all we can as a key player in the Early Literacy Coalition of Eastern North Carolina. Together with our coalition partners, we are encouraging and strengthening participation in reading and learning activities across our entire community. At this writing, half of the 11,000 children in Pitt County under the age of 5 are now signed up for Dolly Parton’s Imagination Library. This means that each of those children receives at no cost one age-appropriate book per month, delivered to their homes, from birth to age five. This first project of the coalition is well on its way to 100% participation, and that’s the goal. Other initiatives of the coalition are in the works, and are just as exciting, so stay tuned. Remember also 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, including NCLIVE and the NCKIDS Digital Library. These two resources together represent a fantastic array of e-resources of great use to students and their families, as well as teachers.

Finally, 2017 did go out with a bang at Sheppard Memorial Library. As many of you will remember, after twenty years of use, the library’s 1998 bookmobile blew its engine last year and went out of service. In December of 2018, the library unveiled a brand new cutting edge bookmobile, made possible by funding from Pitt County, the wonderful Friends of the Sheppard Memorial Library, a local James J. and Mamie Richardson Perkins Trust grant, and other donated funds the library had saved and earmarked for eventual bookmobile replacement. Now the bookmobile is back in full service, and in fact we have been adding stops and increasing this exciting service throughout the past year. We look forward to twenty years of using this terrific new library on wheels to provide library service everywhere in Greenville and Pitt County. Thanks to the continued support of our patrons, partners, elected officials and the Friends of the Sheppard Memorial Library, plus our dedicated library staff, Sheppard Memorial Library is able to have the greatest possible positive impact for our community!

Greg Needham
Director of Libraries
Members of the 2017-2018 Sheppard Memorial Library Board of Trustees

Mr. Mark Sanders, Chair
Mr. Ralph Scott, Vice-Chair
Mr. Jeff Coghill
Mr. Darrell Hinnant
LTC Jesse J. Hinton, Jr. (Ret)
Mr. Al Muller
Mrs. Veronica Roberson
Mr. Rick Smiley
Mr. Ray Spears
Mrs. Tracy Stroud
Mr. Glen Webb

General Fund Financial Report for the Year Ending June 30, 2018

REVENUE
City of Greenville—General Fund $ 1,232,969
County of Pitt—General Fund $ 592,718
County of Pitt—Winterville Library $ 10,000
County of Pitt—Bethel Library $ 2,000
Town of Winterville $ 165,300
Town of Bethel $ 21,108
State Aid $ 197,263
Desk Receipts $ 111,059
Interest Income $ 1,358
Miscellaneous Income $ 40,070
Greenville Housing Authority $ 10,692
TOTAL REVENUE $ 2,384,537

EXPENDITURES
Personnel $ 1,553,655
Operations $ 726,581
Greenville Housing Authority $ 11,033
Capital Expense - Bookmobile $ 158,613
TOTAL EXPENDITURES $ 2,449,862
Exhibit A  
(continued)  
Sheppard Memorial Library Annual Report

<table>
<thead>
<tr>
<th>Number of Books, July 1, 2017</th>
<th>236,511</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books added</td>
<td>16,957</td>
</tr>
<tr>
<td>Books withdrawn</td>
<td>14,052</td>
</tr>
<tr>
<td><strong>Total, June 30, 2018</strong></td>
<td>239,416</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Subscriptions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Current Newspaper Subscriptions</td>
<td>21</td>
</tr>
<tr>
<td># of Current Magazine Subscriptions</td>
<td>183</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inventory of Other Library Materials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiocassettes</td>
<td>292</td>
</tr>
<tr>
<td>Books on CD &amp; Music CDs</td>
<td>9,127</td>
</tr>
<tr>
<td>DVDs</td>
<td>11,170</td>
</tr>
<tr>
<td>Microfilms</td>
<td>988</td>
</tr>
</tbody>
</table>

**Circulation**

Books:
- Sheppard Memorial Library (adult) | 122,796 |
- Sheppard Memorial Library (juvenile) | 144,450 |
- Juvenile Outreach                   | 919     |
- East Branch Library                 | 53,948  |
- Carver Branch Library               | 13,212  |
- Pitt County Bookmobile               | 7,485   |
- Blount Library, Bethel               | 2,147   |
- Winterville Public Library          | 48,200  |
| **Total book circulation**           | 393,157 |
| Total magazine circulation           | 1,414   |
| Total CD-DVD circulation             | 36,491  |
| Total E- circulation                 | 28,608  |
| **Grand total circulation**         | 459,670 |

**Public Computers/Wi-Fi Sessions**

107,975

**Patron Door Count**

441,351

**Registered Borrowers, June 30, 2017**

64,944

**Programs and Audience**

<table>
<thead>
<tr>
<th>Library sponsored Programs</th>
<th>909</th>
<th>Programs Audience</th>
<th>21,675</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonlibrary sponsored</td>
<td>3,175</td>
<td>Programs Audience</td>
<td>17,589</td>
</tr>
<tr>
<td><strong>Total Programs and Audience</strong></td>
<td>4,084</td>
<td></td>
<td>39,264</td>
</tr>
</tbody>
</table>

**Reference Questions**

106,773