

AGENDA
July 16, 2018 | 3:30 pm
Saline County Library Board of Trustees
Bob Herzfeld Memorial Library

- I. Call to Order
- II. Announcements – Welcome to new Board Member Caroline Miller Robinson
- III. Board Member Reports
- IV. [Minutes from the 5/21/18 board meeting](#)
- V. [Financial Reports](#)
 - a. [Income and Expense Reports](#)
 - b. [Budget Modification Report](#)
- VI. [Discussion Items](#)
 - a. [Director’s Report](#)
 - b. [Friends of the Library Report](#)
 - c. [Library Management Team Reports](#)
- VII. [Old Business](#)
- VIII. [New Business](#)
 - a. [Library Deletions](#)
 - b. [Credit Card Changes](#)
 - c. [Policy for Hot Spot Checkouts](#)
- IX. Adjourn

Next regular board meeting September 17, 2018 at 3:30 p.m.

Board Meeting Minutes

May 21, 2018

Attendees:

Dustin Sanders, Board Chair
Linda Edwards, Board Member
Joan O'Neal, Board Member
Pat Bisbee, Quorum Court Liaison
Patty Hector, Library Director
Jill Martin, Assistant Library Director

Brad Crumby, Financial Coordinator
Erin Loy, HR Manager
Reagan Silva, Branch Manager
Kathy Lewallen, Friends of the Library
Board Member

VI. Discussion Items

a. Director's Report

Hector provided updates on the Branch remodel, Overdrive Consortium, the search for a new ILS, and a few staffing changes.

Martin shared that the branch closing date is June 22nd. The closing is estimated to last four to six weeks. The Arkansas Heritage room is being painted and floored first for final approval of paint colors. Martin reported that the Marketing Department has put together a PR plan to keep patrons informed about remodel, and that all branch materials will check out for 90 days prior to closing.

b. Friends of the Library Report

Lewallen reported that the Friends of the Library now have a tax ID, checking account, and by-laws. They are planning to meet with other local Friends groups to network and share ideas, and they are keeping a scrapbook to document all their projects and events.

c. Library Management Team Reports

I. Call to Order

- a. Sanders called the meeting to order at 3:48 p.m.

II. Announcements

III. Board Reports

IV. Minutes from the 3/19/18 board meeting

Edwards moved to accept the minutes from the March 19, 2018 board meeting. O'Neal seconded the motion, which passed unanimously.

V. Financial Reports

- a. Edwards moved to accept the Income and Expense Reports. O'Neal seconded the motion, which passed unanimously.
- b. O'Neal moved to accept the Staff Fund Account report. Edwards seconded the motion, which passed unanimously.

- c. O'Neal moved to accept the Budget Modification Report. Edwards seconded the motion, which passed unanimously.

VII. Old Business

VIII. New Business

- a. Closing Passport Account

Edwards moved to close the passport account. O'Neal seconded the motion, which passed unanimously.

- b. Deletions

Edwards moved to accept the deletions as presented. O'Neal seconded the motion, which passed unanimously.

- c. Compensation Policy

Edwards moved to accept the Compensation Policy draft as a work in progress with any future addendums to be discussed and approved on a case-by-case basis. O'Neal seconded the motion, which passed unanimously.

- d. Arkansas Digital Library Consortium Membership

O'Neal moved to allow Saline County Library to join the consortium. Edwards seconded the motion, which passed unanimously.

- e. Board Member Recruitment

Hector confirmed that Caroline Miller-Robinson would still like to serve on Board. Edwards moved to invite Miller-Robinson to serve. O'Neal seconded the motion, which passed unanimously.

- f. Emergency Item Added: Fuel Card Increase

O'Neal moved to allow a credit card increase for fuel from \$100 to \$500. Edwards seconded the motion, which passed unanimously.

IX. Adjourn

Sanders adjourned the meeting at 4:30 p.m.

