AGENDA
Special Board Meeting
Saline County Library Board of Trustees
February 8, 2018 3:30 p.m.
Bob Herzfeld Memorial Library

I. Call to Order
II. Announcements
III. Board Reports
IV. Minutes from the 1/26/17 board meeting
V. Discussion Items
   a. Director’s Report
VI. Old Business
VII. New Business
   a. Library Deletions
   b. Results of Salary Study by Johanson Group
   c. 2018 Budget Revisions
VIII. Adjourn

Next regular board meeting: March 19, 2018 at 3:30 p.m.
Dustin Sanders called the meeting to order at 9:05 a.m. Attending were: Board Members: Susan Benzick, George Ellis, Joan O’Neal; Quorum Court Liaison, Pat Bisbee; Library Director, Patricia Hector; Assistant Director, Jill Martin; Financial Coordinator, Brad Crumby; HR Coordinator, Erin Loy; Branch Manager, Reagan Silva; Marketing Coordinator, Kari Beesley; Friends of the Library Board Member, Charlotte Tennant

**Announcements**

a. Hector introduced Reagan Silva, the new Branch Manager.

b. Kari Beesley, Marketing Coordinator, was awarded “Volunteer of the Year” by the Bryant Chamber of Commerce.

c. Lyndsey Ammons, Cataloging Librarian, has completed her graduate program and will be graduating in May with a Master’s in Library Science.

**Minutes**

Ellis moved to accept the minutes from the November 20, 2017 board meeting as presented. Benzick seconded the motion, which passed unanimously.

**Financial Reports**

a. Income and Expense Reports

   Sanders asked Crumby to carry forward the fee totals from one month to the next on future Websales Reports so beginning balance will match.

   O’Neal moved to accept the reports as presented. Ellis seconded the motion, which passed unanimously.

b. Budget Modification Report

   O’Neal noted that the line item number for Health Insurance Matching should be 900, but is listed as 600. O’Neal said the current budget amount for Other Professional Services is showing $41,500.00, but should be $47,500.00. That changes the new appropriation to $60,826.65 and the new balance to $0.

   Benzick moved to accept the Budget Modification Report with changes. O’Neal seconded the motion, which passed unanimously.
c. **Staff Fund**

   O’Neal moved to accept the Staff Fund report as presented. Ellis seconded the motion, which passed unanimously.

**Discussion Items**

a. **Director’s Report**

b. **Friends of the Library Report**

   Tennant reported that membership is up to 70+ members. The Friends of the Library board is currently gearing up for the next book sale, which will be held on February 9th and 10th.

c. **Library Management Team Reports**

**New Business**

a. **Library Deletions**

   Ellis moved to accept the list of deletions as presented. Benzick seconded the motion, which passed unanimously.

b. **Library Interiors of Texas Plan for Mabel Boswell Branch**

   Martin provided an updated floor plan with examples of how the new furniture will look. She said the budget will be firmed up for the February 8th board meeting.

c. **Recommended Change to DVD and Video Game Loan Policy**

   Benzick moved to lengthen TV series to a two week loan period. O’Neal seconded the motion, which passed unanimously.

   Ellis moved to extend the video game loan period to two weeks. O’Neal seconded the motion, which passed unanimously.

d. **Credit Card Changes**

   O’Neal moved to accept proposed changes to list of credit card holders. Benzick seconded the motion, which passed unanimously.

e. **Petty Cash Fund**

   Ellis moved to approve a petty cash fund of $300. O’Neal seconded the motion, which passed unanimously.
f. Staff Exchanges

Hector suggested sending library staff to other libraries to gather ideas and learn how other libraries operate. Sanders asked if there would be a formal process for staff to present ideas upon returning from exchanges. Hector said that staff will be expected to present detailed ideas to their departments.

Ellis moved to adjourn at 10:55 a.m.

