

SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING

Wednesday, July 20, 2011

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, July 20, 2011, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:

Chairman Scott called the meeting to order.

ROLL CALL OF TRUSTEES:

Presiding: Mr. Ralph Scott

Present: Mr. Rick Ericson
Mrs. JoAnne Lewis
Mr. Ray Spears

Mr. Bryant Kittrell
Mrs. Patricia Rawls

Ms. Jan Lewis
Mr. Sanjay Saha

Absent: Mr. Jeff Coghill

Mr. David Hammond

Dr. Vivian Mott

APPROVAL OF MINUTES:

Mr. Ericson made a motion to approve the minutes from the meeting held May 18, 2011. Mrs. Rawls seconded the motion. The motion passed.

LIBRARIAN'S REPORT:

Statistical:

May 2011 circulation decreased 2.79% over May 2010. June 2011 circulation decreased 6.11% over the same month last year.

Financial:

At the end of June 2011, the library had received 95.1% of anticipated revenues while expending 95.67% of the budget. This compares to having received 93.8% of revenues and expending 93.45% of the budget at the end of June 2010.

UNFINISHED BUSINESS:

2011 - 2012 Budget:

Mr. Needham presented the latest version of the 2011-2012 library budget. Adjustments were noted to reflect current targets that maintain the one-third County of Pitt to two-thirds City of Greenville funding ratio. The Town of Bethel deducted \$536 from the original budget request. State Aid reflects the current projection provided by the State Library. Based on the current targets, the library will meet the required maintenance of effort for State Aid. During the August 8, 2011 meeting of the Greenville City Council, the council will consider the reduction in funding needed to maintain the City/County ratio. Mr. Needham is hopeful that the City Council will restore some funding. Mr. Needham recommended board action to adopt the changes.

Mr. Ericson made a motion to adopt the library budget as presented, with the provision that any increased City funding above \$1,099,366 be used to make up for the shortfall in the library operations expenditures. Mr. Spears seconded the motion. The motion passed.

Report from the Nominating Committee and Election of Officers for 2011 - 2012:

The nominating committee consisted of Ms. Jan Lewis and Mr. Rick Ericson. On behalf of the nominating committee, Ms. Lewis recommended the nomination of Mr. Ralph Scott for the position of board chair and Dr. Vivian Mott for vice-chair. The chairman called for nominations from the floor. There were no nominations from the floor. Mr. Kittrell moved the nominations be closed and the nominated individuals be appointed by acclamation. Ms. Jan Lewis seconded the motion. The motion passed.

NEW BUSINESS:

2010 – 2011 Budget:

Mr. Needham recommended the reallocation of budgeted expenditures between certain operations line items to reflect budget needs accurately. He further stated that the library received a \$20,655 Smart Start grant in late May 2011, plus some additional State Aid by year end. Mr. Saha made a motion to amend the 2010 – 2011 budget to reallocate funds within operations expense line items and to recognize the receipt of the Smart Start grant and additional State Aid as presented. Mrs. JoAnne Lewis seconded the motion. The motion passed.

One Minute Updates:

Mr. Needham commented on the following items of interest:

1. **LSTA Grant Update:** The awarded grant will provide funds to replace all public computers at Carver Library.
2. **Self-pay Print Station Update:** Self-pay print release stations will be installed at Winterville, Carver, and East.
3. **Server Upgrades and New Library Catalog Update:** Once server virtualization is complete, the library's new public access catalog will be unveiled.
4. **E-book Collection and Circulating E-readers Update:** The library now owns eighteen circulating Nooks and hopes to subscribe soon to Overdrive – a digital download platform for e-books.

ADJOURNMENT:

Mr. Scott called for further business. Hearing none, Mr. Kittrell made a motion to adjourn. Mr. Scott seconded the motion and declared the meeting adjourned.

Respectfully Submitted,



Greg Needham, Secretary

**Sheppard Memorial Library
Budget Approved for
Fiscal 2011 - 2012**

	2011 - 2012 ANNUAL BUDGET
REVENUES	
City of Greenville	1,099,366.00
Town of Winterville	139,437.00
Town of Bethel	27,984.00
State Aid	179,853.00
G'ville Housing Authority	10,692.00
County of Pitt	549,683.00
Interest Income	5,000.00
Desk & Copy Receipts	114,495.00
Miscellaneous Income	36,606.00
Federal Grants	25,000.00
Capital Projects	75,480.00
Fund Balance	91,409.00
TOTAL REVENUES	2,355,005.00

EXPENDITURES	
Personnel Subtotal	\$ 1,475,518.00
Operations Subtotal	768,315.00
Greenville Housing Authority	10,692.00
Capital Expense	75,480.00
Grants	25,000.00
TOTAL EXPENDITURES	2,355,005.00