Respectfully submitted by,

Erin Loy, HR Manager

Saline County Library
 Operating Budget Income
 Through June 2018

Period: 01.01.18 - 06.30.2018		
INCOME		ACTUAL
Book Sale		8,507.71
February/June Book sale	4626.47	
Web sales (includes fees)	2167.39	
Other book sales / Friends memberships	1713.85	
Collection Agency Fee		
Copies and Printing		12,066.49
Damage		301.55
Deposit		
Earbuds		16.00
Fees		190.60
Fines		14,312.86
Fundraising		786.30
Accessories	27.50	
Apparel		
Book Bags	214.50	
Calendars		
Coffee Bar	152.00	
Cookbooks		
Flash Drives	33.00	
Ornaments		
Other Miscellaneous	359.30	
Grants		
Gumballs		799.08
Insurance Settlement		
Interest on Checking		11,384.47
Legislature		
Lost Item		2,331.99
Memorials & Gifts		348.79
Passports		13,710.00
Polling Location		40.00
Postcards		39.80
Processing Fee		75.25
Refund		2,253.35
Replacement Card		149.00
Restitution		1,469.36
State Aid		110,430.00
State Scholarship Money		13,950.00
Tax Receipts		1,413,028.55
Temporary/Out of County Patron		20.00
TOTAL INCOME, OPERATING BUDGET		\$ 1,606,211.15
Checking Balance as of 06.29.2018		\$ 2,777,891.72

WEBSALES

April 25, 2018 - June 26, 2018

<u>Description</u>	<u>Date Sold</u>	<u>Income</u>	<u>PP Fee</u>	<u>Ship Fee</u>	<u>eBay Fee</u>	<u>Total Fees</u>	<u>Total</u>	
Beginning balance, April 25, 2018		\$ 136.30				\$ 56.55	\$ 79.75	
Orbiting Space	4/2/2018				1.43	1.43	-1.43	*items on last statement
How Not to Die Young	4/3/2018				1.13	1.13	-1.13	
Open Files	4/6/2018				1.02	1.02	-1.02	
Woman's Garden Companion	4/10/2018				1.17	1.17	-1.17	
Story of a Rivertown	4/12/2018				1.10	1.10	-1.10	
When I Say No, I Feel Guilty	4/12/2018				1.17	1.17	-1.17	
Home Owner's Catalogs	4/13/2018				1.40	1.40	-1.40	
Thin Book	4/19/2018				1.29	1.29	-1.29	
Directory of Possibilities	4/22/2018				0.90	0.90	-0.90	
Frank Frazett's Death	4/23/2018				2.69	2.69	-2.69	
Star Trek Collection VHS lot of 6	4/24/2018				1.03	1.03	-1.03	
Dragon Lance Chronicles 3 vol set	4/25/2018				2.31	2.31	-2.31	
Foxfire (5 book set)	4/25/2018	42.57	1.53	8.27	4.26	14.06	28.51	
Darkness Weaves	4/25/2018	12.11	0.65	3.05	1.21	4.91	7.20	
Night Winds	4/25/2018	11.26	0.63	3.18	1.13	4.94	6.32	
Death Angel's Shadow	4/25/2018	14.37	0.72	2.92	1.44	5.08	9.29	
Savage Patrol	4/27/2018	10.89	0.62	3.17	1.09	4.88	6.01	
War on Modern Science	4/28/2018	80.00	2.62	6.35	8.00	16.97	63.03	
Fix Bayonets!	4/28/2018	13.34	0.69	3.68	1.33	5.70	7.64	
There's Laughter in the Air!	4/29/2018	18.46	0.84	3.17	1.85	5.86	12.60	
Four Years in Paradise*	4/30/2018	75.00	2.48	8.98	7.50	18.96	56.04	
Frank Frazetta's Death Dealer	5/7/2018	16.01	0.76	3.18	1.60	5.54	10.47	
Four Years in Paradise	5/8/2018	60.00	2.04	3.68	6.00	11.72	48.28	
Steele's Retreat Route from Camden Arkansas	5/10/2018	28.00	1.11	6.34	2.80	10.25	17.75	
Imaro II	5/10/2018	25.87	1.05	2.92	2.59	6.56	19.31	
Weirdest People in the World	5/11/2018	8.96	0.56	2.79	0.90	4.25	4.71	
Belgium the Land of Art	5/11/2018	9.92	0.59	2.66	0.99	4.24	5.68	
Bird Dogs and Field Trials	5/11/2018	12.16	0.65	2.66	1.22	4.53	7.63	
Sea Around Us	5/13/2018	12.36	0.66	2.66	1.24	4.56	7.80	
History of Dickson County Tennessee*	5/14/2018	11.24	0.63	0.00	1.12	1.75	9.49	
Feminine Mystique	5/14/2018	38.00	1.40	3.17	3.80	8.37	29.63	
Dragon Lance Sage (13 books)	5/22/2018	20.67	0.90	6.23	2.07	9.20	11.47	
Michael Bolton collection (12 CDs+1DVD)	5/23/2018	26.00	1.05	4.19	2.60	7.84	18.16	
Up Front	5/29/2018	9.15	0.57	3.17	0.92	4.66	4.49	

