

***SHEPPARD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, March 16, 2011***

The Board of Trustees of the Sheppard Memorial Library met Wednesday, March 16, 2011, in the Elizabeth H. Copeland Board Room at the main library.

**CALL TO ORDER:**

Chairman Ralph Scott called the meeting to order.

**ROLL CALL:**

Presiding: Mr. Ralph Scott

Present:	Mr. Jeffrey Coghill	Mr. Bryant Kittrell	Ms. Jan Lewis
	Mrs. JoAnne Lewis	Dr. Vivian Mott	Mr. Sanjay Saha
	Mr. Ray Spears		

Absent:	Dr. Richard Ericson	Mr. David Hammond	Ms. Patricia Rawls
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**APPROVAL OF MINUTES:**

Dr. Vivian Mott made a motion to accept the minutes from the meeting held January 19, 2011. Mr. Ray Spears seconded the motion. The motion passed.

**LIBRARIAN'S REPORT:**

**Statistical**

January 2011 circulation was up 1.49% compared to January 2010. Circulation for February 2011 decreased 9.55% compared to February 2010. Registrations for January and February increased over the same time frame last year. There were 13,862 computer sessions in January, and 12,207 computer sessions in February. Computer session statistics do not include the use of library wi-fi by patrons with personal laptop computers.

**Financial**

Through February 2011, the library had received 66.44% of budgeted revenues and had expended 58.58% of the budget. This compares with having received 55.65% of revenues and expending 59.67% of the budget during the same time in 2010.

**NEW BUSINESS:**

**2010- 2011 Budget Amendment:**

The library director reviewed a budget amendment proposed to accommodate the following changes:

- reduce Pitt County revenues by \$5,310 because merit money was never approved for 2010-2011; and
- increase the amount of fund balance needed to offset a board-approved construction project and a Library •Solution server and software upgrade.

Mrs. Joanne Lewis made a motion to accept the budget as amended to be submitted to the local government funding authorities for further processing. Mr. Sanjay Saha seconded the motion. The motion passed. (A copy of the budget is attached.)

**2011-2012 Budget**

Mr. Greg Needham presented the proposed 2011-2012 budget to the Board of Trustees. Dr. Vivian Mott made a motion to approve the budget as presented for further consideration by the local government

funding authorities. Mr. Jeff Coghill seconded the motion. The motion passed. (A copy of the budget is attached.)

**Consideration of Smoking Restrictions at Library Entrances:**

The library director reviewed a draft policy concerning smoking outside library entrances. After discussion, Mr. Sanjay Saha made a motion to postpone adopting a policy until further information can be gathered. Dr. Vivian Mott seconded the motion. The motion passed.

**ONE-MINUTE UPDATES:**

Sheppard Memorial Library welcomes the new East Branch librarian, Gaye Kurmas.

Interviews are underway for a new Bookmobile library assistant.

The self-pay print station is currently in test mode at the main library's circulation desk. It will soon be permanently located in the technology center.

The new library catalog is still being tested. Staff members are training on its use and customization features.

The Friends of the Sheppard Memorial Library held their annual meeting February 14. Officers for the upcoming year were elected, as follows: Mary Anne Pennington, President; Chris Ulffers, Vice-President; Tony Parker, Treasurer, and Gerry Case, Secretary.

The Friends Annual Used Book Sale was held February 3-6, and grossed an all-time high \$36,028.

The annual breakfast for elected officials is being planned for May; the date is not yet set. Trustees will be notified as soon as a date is confirmed.

Ayden-Grifton High School emerged victorious at the Public Library Quiz Bowl held Saturday, February 5, and will compete in the Regional Quiz Bowl to be hosted at the main library Saturday, March 26.

**ADJOURNMENT:**

The chairman asked if there were any further business matters to be considered. Hearing none, Mr. Bryant Kittrell made a motion to adjourn. Mr. Jeff Coghill seconded the motion, and the chairman declared the meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Greg Needham".

Greg Needham, Secretary

# March 2011 Budget Amendment

## Summary of Needed Changes to the FY 2010 - 2011 Library Budget

REVENUES	Currently	+ /(-)	Proposed	Notes:
County of Pitt	\$ 563,504.00	\$ (5,310.00)	\$ 558,194.00	County cut funding b/c COG did not restore merit.
Fund Balance	\$ 108,370.00	\$ 13,996.47	\$ 122,366.47	Building Project & Computer Hdwe/Sftwr upgrade

EXPENDITURES	Currently	+ /(-)	Proposed	Notes:
Salaries Expense	\$ 1,154,850.00	\$ (5,310.00)	\$ 1,149,540.00	County cut funding b/c COG did not restore merit.
Capital Expense	\$ 18,500.00	\$ 13,996.47	\$ 32,496.47	Stocks & Taylor Construction Project - \$10,020 Library Corporation Server & Upgrade - \$6,000 Capital Ford Truck, Shell & Bed Liner - \$16,476