Respectfully submitted by

Erin Loy
HR Coordinator
<table>
<thead>
<tr>
<th>Item #</th>
<th>Purchase Description</th>
<th>Cost</th>
<th>Purchase Date</th>
<th>Vendor</th>
<th>Delete Date</th>
<th>Why?</th>
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<td>Ultimate Office</td>
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<td>Metal Lockers</td>
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<td>$1,233,120.80</td>
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<td>Part time Salaries</td>
<td>$169,695.00</td>
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<td>Total Salaries</td>
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<td>600</td>
<td>Social Security Matching (7.65%)</td>
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<td>800</td>
<td>Noncontributory retirement (14% 7/1)</td>
<td>$210,174.81</td>
<td>$211,625.15</td>
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<td>$229,000.00</td>
<td>15.32% 7/18</td>
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<td>Healthcare</td>
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<td>$652,351.08</td>
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<td>Supplies</td>
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<td>Service Contracts</td>
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<td>$85,000.00</td>
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<td>increase includes RFID contract; Heat/AC service contracts; webpage; power washing; vacuuming</td>
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<td>IL</td>
<td>ArLA</td>
<td>PLA IL ArLA</td>
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<td>Telephone-Internet&amp; phone</td>
<td>$27,000.00</td>
<td>$30,000.00</td>
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<td>e-rate discount should be ~$18,000</td>
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<td>5200</td>
<td>Mileage Reimbursement</td>
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<td>Fuel for Vehicle Use</td>
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<tr>
<td>5300</td>
<td>Travel (airline and rental car, etc)</td>
<td>$4,000.00</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
<td>8 PLA; 2 Internet Librarian; 4 ArLA; 1 Performer’s Showcase; 1 Marketing</td>
<td></td>
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<td><strong>Advertising and Marketing</strong></td>
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<td>Advertising and Marketing</td>
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<td><strong>Repairs and Maintenance</strong></td>
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<td>Building and Improvements</td>
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<tr>
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<td>Meals and Lodging</td>
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<td>$7,500.00</td>
<td>$7,500.00</td>
<td>$4,000 - PLA; $1,500 - IL; $500 ArLA; $300 - Showcase; $300 - Marketing</td>
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<td>Programming</td>
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<td>$90,000.00 Return to former amount allows for new makerspace programs</td>
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<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8800</td>
<td>Books, Magazines, Digital, etc</td>
<td>$550,000.00</td>
<td>$550,000.00</td>
<td>$550,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Capital Outlays (from State Aid)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9100</td>
<td>Building and Furniture</td>
<td>$75,000.00</td>
<td>$200,000.00</td>
<td>$150,000.00</td>
<td>$307,967.69</td>
<td></td>
</tr>
<tr>
<td>9300</td>
<td>Machinery and Equipment</td>
<td>$139,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Other Services &amp; Charges</strong></td>
<td>$1,413,000.00</td>
<td>$1,413,000.00</td>
<td>$160,000.00</td>
<td>$1,530,967.69</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Budget</strong></td>
<td>$3,468,166.88</td>
<td>$3,465,975.94</td>
<td>$293,074.37</td>
<td>$3,717,018.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Millage</td>
<td>$2,983,305.00</td>
<td>$2,956,566.00</td>
<td>$158,191.00</td>
<td>$3,114,757.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State Aid</td>
<td>$175,000.00</td>
<td>$157,261.00</td>
<td>$157,261.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fines, Fees, and Copies</td>
<td>$70,000.00</td>
<td>$20,000.00</td>
<td>$30,000.00</td>
<td>$50,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interest</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>$19,000.00</td>
<td></td>
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<tr>
<td></td>
<td>Rollover/Reserves</td>
<td>$232,670.94</td>
<td>$297,963.00</td>
<td>$82,037.00</td>
<td>$380,000.00</td>
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<tr>
<td></td>
<td><strong>Projected Revenue</strong></td>
<td>$3,475,975.94</td>
<td>$3,446,790.00</td>
<td>$270,228.00</td>
<td>$3,717,018.00</td>
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</tbody>
</table>

*Note: 2017 actual $61,000**
2018 Revised Budget Narrative

The revised 2018 budget uses the actual millage collected in 2017. I also updated the Fines/Fees/Copies category and the end of the year Rollover numbers to give us an accurate revenue projection. Erin created four options based on the report from the Johanson Group; I only put one option in the budget for simplicity’s sake. Originally, in the January board packet I used the option that did not include the 3% raise that the Johanson Group is recommending. I subsequently found out that Saline County recently finished a salary study with the Johanson Group and gave County employees a 4% raise to bring them up to market pay. Therefore, this budget uses option B which has a 3% raise included.

Note: I was pleased to see that none of the options put us spending over 60% of the budget on Personnel.

8500
I replaced the programming line back to its original $90,000 amount. We are planning some great maker programs in our new spaces at both branches and will need the extra money.

9100
This is a place holder for the remodel. I will probably have an accurate number for the board meeting day, but not in time for the packet to go out.