Prototype Playstation 3	5/29/2018	11.77	0.64	2.92	1.18	4.74	7.03
Wii Sports Resort	5/29/2018	11.04	0.62	3.34	1.10	5.06	5.98
Shogun	5/30/2018	18.76	0.84	3.68	1.88	6.40	12.36
Land of the Pharaohs	5/30/2018	12.09	0.65	2.66	1.21	4.52	7.57
NVIDIA Shield Wireless Controller	5/30/2018	32.00	1.23	9.19	3.20	13.62	18.38
Mafia II Playstation 3	6/2/2018	26.37	1.06	3.05		4.11	22.26
Nintendo Game Boy parts + 5 games	6/3/2018	35.19	1.32	8.98		10.30	24.89
Remains of Major General Nathaniel Greene	6/4/2018	23.23	0.97	3.68		4.65	18.58
One Writer's Garden*	6/6/2018	11.45	0.63	4.70		5.33	6.12
Conflict of Laws	6/6/2018	10.15	0.59	3.68		4.27	5.88
Nash Buckingham books (7 titles)	6/6/2018	119.88	3.78	11.33		15.11	104.77
Piers Anthony paperbacks (23 titles)	6/13/2018	31.41	1.21	7.25		8.46	22.95
Nancy Drew DVD Rom collection	6/19/2018	72.84	2.41	6.74		9.15	63.69
African Genesis	6/21/2018	9.11	0.56	3.17		3.73	5.38
Generations	6/21/2018	10.14	0.59	3.68		4.27	5.87
Bog People	6/24/2018	14.28	0.71	4.19		4.90	9.38
Land of Dahori	6/24/2018	10.81	0.61	3.17		3.78	7.03
Insertion fees					11.40	11.40	-11.40
Discounts							7.98
*Returned Item		-97.69	-2.84		6.42	3.58	-101.27
Subtotal		\$ 1,055.47				\$ 365.40	\$ 698.05
Transfer June 26, 2018		\$ 756.01				\$ 261.73	\$ 500.00
Ending Balance June 26, 2018		\$ 299.46				\$ 103.67	\$ 198.05

