

SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, March 19, 2014

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, March 19, 2014, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:

Vice chair Patricia Rawls called the meeting to order.

ROLL CALL OF TRUSTEES:

Presiding: Mrs. Patricia Rawls

Present:	Dr. Terry Atkinson	Dr. Rick Croskery	LTC Jesse Hinton, Jr. (Ret.)
	Dr. Vivian Mott	Mr. Mark Sanders	Mr. Ralph Scott
	Mr. Ray Spears	Mr. Glenn Webb	Mr. Dick Wolfe

Absent: Mrs. Catherine Rouse

Welcome & Recognition of New City Council Appointee:

Vivian Mott was delayed so vice chair Patricia Rawls welcomed and introduced Mr. Mark Sanders, who was appointed by the Greenville City Council to fill the unexpired term of former trustee Jan Lewis. Library director Greg Needham noted that Vivian Mott and Jesse Hinton, Jr. were reappointed by the Pitt County Commissioners to serve another three-year term.

APPROVAL OF MINUTES:

Dick Wolfe made a motion to approve the minutes from the meeting held January 15, 2014. Jesse Hinton seconded the motion. The motion passed.

NEW BUSINESS:

Proposed 2013-2014 Budget Amendment

The library director asked the trustees to consider a budget amendment to reflect the following changes:

Revenues: Add \$2,113 in additional State Aid; Reduce Desk/Copy Receipts by \$9,492 to reflect current collection trends; and Add \$1,500 in additional Miscellaneous Income.

Expenditures:

The last three years of retiree health insurance premiums totaling \$62,750 was not billed by the City of Greenville until this year and must be paid out of fund balance; \$11,871 is needed to cover the City's health fund deficit for the fiscal year ending June 30, 2013 (using actual claims by entity, the City determined the exact amount of overage for the library); and \$6,600 must be paid for unemployment insurance enacted during North Carolina session law 2013-2014. Reduce Operations Expenses by \$5,452 to reflect savings in expenditures like utilities and periodicals.

A copy of the budget amendment is attached.

Ray Spears made a motion to accept the budget as amended to be submitted to our local government funding partners for further action. Dick Wolfe seconded the motion. The motion passed.

Preview of the 2014-2015 Budget and 2015-2016 Financial Plan:

The library director presented the proposed 2014-2015 budget, and the proposed 2015-2016 financial plan to the Board of Trustees. Ralph Scott made a motion to approve the budget as presented for further consideration by our local government funding partners. Vivian Mott seconded the motion. The motion passed. A copy of the proposed budget and financial plan is attached.

Librarian's Report:

Statistical:

Greg Needham presented the following statistical comparisons of the current year to the previous year.

Statistical Data Description	↑ Up or ↓Down January	↑ Up or ↓Down February
Circulation	↓ 8.98%	↓ 1.6%
Patron Count/Library Visits	↓16.65%	↓2.49%
Computer Sessions Including Wi-Fi	↓16.29%	↓3.46%
Program Attendance	↓30.36%	↑ 4.51%
Registrations/Active Library Cards	↑14.85%	↑10.96%

He noted that the library experienced weather related closures that impacted statistics in January and February.

Financial:

Greg Needham presented financial highlights through February 2014.

- Revenue received totaled 65.37%, compared with 64.18% in 2013.
- Expenditures totaled 55.57% of the budget, compared with 57.53% in 2013.
- 67% of revenue and expenditures would be the target at the end of February. Revenues and expenditures are on track for the year.

Nominating Committee for 2014-2015 Officers:

Vice chair Patricia Rawls requested volunteers to serve as a nominating committee to submit a slate of officers for consideration at the July 2014 meeting. Ralph Scott and Dick Wolfe volunteered to serve as the nominating committee.

One-Minute Updates:

The library director commented on the following items of interest:

1. The annual breakfast for elected officials is set for 8 a.m., April 28, in meeting rooms A & B at the main library. Trustees are encouraged to attend as advocates for the library system.
2. Branch libraries are about to finish weeding the collection of materials that have not circulated in a long time. This project will be completed before they start tagging the remaining materials with RFID security tags. Adding radio frequency security at these locations will reduce theft of materials and improve inventory control.
3. Over the last five years, the City of Greenville experienced pavement failures along Reade Circle. Localized flooding occurs at the intersection of Cotanche Street and Reade Circle. Public Works determined the cause to be the deteriorating condition of the 80+ year old Town Creek Culvert as well as too few storm water inlets in the Uptown area. The culvert begins near West 9th Street and Ficklen Street and continues to its outlet between Reade Circle and South Summit Street. The City plans to award a construction contract for these improvements by the end of 2014. They estimate it will take a year to complete the project. A large portion of Uptown business will be impacted. The City will give advanced notice of road closures or detours.
4. The library is scheduled to give a 2014-2015 budget presentation to the Greenville City Council, Monday, May 5th. Trustees are invited to attend as advocates for the library.
5. The Friends of the Sheppard Memorial Library raised over \$28,000 at the 23rd Annual Used Book Sale held February 6 – 9, 2014. Founding book sale committee chair Joanne Kollar retired at the end of the sale. Under her leadership, the book sale has generated over \$450,000.
6. Sheppard Memorial Library applied for a LSTA computer lab grant for the 2014-2015 funding year. If awarded, all of the public computers will be replaced at the main library. We will partner with the Literacy Volunteers of Pitt County (LVPC) to provide trained instructors to teach basic computer skills classes, and we will continue our partnership with instructors from the ECU health sciences program to teach Healthier-U classes.

ADJOURNMENT:

Patricia Rawls called for further business. Hearing none, Rick Croskery made a motion to adjourn. Dick Wolfe seconded the motion. The motion passed and the meeting adjourned.

Respectfully Submitted,

Greg Needham, Secretary

**SHEPPARD MEMORIAL LIBRARY
APPROVED 2013-2014 BUDGET AMENDMENT**

REVENUES	Original 13-14 Budget	Amended 13-14 Budget	\$ Change in Budget	Funds Change Due to:
City of Greenville	1,086,686	1,086,686		
Town of Winterville	161,620	161,620		
Town of Bethel	29,000	29,000		
State Aid	182,000	184,113	2,113	Additional State Aid
G'ville Housing Authority	10,692	10,692		
County of Pitt	543,343	543,343		
County of Pitt	6,000	6,000		
Interest Income	1,000	1,000		
Desk Receipts	130,500	121,008	-9,492	Anticipate lower than projected
Miscellaneous Income	31,000	32,500	1,500	Based on current receipts trend
LSTA Grant	100,000	100,000		
Capital – City Funded	62,800	62,800		
Fund Balance	83,847	165,068	81,221	Retirees Health 62,750 (last 3 years); Health Fund Deficit 11,871; Unemployment Tax 6,600
TOTAL REVENUES	2,428,488	2,503,830	75,342	

EXPENDITURES	Original 13-14 Budget	Amended 13-14 Budget	\$ Change in Budget	Funds Change Due to:
Personnel	1,371,864	1,452,658	80,794	Retirees Health Ins.; Health Fund Deficit; Unemployment Tax; 401(k) & Worker's Comp Updated to Reflect Actual Costs
Operations	840,600	835,148	-5,452	Changes to reflect current needs. Add Collection HQ; Utilities Savings; Reduce Standing Orders Spending; Purchase Coin-Ops; Light Maintenance; Cancel Attendance at NCLA
G'ville Housing Authority	10,692	10,692		
Capital Expense Carver Roof	62,800	62,800		
Capital Expense HVAC	42,532	42,532		
Grant Project	100,000	100,000		
TOTAL EXPENDITURES	2,428,488	2,503,830	75,342	

**SHEPPARD MEMORIAL LIBRARY
2014-2015 PROPOSED BUDGET
& 2015-2016 FINANCIAL PLAN**

	2014-2015	2015-2016
REVENUES		
City of Greenville	1,128,084	1,139,364
County of Pitt	564,042	569,685
County of Pitt	6,229	6,291
Town of Bethel	30,015	30,315
Town of Winterville	171,423	177,423
State Aid	184,113	184,113
Desk Receipts	127,500	128,775
Interest Income	1,000	1,000
Miscellaneous Income	31,000	31,620
Greenville Housing Authority	10,692	10,692
LSTA Grant	50,000	0
Capital Income – City Funded	108,334	0
Capital Income – County Funded	31,666	0
Fund Balance	36,117	24,705
TOTAL REVENUES	2,480,215	2,303,983
EXPENDITURES		
Personnel	1,463,277	1,463,277
Operations	816,246	830,014
Greenville Housing Authority	10,692	10,692
Capital Expense – City Funded	108,334	0
Capital Expense – County Funded	31,666	0
Grant Project	50,000	0
TOTAL EXPENDITURES	2,480,215	2,303,983