**COMBINED STATEMENT OF REVEUNES, EXPENDITURES  
AND CHANGES IN FUND BALANCES  
FY 2010 - 2011**

	CURRENT	PROPOSED	
REVENUES	BUDGET	BUDGET	CHANGE
City of Greenville	\$1,116,388.00	\$1,116,388.00	\$0.00
Town of Winterville	\$135,375.00	\$135,375.00	\$0.00
Town of Bethel	\$27,689.00	\$27,689.00	\$0.00
State Aid	\$202,448.00	\$202,448.00	\$0.00
G'ville Housing Authority	\$10,692.00	\$10,692.00	\$0.00
County of Pitt	\$563,504.00	\$558,194.00	-\$5,310.00
Interest Income	\$10,680.00	\$10,680.00	\$0.00
Desk & Copier Receipts	\$119,281.00	\$119,281.00	\$0.00
Miscellaneous Income	\$46,180.00	\$46,180.00	\$0.00
Grants	\$24,720.00	\$24,720.00	\$0.00
Fund Balance	\$108,370.00	\$122,366.47	\$13,996.47
<b>TOTAL REVENUES</b>	<b>\$2,365,327.00</b>	<b>\$2,374,013.47</b>	<b>\$8,686.47</b>
<b>EXPENDITURES</b>			
PERSONNEL SUBTOTAL	\$1,515,942.00	\$1,510,632.00	-\$5,310.00
OPERATIONS SUBTOTAL	\$789,293.00	\$789,293.00	\$0.00
HOUSING AUTHORITY	\$10,692.00	\$10,692.00	\$0.00
CAPITAL EXPENSE	\$18,500.00	\$32,496.47	\$13,996.47
GRANTS	\$30,900.00	\$30,900.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$2,365,327.00</b>	<b>\$2,374,013.47</b>	<b>\$8,686.47</b>

**Sheppard Memorial Library**  
**Budget for Fiscal Year**  
**July 1, 2011 - June 30, 2012**

**REVENUES**

City of Greenville	\$1,207,986.00
County of Pitt	\$603,993.00
Town of Bethel	\$28,520.00
Town of Winterville	\$139,437.00
State Aid	\$202,448.00
Desk Receipts	\$121,667.00
Interest Income	\$5,000.00
Miscellaneous Income	\$47,216.00
G'ville Housing Authority	\$10,692.00
Fund Balance	\$77,414.00
LSTA Grant	\$25,000.00
<b>TOTAL REVENUES</b>	<b>\$2,469,373.00</b>

**EXPENDITURES**

Personnel	\$1,540,192.00
Operations	\$887,073.00
G'ville Housing Authority	\$10,692.00
Capital Expense	\$0.00
Grant Project	\$31,416.00
<b>TOTAL EXPENSES</b>	<b>\$2,469,373.00</b>

# CITY OF GREENVILLE PROGRAM & PERSONNEL SUMMARY

<b>1. FUND</b>	<b>2. FUNCTION</b> Recreational & Cultural Development	<b>3. ACCT #</b>	<b>4. DEPT/DIVISION</b> Sheppard Memorial Library
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## PROGRAM SUMMARY 2011 - 2012

- 5.** Sheppard Memorial Library provides public library service to the citizens of Greenville and Pitt County. In the upcoming year, the library will continue to offer its services through the main library, four branches and the Pitt County bookmobile. This budget proposal includes the operating costs of these facilities.

The costs for operating the branches in Bethel and Winterville are included in this budget, but the funds to operate these facilities are provided by those towns along with income generated at the Bethel and Winterville libraries. This budget includes no new positions. The budget does include funds to replace a portion of the main library roof. Otherwise, this is a maintenance of effort budget.

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## PERSONNEL SUMMARY

A Class #	B CLASS TITLE	C SALARY RANGE	D LAST YR ACT	E THIS YR ACT	F THIS YR BUDG	G DEPT REQ	H MRG'S RECOMM	I FINAL BUDG
	Director of Libraries	30	1	1	1	1		
	Librarian IV	26	2	2	2	2		
	Librarian III	24	2	2	1	1		
	Librarian II	23	0	0	3	3		
	Library Business Mgr.	23	1	1	1	1		
	IT Support Specialist II	22	1	1	1	1		
	Librarian I	21	6	6	4	5		
	Library Assistant	19	3	3	3	3		
	Library Clerk	17	2	2	2	2		
	Custodian	16	1	1	1	1		
	Security Guard	Part Time	0.93	0.93	0.93	1.76		
	Library Assistant	Part Time	11.69	11.69	11.69	13.17		
	Page	Part Time	4.63	4.63	4.63	5.04		
	Totals		36.25	36.25	36.25	39.97		