*items on next statement

Saline County Library
 Operating Budget - Expense Report
 Through June 2018

<u>Line</u>		<u>Amount</u>	<u>Year-To-Date</u>	<u>Total</u>	<u>Percentage</u>
<u>Item</u>	<u>Budget Classification</u>	<u>Appropriated</u>	<u>Expenditure</u>	<u>Remaining</u>	<u>Expended</u>
Personnel - Salaries					
	Salaries	\$1,534,947.13	\$728,224.07	\$806,723.06	47%
Personnel - Benefits					
600	Social Security Matching	\$119,000.00	\$56,206.23	\$62,793.77	47%
800	Noncontributory Retirement	\$229,000.00	\$108,911.01	\$120,088.99	48%
900	Health Insurance Matching	\$208,361.54	\$94,441.82	\$113,919.72	45%
1000	Worker's Compensation	\$6,300.00	\$0.00	\$6,300.00	0%
1100	Unemployment Compensation	\$4,000.00	\$2,539.88	\$1,460.12	63%
1200	Other Fringe Benefits	\$2,000.00	\$247.47	\$1,752.53	12%
1400	Wellness Reimbursement Program	\$20,500.00	\$5,221.88	\$15,278.12	25%
1500	Career Service Recognition	\$10,100.00	\$3,300.00	\$6,800.00	33%
1800	Student Loan Assistance	\$20,000.00	\$12,542.86	\$7,457.14	63%
1900	Dependent Care Stipend	\$15,000.00	\$8,750.00	\$6,250.00	58%
	TOTAL Benefits	\$634,261.54	\$292,161.15	\$342,100.39	46%
	TOTAL Personnel Fund	\$2,169,208.67	\$1,020,385.22	\$1,148,823.45	47%
Supplies					
1600	Printing	\$10,000.00	\$4,433.76	\$5,566.24	44%
1700	General Office Supplies	\$27,000.00	\$10,531.19	\$16,468.81	39%
2000	Janitorial Supplies	\$8,000.00	\$2,664.11	\$5,335.89	33%
3300	Service Contracts	\$85,000.00	\$40,658.44	\$44,341.56	48%
Professional Services					
4500	Engineering and Architectural	\$10,000.00	\$0.00	\$10,000.00	0%
4800	Other Professional Services	\$15,000.00	\$9,338.68	\$5,661.32	62%
4900	Telephone	\$30,042.22	\$14,265.47	\$15,776.75	47%
5000	Postage	\$10,000.00	\$5,241.44	\$4,758.56	52%
Transportation					
2500	Fuel for Library Vehicle	\$1,500.00	\$645.62	\$854.38	43%
5200	Mileage Reimbursement	\$1,500.00	\$734.14	\$765.86	49%
5300	Travel (airline and rental car, etc)	\$7,336.00	\$2,584.65	\$4,751.35	35%
Advertising and Marketing					
5500	Advertising and Marketing	\$25,000.00	\$7,567.41	\$17,432.59	30%
Insurance					
5800	Fire and Extended Coverage	\$15,000.00	0.00	\$15,000.00	0%

Saline County Library
 Operating Budget - Expense Report
 Through June 2018

<u>Line</u>	<u>Amount</u>	<u>Year-To-Date</u>	<u>Total</u>	<u>Percentage</u>
<u>Item</u> <u>Budget Classification</u>	<u>Appropriated</u>	<u>Expenditure</u>	<u>Remaining</u>	<u>Expended</u>
5900 Vehicle Insurance	\$2,000.00	1870.00	\$130.00	94%
Utilities				
6100 Electricity	\$75,000.00	\$35,032.28	\$39,967.72	47%
6200 Gas	\$15,000.00	\$7,883.80	\$7,116.20	53%
6300 Water	\$5,000.00	\$1,652.21	\$3,347.79	33%
6400 Waste Disposal	\$5,000.00	\$2,397.82	\$2,602.18	48%
Repairs and Maintenance				
6500 Buildings and Improvements	\$40,000.00	\$10,208.47	\$29,791.53	26%
6600 Machinery and Equipment	\$30,000.00	\$1,514.73	\$28,485.27	5%
Miscellaneous				
7300 Dues and Memberships	\$5,000.00	\$2,188.00	\$2,812.00	44%
7900 Meals and Lodging	\$13,922.35	\$9,890.10	\$4,032.25	71%
8200 Refunds	\$2,000.00	\$14,211.26	-\$12,211.26	711%
8500 Programming	\$94,610.60	\$43,667.32	\$50,943.28	46%
8600 Computer Software	\$110,000.00	\$28,783.10	\$81,216.90	26%
8700 Staff Development	\$7,170.50	\$6,559.73	\$610.77	91%
8752 Fundraising	\$1,058.50	\$55.92	\$1,002.58	5%
Materials				
8800 Books, Magazines, and other sources	\$550,000.00	\$220,584.48	\$329,415.52	40%
Capital Outlays (from State Aid)				
9100 Building and Furniture	\$335,756.27	\$143,672.13	\$192,084.14	43%
9300 Machinery and Equipment	\$30,000.00	\$16,714.23	\$13,285.77	56%
Total 2018 Budget	\$3,736,105.11	\$1,665,935.71	\$2,070,169.40	45%
Anticipated Millage Fund	\$3,114,757.00			
Anticipated State Aid	\$157,261.00			
Anticipated Fines, Fees and Photocopies Receipts	\$50,000.00			
Anticipated Interest	\$15,000.00			
Anticipated Rollover	\$380,000.00			
	<u>\$3,717,018.00</u>			
			Checking Balance as of 06.30.2018:	
				\$ 2,777,891.72

