

**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.

## Board Meeting Minutes January 26, 2018

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 9<sup>th</sup> and 10<sup>th</sup>.

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 8<sup>th</sup> 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

## Items to be Deleted, February 8, 2018

Item #	Purchase Description	Cost	Purchase Date	Vendor	Delete Date	Why?
0669	Mail Desk – Top	\$1125.90	Aug 2003	Ultimate Office	Feb 2018	Too big for space/outdated
0670	Mail Desk – Bottom	\$1389.00	Aug 2003	Ultimate Office	Feb 2018	Too big for space/outdated
0740	Benton Break Room – Microwave Cart	\$200	Aug 2003	Unknown	Feb 2018	In bad condition
0761	Benton Break Room - Chair	\$150	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
0762	Benton Break Room - Chair	\$150	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
0763	Benton Break Room - Chair	\$150	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
0764	Benton Break Room - Chair	\$150	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
0765	Benton Break Room - Chair	\$150	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
0766	Benton Break Room - Chair	\$150	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
0767	Benton Break Room - Chair	\$150	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
0768	Benton Break Room - Chair	\$150	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
0769	Benton Break Room - Table	\$500	Aug 2003	Unknown	Feb 2018	Too big for space/outdated
1190	Green Plastic Chair	\$100	Feb 2002	Unknown	Feb 2018	Too bulky/outdated
1191	Green Plastic Chair	\$100	Feb 2002	Unknown	Feb 2018	Too bulky/outdated
1192	Green Plastic Chair	\$100	Feb 2002	Unknown	Feb 2018	Too bulky/outdated
1193	Green Plastic Chair	\$100	Feb 2002	Unknown	Feb 2018	Too bulky/outdated
1194	Bryant Break Room – Table	\$100	Feb 2002	Unknown	Feb 2018	Too bulky/outdated
1544	Metal Lockers	\$225	Dec 2006	Unknown	Feb 2018	Too big for space/outdated
1869	Benton Break Room - Microwave	\$100	Unknown	Unknown	Feb 2018	Doesn't work well
1909	Benton Break Room – Ice Maker	\$964	Dec 2008	Aimco	Feb 2018	Broken
2538	Benton Break Room – GE Microwave	\$127	Dec 2011	Walmart	Feb 2018	Broken Buttons
2275	Bryant Break Room - Chair	\$50	Unknown	Unknown	Feb 2018	Too bulky/outdated
2276	Bryant Break Room - Chair	\$50	Unknown	Unknown	Feb 2018	Too bulky/outdated
2277	Bryant Break Room - Chair	\$50	Unknown	Unknown	Feb 2018	Too bulky/outdated
2278	Bryant Break Room - Chair	\$50	Unknown	Unknown	Feb 2018	Too bulky/outdated

# Saline County Library Budget 2018 Revised

Item #	Budget Classification	2017	2018	Proposed Change	New Amount	Notes
	<b>Full-time Salaries</b>	<b>\$1,233,120.80</b>	<b>\$1,266,525.60</b>	\$67,391.54	<b>\$1,333,917.14</b>	Option B
	<b>Part time Salaries</b>	\$169,695.00	\$173,088.92	\$45,144.25	<b>\$218,233.17</b>	
	<b>Total Salaries</b>	<b>\$1,402,815.80</b>	<b>\$1,439,614.52</b>	\$112,535.79	<b>\$1,552,150.31</b>	
	<b>Benefits</b>					
600	Social Security Matching (7.65%)	\$110,885.33	\$112,885.33	\$6,114.67	<b>\$119,000.00</b>	
800	Noncontributory retirement (15.32% 7/1/18)	\$210,174.81	\$211,625.15	\$17,374.85	<b>\$229,000.00</b>	15.32% 7/1/18
900	Healthcare	\$250,000.00	\$208,000.00	\$0.00	\$208,000.00	3.1% increase
1000	Worker's Comp	\$6,250.94	\$6,250.94	\$49.06	<b>\$6,300.00</b>	
1100	State Unemployment	\$8,500.00	\$7,000.00	-\$3,000.00	<b>\$4,000.00</b>	
1200	Other Fringe Benefits	\$1,500.00	\$2,000.00	\$0.00	\$2,000.00	
1400	Employee Wellness Reimburse	\$20,500.00	\$20,500.00	\$0.00	\$20,500.00	
1500	Career Service Recognition	\$10,100.00	\$10,100.00	\$0.00	\$10,100.00	
1800	Student Loan Assistance	\$19,440.00	\$20,000.00		\$20,000.00	
1900	Day Care/Elder Care Allowance	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00	
	<b>Total Benefits</b>	<b>\$652,351.08</b>	<b>\$613,361.42</b>	\$20,538.58	<b>\$633,900.00</b>	
	<b>Grand Total Personnel Fund</b>	<b>\$2,055,166.88</b>	<b>\$2,052,975.94</b>	\$133,074.37	<b>\$2,186,050.31</b>	
	<b>Other Services and Charges</b>					
	<b>Supplies</b>					
1600	Printing	\$10,000.00	\$10,000.00		\$10,000.00	
1700	General Office Supplies	\$30,000.00	\$30,000.00		\$30,000.00	
2000	Janitorial Supplies	\$8,000.00	\$8,000.00		\$8,000.00	
3300	Service Contracts	\$65,000.00	\$85,000.00		\$85,000.00	increase includes RFID contract; Heat/AC service contracts; webpage; power washing; vacuuming
	<b>Professional Services</b>					
4500	Engineering and Architectural	\$10,000.00	\$10,000.00		\$10,000.00	

