

***SHEPPARD MEMORIAL LIBRARY
BOARD OF TRUSTEES MEETING
Wednesday, March 20, 2013***

The Board of Trustees of the Sheppard Memorial Library met Wednesday, March 20, 2013, in the Elizabeth H. Copeland Board Room at the main library.

CALL TO ORDER:

Chair, Vivian Mott called the meeting to order.

ROLL CALL:

Presiding: Dr. Vivian Mott

Present: Dr. Terry Atkinson
Mr. Ralph Scott

Ms. Jan Lewis
Mr. Ray Spear

Mrs. Patricia Rawls
Mr. Dick Wolfe

Absent: LTC Jesse Hinton, Jr. (Ret.)
Mr. Glen Webb

Mr. Dennis Mitchell

Mrs. Catherine Rouse

APPROVAL OF MINUTES:

Mr. Ray Spears made a motion to accept the minutes from the meeting held January 16, 2013. Mr. Dick Wolfe seconded the motion. The motion passed.

LIBRARIAN'S REPORT:

Statistical

January 2013 circulation was up 2.84% compared to January 2012. Circulation for February 2013 decreased 2.56% compared to December 2012.

Financial

Through February 2013 the library had received 64.18% of budgeted revenues and had expended 57.52% of the budget. This compares with having received 67.09% of revenues and expending 54.79% of the budget during the same time frame in 2012.

NEW BUSINESS:

2012- 2013 Budget Amendment:

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

- Increase the revenue from the Town of Bethel by \$176.00 bringing their total commitment to \$29,000;
- Increase State Aid by \$7,580;
- Reduce Desk & Copier receipts by \$12,113 because we did not implement the meeting room fees;
- Increase Miscellaneous Income from \$30,756 to \$40,535 to reflect added income;
- Reduce Salaries by \$45,845, FICA Tax by \$3,507, Retirement Expense by \$5,812, and 401(k) Employer Contributions by \$5,860 to reflect two retirements, one employee on sick leave without pay, and one vacated designated part-time position;
- Increase Worker's Comp Expense by \$75.00 per City of Greenville;
- Reduce Utilities Expense by \$9,475
- Increase Building Maintenance Expense by \$1,350;

- Increase Audiovisual/E-Services Expense by \$6,125 to add Zinio for access to online magazines;
- Add Capital Expenditures totaling \$68,485 to reflect building improvements to solve humidity and insulation problems and upgrade IT infrastructure not funded by E-rate; and
- Recognize the \$71,580 Encumbered Funds for the main library 2011-2012 roof replacement (the roof was not over 50% complete by August 2012 and had to be reclassified as encumbered funds.)

Dr. Terry Atkinson made a motion to accept the budget as amended to be submitted to our local government funding partners for further action. Ms. Jan Lewis seconded the motion. The motion passed. (A copy of the budget amendment is attached.)

Nominating Committee for 2013 – 2014 Officers

Dr. Vivian Mott appointed a nominating committee to submit a slate of officers for consideration at the July 2013 meeting. Those serving on the committee are Ms. Jan Lewis and Mr. Dick Wolfe.

2013-2014 Budget

Mr. Greg Needham reviewed the proposed 2013-2014 budget with the Board of Trustees. (A copy of the proposed budget is attached.)

One Minute Updates

1. The Annual Elected Officials Breakfast is April 29th. All Trustees are encouraged to attend.
2. Library Legislative Day is March 26th in Raleigh. Trustees interested in attending should contact the library director to make travel plans.
3. The budget for the Winterville Library is under consideration by the Winterville Town Council. The request included a notable increase to cover the added costs to operate the Winterville Library.
4. In response to inquiries made by library trustees, Mr. Greg Needham reported the City of Greenville IT Department informed us there is no practical way to track Wi-Fi use and MAC addresses accessed from Sheppard Memorial Library; the Sheppard Memorial Library IT Department states there is no way to identify the various applications accessed by library patrons; and our automation vendor has no way to track and report mobile catalog usage statistics.
5. Sheppard Memorial Library will soon offer online access to e-magazines through Zinio.
6. Security cameras have been installed at the East and Carver libraries. The main library installation will be completed in June.

ADJOURNMENT:

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

Respectfully submitted,

Greg Needham, Secretary

**SHEPPARD MEMORIAL LIBRARY
PROPOSED BUDGET AMENDMENT FOR
FISCAL YEAR JULY 1, 2012 – JUNE 30, 2013**

REVENUES	Original 12-13 Budget	Amended 12-13 Budget	\$ Change in Budget	Funds Change Due to:
City of Greenville	\$1,060,181	\$1,060,181		
County of Pitt	\$530,091	\$530,091		
County of Pitt	\$5,590	\$5,704	\$114	County added funds
Town of Bethel	\$28,824	\$29,000	\$176	Town added funds
Town of Winterville	\$157,437	\$157,437		
State Aid	\$175,459	\$183,039	\$7,580	Increased population per census
Desk Receipts	\$130,153	\$118,040	\$12,113	Did not implement meeting room fee
Interest Income	\$1,000	\$1,000		
Miscellaneous Income	\$30,756	\$40,535	\$9,779	Memorial donations
G'ville Housing Authority	\$10,692	\$10,692		
Fund Balance	\$114,447	\$114,447		
Capital – City Funded	\$49,999	\$49,999		
LSTA Grant	\$45,000	\$45,000		
Encumbered from 11-12	\$0	\$71,580	\$71,580	Carryover - FY11-12 roof install not completed
TOTAL REVENUES	\$2,339,629	\$2,339,629	\$77,116	

EXPENDITURES	Original 12-13 Budget	Amended 12-13 Budget	\$ Change in Budget	Funds Change Due to:
Personnel	\$1,467,837	\$1,406,888	\$60,949	Two retirements & unfilled positions
Operations	\$748,100	\$746,100	\$2,000	Utilities savings
G'ville Housing Authority	\$10,692	\$10,692		
Capital Expense	\$68,000	\$136,485	\$68,485	Replace failing IT equipment & ceiling
Grant Project	\$45,000	\$45,000		
Encumbered from 11-12	\$0	\$71,580	\$71,580	Carryover - FY11-12 roof install not completed
TOTAL EXPENDITURES	\$2,339,629	\$2,416,745	\$77,116	

**SHEPPARD MEMORIAL LIBRARY
PROPOSED BUDGET FOR FISCAL YEAR
JULY 1, 2013 – JUNE 30, 2014**

REVENUES

City of Greenville	\$1,086,686
County of Pitt	\$543,343
County of Pitt	\$5,730
Town of Bethel	\$29,689
Town of Winterville	\$172,746
State Aid	\$179,853
Desk Receipts	\$130,500
Interest Income	\$1,000
Miscellaneous Income	\$31,000
Greenville Housing Authority	\$10,692
Fund Balance	\$31,582
Capital – City Funded	\$62,800
LSTA Grant	\$100,000
TOTAL REVENUES	\$2,385,621

EXPENDITURES

Personnel	\$1,408,529
Operations	\$803,600
Greenville Housing Authority	\$10,692
Capital Expense	\$62,800
Grant Project	\$100,000
TOTAL EXPENDITURES	\$2,385,621