Saline County Library Board

2018 Budget Modification Form

Prepared By: Brad Crumby

Date: 07.16.2018

B U D G E T	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-		-	-
						-			
O T H E R I N C O M E	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
	900	Health Insurance Matching <i>Retiree Medical checks</i>	208,000.00	208,361.54	94,441.82	113,919.72	474.36	208,835.90	114,394.08
	6400	Waste Disposal <i>Refund (check from trash company)</i>	5,000.00	5,000.00	2,397.82	2,602.18	155.00	5,155.00	2,757.18
	8200	Refunds <i>State Scholarship (Tara Waters)</i>	2,000.00	2,000.00	14,211.26	(12,211.26)	13,950.00	15,950.00	1,738.74
	8700	Staff Development <i>Web sales (\$761.73-\$261.73)</i>	6,000.00	7,170.50	6,559.73	610.77	500.00	7,670.50	1,110.77
	8700	Staff Development <i>June Booksale credit card receipts</i>	6,000.00	7,670.50	6,559.73	1,110.77	459.10	8,129.60	1,569.87
	9100	Building and Furniture <i>May-June Fundraising</i>	326,598.01	335,756.27	143,672.13	192,084.14	427.00	336,183.27	192,511.14
	9100	Building and Furniture <i>May-June Passports</i>	326,598.01	336,183.27	143,672.13	192,511.14	4,900.00	341,083.27	197,411.14
							20,391.10		

Director's Report

June-July 2018

Staff Report

Our new children's librarian starts August 8th. Her name is Jessica Hodges and she comes to us from a library in Georgia. She has just earned her MLS degree, but she's worked with children and impressed the interview team with her storytelling skills. She lived and worked in Spain for a year so we are looking forward to putting her Spanish language skills to good purpose also.

We just found out we will be losing User Experience Librarian Aldo Botti after July 28th. He has a wonderful opportunity to be the Information Manager at CALS so while we will miss him, we can't help but be happy for him. Plus we can keep up with him since he'll be nearby.

Congratulations to Becky Fisher who has been chosen to participate in the Arkansas Library Leadership Institute—ALL In which will be held this fall at DeGray Lake November 14-16.

Summer Programs

The User Experience Department has been busy this summer trying out some new programs for adults. They had the Humane Society Mobile Unit, Paul Prater talking about strange Arkansas, Songs and Stories of Civil War Arkansas, a well-attended car show, a basic guitar clinic, and salsa dancing. Overall the summer has been very busy and it has been very helpful to have branch staff here with us working the public service desks. We've already made 500 new cards since June 1st!

Summer Sunday Hours

We're averaging 120 people using the library on Sunday afternoons. This is not a large number compared to the other days we are open which run from 600-1,500 depending on whether we're open 8 or 11 hours. For the most part patrons are self-sufficient and stay longer—making an afternoon of their visit. They check out an average of 284 items, mostly books, but some DVDs. Most popular areas are the computer lab and the children's play area.

Visit with Librarian of Congress

Librarian of Congress Dr. Carla Hayden was visiting Arkansas and librarians around the state were invited to a luncheon in her honor on June 29th. Five staff members got to go hear her talk about the wonders housed in the Library of Congress and her plans for sharing those incredible treasures with the people of the U.S.

Search for New ILS

The search is ongoing. We are especially impressed by OCLC's product called Wise. It has both marketing and collection development components instead of just the usual circulation/acquisition pieces of most ILS'.