4800	Other Professional Services	\$27,000.00	\$15,000.00		\$15,000.00	
4900	Telephone-Internet& phone	\$27,000.00	\$30,000.00		\$30,000.00	e-rate discount should be ~\$18,000
5000	Postage	\$10,000.00	\$10,000.00		\$10,000.00	
	<b>Transportation</b>					
5200	Mileage Reimbursement	\$1,500.00	\$1,500.00		\$1,500.00	
2500	Fuel for Vehicle Use	\$3,000.00	\$3,000.00		\$3,000.00	
5300	Travel (airline and rental car, etc)	\$4,000.00	\$7,000.00		\$7,000.00	8 PLA; 2 Internet Librarian; 4 ArLA; 1 Performer's Showcase; 1 Marketing
	<b>Advertising and Marketing</b>					
5500	Advertising and Marketing	\$25,000.00	\$25,000.00		\$25,000.00	
	<b>Insurance</b>					
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00		\$15,000.00	
5900	Vehicle Insurance	\$4,000.00	\$2,000.00		\$2,000.00	
	<b>Utilities</b>					
6100	Electricity	\$75,000.00	\$75,000.00		\$75,000.00	
6200	Gas	\$15,000.00	\$15,000.00		\$15,000.00	
6300	Water	\$5,000.00	\$5,000.00		\$5,000.00	
6400	Waste Disposal	\$3,000.00	\$5,000.00		\$5,000.00	
	<b>Repairs and Maintenance</b>					
6500	Building and Improvements	\$50,000.00	\$40,000.00		\$40,000.00	
6600	Machinery and Equipment	\$40,000.00	\$30,000.00		\$30,000.00	
	<b>Miscellaneous</b>					
7900	Meals and Lodging	\$7,500.00	\$7,500.00		\$7,500.00	\$4,000 - PLA; \$1,500 - IL; \$500 ArLA; \$300 - Showcase; \$300 - Marketing
7300	Dues and Memberships	\$5,000.00	\$5,000.00		\$5,000.00	
8200	Refunds	\$2,000.00	\$2,000.00		\$2,000.00	
8500	Programming	\$90,000.00	\$80,000.00	\$10,000.00	\$90,000.00	Return to former amount allows for new makerspace programs
8600	Computer Software	\$110,000.00	\$110,000.00		\$110,000.00	

8700	Staff Development	\$6,000.00	\$6,000.00		\$6,000.00	
8752	Fundraising	\$1,000.00	\$1,000.00		\$1,000.00	
	<b>Materials</b>					
8800	Books, Magazines, Digital, etc	\$550,000.00	\$550,000.00		\$550,000.00	
	<b>Capital Outlays (from State Aid)</b>					
9100	Building and Furniture	\$75,000.00	\$200,000.00	\$150,000.00	\$307,967.69	Placeholder for remodel in Bryant
9300	Machinery and Equipment	\$139,000.00	\$30,000.00		\$30,000.00	
	<b>Total Other Services &amp; Charges</b>	<b>\$1,413,000.00</b>	<b>\$1,413,000.00</b>	<b>\$160,000.00</b>	<b>\$1,530,967.69</b>	
	<b>Total Budget</b>	<b>\$3,468,166.88</b>	<b>\$3,465,975.94</b>	\$293,074.37	<b>\$3,717,018.00</b>	
			\$3,759,050.31			
	Millage	\$2,983,305.00	\$2,956,566.00	\$158,191.00	\$3,114,757.00	based on 2017 millage
	State Aid	\$175,000.00	\$157,261.00		\$157,261.00	
	Fines, Fees, and Copies	\$70,000.00	\$20,000.00	\$30,000.00	\$50,000.00	2017 actual \$61,000
	Interest	\$15,000.00	\$15,000.00		\$15,000.00	2017 actual \$19,000
	Rollover/Reserves	\$232,670.94	\$297,963.00	\$82,037.00	\$380,000.00	based on actual
	<b>Projected Revenue</b>	<b>\$3,475,975.94</b>	<b>\$3,446,790.00</b>	\$270,228.00	<b>\$3,717,018.00</b>	



## **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.