

**SHEPPARD MEMORIAL LIBRARY  
BOARD OF TRUSTEES MEETING  
Wednesday, May 21, 2012**

The Board of Trustees of the Sheppard Memorial Library met Wednesday, May 21, 2012, at the East Branch Library, 2000 Cedar Lane, Greenville.

**CALL TO ORDER AND INVOCATION:**

Chairman Ralph Scott called the meeting to order.

**ROLL CALL:**

Presiding: Mr. Ralph Scott

Present:	LTC Jesse Hinton	Ms. Jan Lewis	Dr. Vivian Mott
	Mrs. Patricia Rawls	Mr. Ray Spears	Mr. Dick Wolfe

Absent:	Dr. Terry Atkinson	Mr. Dennis Mitchell	Mrs. Catherine Rouse
	Mr. Glen Webb		

**APPROVAL OF MINUTES:**

Chairman Scott called for a motion to accept the minutes of March 21, 2012. Mr. Dick Wolfe made a motion to accept the minutes as presented. LTC Jesse Hinton seconded the motion. The motion passed.

**LIBRARIAN'S REPORT:**

Statistical

Library Director Greg Needham reported the following statistics. March 2012 circulation decreased 3.74% compared to March 2011. Circulation for April 2012 increased 3.73% compared to last April.

Financial

Through April 2012, the library had received 86.4% of budgeted revenues and had expended 74.27% of the budget. This compares with having received 83.84% of revenues and expending 75.1% of the budget during the same time in 2011.

**OLD BUSINESS:**

Budget Update

Mr. Needham updated trustees on the status of the 2012-2013 budget process:

- At present, City and County governments are considering major funding reductions resulting from lower property tax values.
- The City of Greenville and Pitt County have proposed a 5% budget reduction over the 2011-2012 budget, although approximately \$29,000 of City funds that had been cut in 2011-2012 will be restored to the library.
- The reduced level of local funding will result in a loss of some of our State Aid.
- The townships of Winterville and Bethel have not provided any budget feedback.

Mr. Needham recommended board action to enact an interim budget for 2012-2013 until the local government funding authorities provide funding commitments for library service.

Dr. Vivian Mott made a motion to adopt as the 2012-2013 interim library budget, the budget which had been approved as a proposed budget at the March library board meeting until further action can be taken at the July library board meeting. Mr. Dick Wolfe seconded the motion. The motion passed.

#### **NEW BUSINESS:**

##### **Budget Transfers Within the 2011-2012 Operating Budget**

Mr. Needham presented a spreadsheet demonstrating the redistribution of expenditures within the operations segment of the library budget. The total expense projected did not change. A copy of the redistribution is attached.

##### **Nominating Committee for 2011 – 2012 Officers**

Mr. Scott appointed a nominating committee to submit a slate of officers for consideration at the July 2012 meeting. Those serving on the committee are Mrs. Jan Lewis and Mrs. Patricia Rawls.

##### **One-Minute Updates**

1. The 30<sup>th</sup> Annual Breakfast for Elected Officials was well attended. Valuable information was shared with the elected officials who will make budget decisions affecting library service.
2. Self-pay printing is now available at the Winterville Library.
3. A selection of the library-owned Louis Orr etchings is on public display near the main library circulation desk.
4. Library administration is concerned about an intermodal transportation center that may be constructed across from the main library. A City of Greenville representative will be invited to the July library board meeting to provide information and answer questions regarding this matter.
5. 3M Cloud Library is expected to go live, enabling patrons to check out e-books using a variety of devices. The library will also have some e-readers that can be checked out.
6. Sheppard Memorial Library has joined with BB&T to host a trust planning event May 24<sup>th</sup> at Rock Springs, from 7:00 p.m. to 9:00 p.m.
7. Library Legislative Day is Wednesday, June 13, on the Halifax Mall in Raleigh. Trustees are encouraged to attend.

#### **ADJOURNMENT:**

Mr. Scott asked if there were any further business matters to be considered. Hearing none, Dr. Vivian Mott made a motion to adjourn. Mr. Dick Wolfe seconded the motion. The motion passed and the meeting adjourned. The July meeting will be held at the Carver Library.