State Aid

When State Aid was funded by the Legislature last July they kept it at the \$5.6 million level, however, \$4.6 million was in Category A and \$1 million was in Category B. Category A was released and available after July 1, but B was only going to be released if state revenue was sufficient. Happily they have

decided there is enough money. We just received our portion of the Category B money--\$31,800. I did not put this fifth payment of State Aid as income in the budget.

Remodel

Looks great/Costs more. Just like every renovation, we've had some change orders. The painting was added to Trevor's bill instead of being separate. Jill had the painters sheetrock over the windows blocked from the expansion in the bathroom and children's area. She found that the trim had been removed behind the built-ins and will have to be fixed. Instead of tile the bathrooms had wallpaper on the walls and we found mold behind it so opted to have the marmoleum flooring go up the wall to provide a waterproof barrier behind the toilets and then have wallpaper the rest of the way up. Tile was more expensive and this should be easier to clean.

The biggest problem we've found is the flooring has to have a smooth surface, but the concrete foundation is in very bad shape and will have to be fixed. It is important to get this right so we taking two weeks while they work on it which is going to push the dates out for everything else. We will hopefully open on August 27th.

MakerSpace Soft Opening

We've had the MakerSpace in Benton open several times and have always had people using it. They're pretty excited about it. Terry has it open one Saturday a month and every Tuesday evening (Tinker Tuesday!) Staff has been using it for programs and finds it really great to have a space dedicated to making stuff.

Strategic Planning

Our strategic planning is off to a good start. We met with board member Joan O'Neal, David Hannah, Jill Dabbs and Lacey Brooks (Everett marketing staff). Other committee members are Connie Curry, Chris Diaz and either Todd Sellers or Karen Walters. Jill conducted staff focus groups last week. Next we will conduct our interviews with key influencers in the community.

Marketing Conference

I budgeted for staff to attend the 2018 Library Marketing and Communications Conference because we found it so useful last year. Kari and Jordan will be going to St. Louis and bringing back practical, targeted, library-oriented marketing info.

Patty Hector

Library Management Team Reports

July 16, 2018

Bryant Branch

Successful Bryant book sale; Friends raised over \$2,000 in revenue. There were 726 patrons in attendance.

Bryant Youth Services staff has been fully integrated in Benton, having all programs and activities in Benton since the beginning of the Summer Reading Program. Additional staff members have been helpful in accommodating the increased number of patrons and program attendees this summer.

Reagan Silva, Branch Manager

Marketing Department

Jordan Reynolds started on May 21st and she has hit the ground running! She already has a great social media schedule and is posting to the newsletter regularly. She is constantly looking at our stats and seeing how we can make sure our posts get as much reach as possible. She also updates the website and helped with the Makerspace soft opening.

We are both excited about the upcoming Library Marketing and Communications Conference. Last year I attended it with Jill, Patty and Becky. It was great and we have implemented several things we learned in our website and brand. This is also where we developed and decided to try the monthly *We Are More Experiences* magazines that have gone over very well.

The *Experiences* contest on Facebook was better than expected. HealthCARE Express donated a family size camping tent to give away. We created a video announcing the contest and had over 6.6K views, 128 shares and over 200 participants. This video encouraged viewers to like, share, comment and tell us where they found our summer reading *Experiences* magazine.

Kari Beesley, Marketing Manager

Youth Services Department

AGE	REGISTRATION TOTALS	JUNE PROGRAM ATTENDANCE
0-7	1013	3837
8-12	798	418
13-18	248	173
TOTAL	2059	4428

Youth Services staff has been extra busy this summer! During the month of June, we have had a total of 55 programs for kids between the ages of 0-18. At these programs, we've had a total attendance of 4,416 kids, tweens, teens and their grownups, 412 more attendees than last June! Registration is also up from last year by 123 people between the ages of 0-18.