**CITY OF GREENVILLE**  
**OBJECT ACCOUNT DETAIL 2011 - 2012**

1. FUND	2. FUNCTION Recreational & Cultural Development	3. ACCT #	
5. CHARACTER CLASSIFICATION			TOTAL
<b>REVENUES</b>			
<b>City of Greenville</b> <i>Amount needed from the City to balance the budget.</i>			\$1,207,986
<b>County of Pitt</b> <i>Amount needed from the County to balance the budget.</i>			\$603,993
<b>Bethel</b> <i>Amount from Bethel needed to cover the operating costs of this facility.</i>			\$28,520
<b>Winterville</b> <i>Amount from Winterville needed to operate this facility.</i>			\$139,437
<b>State Aid</b> <i>State Library's recommendation.</i>			\$202,448
<b>Desk Receipts</b> <i>This is the annual income expected from fines and fees based on the current year projections.</i>			\$121,667
<b>Interest</b> <i>Anticipated interest for the upcoming year, .</i>			\$5,000
<b>Miscellaneous</b> <i>Revenue expected from non-budgeted sources.</i>			\$47,216
<b>Greenville Housing Authority</b> <i>This is the amount anticipated from the Greenville Housing Authority to operate the Moyewood Cultural Center Resource Room.</i>			\$10,692
<b>Fund Balance</b> <i>Amount of appropriated fund balance needed to balance the proposed budget.</i>			\$77,414
<b>Grants (LSTA)</b> <i>Hope to be awarded and LSTA Grant</i>			\$25,000
<b>TOTAL REVENUE PROJECTIONS</b>			\$2,469,373

**CITY OF GREENVILLE  
OBJECT ACCOUNT DETAIL 2011 - 2012**

1. FUND	2. FUNCTION Recreational & Cultural Development	3. ACCT #	
5. CHARACTER CLASSIFICATION			TOTAL
<b>PERSONNEL SERVICES</b>			
<b>Salaries</b> <i>Follows City of Greenville's recommendation for salaries. 3% Cola 1.5% Merit</i>			\$1,172,173
<b>Social Security</b> <i>7.65% of total salaries.</i>			\$89,672
<b>Retirement</b> <i>4.90% of salaries for all full-time and designated part-time employees. This percentage is provided by the State Retirement system.</i>			\$62,800
<b>Health/Life/Dental Benefits</b> <i>Consolidated health, life &amp; dental expenses into one account group. Based on anticipated budget increases. Per City Of Greenville Human Resources Dept.</i>			\$184,352
<b>401k Contributions</b> <i>Follows City of Greenville pay plan and benefits program.</i>			\$30,400
<b>Worker's Compensation Insurance</b> <i>Premium amount provided by the City of Greenville.</i>			\$795
<b>TOTAL PERSONNEL SERVICES</b>			<b>\$1,540,192</b>



## **Proposed Budget For 2011 - 2012**

### **REVENUES**

City of Greenville	\$1,207,986.00
County of Pitt	\$603,993.00
Town of Bethel	\$28,520.00
Town of Winterville	\$139,437.00
State Aid	\$202,448.00
Desk Receipts	\$121,667.00
Interest Income	\$5,000.00
Miscellaneous Income	\$47,216.00
G'ville Housing Authority	\$10,692.00
Federal Grants	\$25,000.00
Fund Balance	\$77,414.00
<b>TOTAL REVENUES</b>	<b>\$2,469,373.00</b>

### **EXPENDITURES**

Salaries	\$1,172,173.00
FICA Tax (Social Security)	\$89,672.00
Retirement	\$62,800.00
Hospitalization	\$184,352.00
401k Employer Contribution	\$30,400.00
Worker's Compensation	\$795.00
<b>SUBTOTAL</b>	<b>\$1,540,192.00</b>

### **OPERATING EXPENSES**

Telephone Expense	\$8,160.00
Postage	\$9,000.00
Utilities	\$200,550.00
Travel Expense	\$7,000.00
Building Maintenance	\$167,338.00
Equipment Maintenance	\$53,805.00
Fuel & Vehicle Maintenance	\$12,990.00
Office Supplies	\$91,418.00
Business Services	\$20,659.00
Periodicals	\$27,540.00
Books & Bindery	\$217,989.00
Audio Visual	\$42,045.00
Vehicle/Liab. Insurance	\$17,917.00
Miscellaneous Expense	\$10,662.00
<b>SUBTOTAL</b>	<b>\$887,073.00</b>

### **OTHER**

G'ville Housing Authority	\$10,692.00
Capital Expense	\$0.00
Grant Project	\$31,416.00

<b>TOTAL ALL EXPENSES</b>	<b>\$2,469,373.00</b>
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