

# **SHEPPARD MEMORIAL LIBRARY BOARD OF TRUSTEES MEETING**

*Wednesday, January 20, 2016*

The Board of Trustees of the Sheppard Memorial Library met at 5:30 p.m., Wednesday, January 20, 2016, in the Elizabeth H. Copeland Board Room at the main library.

## **CALL TO ORDER:**

Chair, Terry Atkinson called the meeting to order. She welcomed new trustees Al Muller and Jeff Coghill; Rick Smiley, the newly appointed Greenville City Council representative to the library board; Glen Webb, who was reappointed by the library board by the Pitt County Commissioners; and Veronica Roberson, representing the Winterville Town Council..

## **ROLL CALL OF TRUSTEES:**

Presiding: Terry Atkinson

Present:	Jeff Coghill	LTC Jesse Hinton	Mark Sanders	Vivian Mott
	Al Muller	Catherine Rouse	Rick Smiley	Ray Spears
	Glen Webb	Dick Wolfe		

Absent:

## **APPROVAL OF MINUTES:**

Vivian Mott made a motion to approve the minutes from the meeting held October 21, 2015. Jesse Hinton seconded the motion. The motion passed.

## **NEW BUSINESS:**

### **The Audit Report for the Fiscal Year Ending June 30, 2015**

Carlene Camradt, from the audit firm of Cherry Bekaert CPAs & Advisors presented the audit report, financial statements, and supplementary schedules for the fiscal year ending June 30, 2015.

She stated that some adjusting entries had to be made pertaining to Reserved and Encumbered Funds. She recommends that library staff utilize City of Greenville Financial Resources Department staff for assistance in preparing journal entries that are not common to the library.

Library staff and management were cooperative during the audit. The library received an unmodified opinion, which is the highest level of assurance an auditor can provide an audited entity.

### **Preview of the 2016-2017 Budget and the 2017-2018 Financial Plan**

Greg Needham reviewed highlights of the 2016-2017 budget process.

He anticipated that the fiscal 2016- 2017 revenue request from the City of Greenville would be projected to be the same as funded in fiscal 2015-2016.

Pitt County will be asked to increase their funding by \$13,702.

In fiscal 2015-2016 Pitt County increased their funding for the Bethel and Winterville libraries, and the state library procured a \$10,000 increase in State Aid, therefore, we will ask the Town of Winterville for a \$3,680 increase in funding. Health insurance costs are projected to increase as much as 8% each budget year.

No capital improvement funds will be requested in this two-year budget cycle.

The bookmobile will be replaced in fiscal 2016-2017.

A modest use of fund balance will be projected in both years.

### **Librarian's Report:**

#### **Statistical:**

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

Month	Circulation	Computer Sessions	Patron Count	Program Attendance
October	+5.44%	+14.81%	-6.97	+28.19%
November	+7.16%	-3.24%	-.49%	+38.90%
December	-1.38%	-3.27%	+.41%	-10.16%

#### **Financial:**

Mr. Needham presented financial highlights through December 2015.

- Revenue received totaled 45.09%, compared with 48.4% last year.
- Expenditures totaled 46.24% of the budget, compared with 41.43 % last year.
- 50% of revenue and expenditures would be the target at the end of December.

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

Mr. Needham commented on the following items of interest:

1. The new Library Trustee liaison to the Friends Board is Catherine Rouse (this had been Patricia Rawls).
2. Bethel Saturday hours continue and signage has been installed.
3. Early Literacy Coalition work progresses.
4. Our work with the schools continues toward the goal of registering every school student (and their families) for SML cards.
5. Lapsit/Pre-toddler programming launches in February. At that point, our reading-centered programming will cover birth to teens.
6. Real and possible negatives/challenges run the gamut from illiteracy to homelessness, a problem patron or two, parking, weather, and heating, and everything in between. Our constructive process is effective in resolving any issues.
7. The Friends Annual Book Sale is coming in February of 2016, which represents 25 years of book sales. We would like to have special commemoration of the event and also show appreciation to the book sale leadership and volunteers, possibly with a floating reception in the library boardroom. Also, we will plan to highlight the sale, the volunteers, and all they mean in terms of enhanced library service, at the elected officials breakfast the last Monday in April.

### **ADJOURNMENT:**

Terry Atkinson called for further business. Hearing none, Dick Wolfe made a motion to adjourn. Vivian Mott seconded the motion. The motion passed and the meeting adjourned.

Respectfully Submitted,

Greg Needham, Secretary