This summer we have added 2 programs for children age 4 and younger: Baby and Me and Play to Learn. Baby and Me is a lap sit storytime for infants and their caregivers. During this storytime we share songs, rhymes, books, do baby-centered yoga, and experience a different type of infant appropriate activity each week, such as sensory play, music, or water play. Play to Learn offers children between the ages of 0-4 the opportunity to experience focused free play with different objects each week, such as blocks, balls, play dough, or nature items. Both of these programs have been very well attended with Baby and Me averaging 20 participants per week and Play to Learn averaging 70 participants per week.

We have continued our Out of the Box Storytime this summer and have seen great success. Several youth services librarians work together each week to tell stories using props that we pull out of our giant mystery box to engage and entertain the children. The average attendance at this storytime in June was 170. Last summer's average attendance number was 81.

Last summer our biggest complaint was that there were not programs for multiple age groups occurring at the same time. So this summer we decided to hold the age 5-7 programs and age 8-12 programs on the same day and at the same time. While this has been difficult in terms of staffing, our patrons love it! We have seen a huge increase in program attendance for these two age groups with participation increasing by 243 from last summer!

July is off to a wonderful start, with great attendance at programs and lots of people turning in their bingo cards to collect prizes. The most popular prize this summer has been the coupons for Menchie's Yogurt. Hopefully the rest of July will be just as busy as June!

Sarah Beth Lesko, Youth Services Manager

Items to be Deleted from Inventory, July 16, 2018

Item #	Purchase Description	Cost	Purchase Date	Vendor	Delete Date	Why?
1013	Filing Cabinet	*100.00	Feb 2002	Unknown	Jul 2018	Outdated
1017	Table	*250.00	Feb 2002	Unknown	Jul 2018	Outdated
1184	Clock	*50.00	Feb 2002	Unknown	Jul 2018	Outdated
1186	Sign Cabinet	*500.00	Feb 2002	Unknown	Jul 2018	Outdated
1281	Die Cut Stand	90.00	Apr 2006	Accucut	Jul 2018	Outdated
1282	Die Cut Stand	41.25	April 2006	Accucut	Jul 2018	Outdated
1378	Wooden Easel	98.23	Jan 2006	Demco	Jul 2018	Outdated
1426	Easel	*250.00	May 2007	Unknown	Jul 2018	Outdated
1444	Magazine Tower	989.99	Jun 2007	Demco	Jul 2018	Outdated
1581	Monitor	230.05	Mar 2008	Sage	Jul 2018	Broken
2195	Easel	67.50	Jan 2006	Demco	Jul 2018	Outdated
2308	Lamp	0.00	Unknown	<Donation>	Jul 2018	Outdated
2597	Wire Storage Rack	115.49	Mar 2012	Sax	Jul 2018	Outdated



Bob Herzfeld Memorial Library
1800 Smithers Drive
Benton, AR 72015
(501) 778-4766

Mabel Boswell Memorial Library
201 N. Prickett Road
Bryant, AR 72022
(501) 847-2166

RE: Resolution for First Security Bank Credit Cards

At the Saline County Library Board of Trustees meeting on July 16, 2018, the Board of Trustees approved card authorization for the following staff:

	<u>General Account</u>
Patty Lynn Hector, Library Director	\$3000
Jill D. Martin, Assistant Library Director	\$8000
Amanda Garrison, Youth Services Manager	\$5000
Sarah Beth Lesko, Youth Services Manager	\$5000
Tara Waters, Library Assistant: Acquisitions	\$5000
Alissa Turner, UX Manager	\$1500
Billy Osborne, Maintenance Coordinator	\$250
Reagan Silva, Branch Manager	\$500
Kevin Benham, Collections Assistant	\$500

Please close credit account for Amanda Garrison, ending 9093, and open an account for Sarah Beth Lesko.

Signed,

Joan O'Neal
Member, Library Board of Directors

Mobile HotSpot Circulation Policy

- Length of loan: 2 weeks
- Circulation limits: 1 item per card (must be 18 years or older)
- Renewals: 1
- Holds: Yes
- Number of holds: 1
- Interlibrary loans: No
- Overdue fines: \$1.00/10.00
- Lost and damaged items: replacement cost \$120.00 for Hotspot