Respectfully submitted,



Greg Needham, Secretary

**Sheppard Memorial Library**  
**2012-2013 Interim Budget**

<b>Account Description</b>	<b>FY 2010-2011 ACTUAL</b>	<b>FY 2011- 2012 ORIG. BUDGET</b>	<b>FY 2011-2012 FINAL BUDGET</b>	<b>FY 2012-2013 Interim Budget</b>
City of Greenville	\$ 1,116,388	\$ 1,099,366	\$ 1,087,366	1,130,006
County of Pitt	558,194	549,683	543,683	538,689
Pitt Co-Bethel/Winterville	5,850	5,850	5,733	5,733
Town of Bethel	27,689	27,984	27,984	28,824
Town of Winterville	135,375	139,437	139,437	143,620
State Aid	208,373	192,156	192,156	192,156
Desk Receipts	112,926	114,495	114,495	114,495
Interest Income	7,655	5,000	5,000	1,000
Miscellaneous Income	33,620	30,756	36,267	30,756
G'ville Housing Authority	10,692	10,692	10,692	10,692
Grants	43,375	25,000	25,000	45,000
Capital - City Funded	-	50,320	50,320	-
Capital - County Funded	-	25,160	25,160	-
Fund Balance	26,344	79,106	91,712	83,765
<b>TOTAL REVENUES</b>	<b>\$2,286,480</b>	<b>\$ 2,355,005</b>	<b>\$ 2,355,005</b>	<b>2,324,736</b>
Personnel Expense	\$1,410,181	\$ 1,475,518	\$ 1,475,518	1,558,445
Operations Expense	783,186	768,315	768,315	710,599
G'ville Housing Authority	9,772	10,692	10,692	10,692
Capital Expense	32,483	75,480	75,480	-
Grants	50,857	25,000	25,000	45,000
<b>TOTAL ALL EXP'S</b>	<b>\$2,286,480</b>	<b>\$ 2,355,005</b>	<b>\$ 2,355,005</b>	<b>2,324,736</b>

**Sheppard Memorial Library**  
**Analysis of Beginning Budget to Final Approved Budget**  
**for Fiscal 2011 - 2012**

	Council Approved 2011 - 2012	After County Cut 2011 - 2012		
<b>REVENUES</b>	<b>BUDGET</b>	<b>BUDGET</b>		
City of Greenville	1,099,366.00	1,087,366.00	(12,000.00)	City Offset due to County Reduction
Town of Winterville	139,437.00	139,437.00	0.00	
Town of Bethel	27,984.00	27,984.00	0.00	
State Aid	179,853.00	192,156.00	12,303.00	Additional State Aid
G'ville Housing Authority	10,692.00	10,692.00	0.00	
County of Pitt	549,683.00	543,683.00	(6,000.00)	County Reduced Funding
Interest Income	5,000.00	5,000.00	0.00	
Desk & Copy Receipts	114,495.00	114,495.00	0.00	
Miscellaneous Income	36,606.00	42,000.00	5,394.00	Additional Misc. Income
Federal Grants	25,000.00	25,000.00	0.00	
Capital Projects	75,480.00	75,480.00	0.00	
Fund Balance	91,409.00	91,712.00	303.00	Offset above by reducing Fund Balance use
<b>TOTAL REVENUES</b>	<b>2,355,005.00</b>	<b>2,355,005.00</b>	<b>0.00</b>	
<b>EXPENDITURES</b>				
Salaries	1,121,788.00	1,121,788.00	0.00	
FICA Tax (Social Security)	85,817.00	85,817.00	0.00	
Retirement	67,207.00	67,207.00	0.00	
Hospitalization/Dental/Life	169,551.00	169,551.00	0.00	
401(k) Employer Contrib.	30,360.00	30,360.00	0.00	
Worker's Compensation	795.00	795.00	0.00	
<b>Personnel Subtotal</b>	<b>1,475,518.00</b>	<b>1,475,518.00</b>	<b>0.00</b>	
Telephone/Cable Expense	9,075.00	5,350.00	(3,725.00)	Reallocate use of funds to where needed
Postage	9,000.00	7,400.00	(1,600.00)	Reallocate use of funds to where needed
Utilities	171,104.00	166,000.00	(5,104.00)	Reallocate use of funds to where needed
Conference & Travel Exp.	3,500.00	3,500.00	0.00	
Building Maintenance	96,000.00	104,600.00	8,600.00	Reallocate use of funds to where needed
Equipment Maintenance	58,564.00	85,700.00	27,136.00	Reallocate use of funds to where needed
Fuel/Vehicle Maintenance	12,990.00	13,800.00	810.00	Reallocate use of funds to where needed
Office Supplies	85,000.00	90,000.00	5,000.00	Reallocate use of funds to where needed
Business Serices	22,000.00	21,700.00	(300.00)	Reallocate use of funds to where needed
Periodicals	27,540.00	20,340.00	(7,200.00)	Reallocate use of funds to where needed
Books & Bindery	188,034.00	178,017.00	(10,017.00)	Reallocate use of funds to where needed
Audio Visual	62,915.00	49,815.00	(13,100.00)	Reallocate use of funds to where needed
Vehicle/Liab. Insurance	18,093.00	18,093.00	0.00	
Miscellaneous Expense	4,500.00	4,000.00	(500.00)	Reallocate use of funds to where needed
<b>Operations Subtotal</b>	<b>768,315.00</b>	<b>768,315.00</b>	<b>0.00</b>	
Greenville Housing Authority	10,692.00	10,692.00	0.00	
Capital Expense	75,480.00	75,480.00	0.00	
Grants	25,000.00	25,000.00	0.00	
<b>TOTAL EXPENDITURES</b>	<b>2,355,005.00</b>	<b>2,355,005.00</b>	<b>0.00</b>	