AGENDA
Saline County Library Board of Trustees
November 19, 2018

I. Call to Order

II. Announcements

III. Board Reports

IV. Minutes from the 9/17/18 board meeting and 11/7/18 special board meeting

V. Financial Reports
   a. Income and Expense Reports
   b. Budget Modification Report

VI. Discussion Items
   a. Director’s Report
   b. Library Management Team Reports

VII. Old Business
   a. 2019 Draft Budget

VIII. New Business
   a. Library Deletions
   b. Food for Fines in December
   c. State of Arkansas Fleet Card for Fuel
   d. Strategic Plan 2019-2020
   e. Request to Join Mid-Arkansas Regional Library System

IX. Adjourn

Next regular board meeting is January 20, 2019 at 3:30 p.m.
I. Call to Order

Edwards called the meeting to order at 3:30 PM.

II. Announcements

III. Board Reports

IV. Minutes from the 7/16/18 Board Meeting

Sanders moved to accept the minutes from the July 16, 2018 board meeting with correction: “$300 in small staff appreciation gifts” to “and some staff appreciation gifts.” Benzick seconded the motion, which passed unanimously.

V. Financial Reports

a. Miller Robinson moved to accept the Income and Expense Reports as presented. Sanders seconded the motion, which passed unanimously.

b. Sanders moved to accept the Budget Modification Report with correction: Line 9100 should be titled “Building and Furniture” rather than “Building and Furnishings.” Miller Robinson seconded the motion, which passed unanimously.

VI. Discussion Items

a. Director’s Report

Hector reported that Library Development District III (LDDIII) is considering going to a shared Integrated Library System (ILS) and catalog, and would be very advantageous for our patrons and the other libraries in the district.

Hector shared a ransomware insurance quote, and explained that some libraries have received ransomware attacks recently.

Miller Robinson asked if Hector has considered opening the library on Sundays, following the extended summer hours of 2018. Hector said yes, but that it would require additional staff and personnel funds.

b. Friends of the Library Report

Voss shared that the Friends have acquired 41 new volunteers, they’re planning a public meeting for January, and they’re preparing to open a book sale store soon. She
also noted that they’ve recently donated books to small local libraries, nursing homes, and hospitals.

c. Library Management Team Reports

VII. Old Business

a. Edwards asked Crumby to prepare an invoice for the Bryant Study Club for the 2017 and 2018 Caldecott and Newbery award winning books as the club likes to donate those titles to the library annually.

VIII. New Business

a. Library Deletions

   Miller Robinson moved to remove the items listed in the deletion report. Benzick seconded the motion, which passed unanimously.

b. Proposed Entertainment Equipment Circulation Policy

   Board reviewed proposed policy, and discussion ensued.
   Sanders moved to accept the policy with the addition of requiring a driver’s license. Miller Robinson seconded the motion, which passed unanimously.

c. Request to Remove Library as a Polling Place in 2019

   Hector requested that the library be removed as a polling place as it creates an undue burden on staff.

   Miller Robinson moved to remove library as a polling place in 2019. Sanders seconded the motion, which passed unanimously.

b. Legislative Audit Report

   Sanders moved to accept the 2017 audit findings as presented. Miller Robinson seconded the motion, which passed unanimously.

   Hector informed the board that the auditor has begun looking into the library employee benefits package for 2018. Questions have arisen regarding the library’s benefit package differing from that of other county employees.

Board went into executive session from 4:38 PM – 4:44 PM. No action was taken.

IX. Adjourn

   Edwards adjourned the meeting at 4:45 PM

Respectfully submitted by,

Erin Loy, HR Manager
Board Meeting Minutes  
November 7, 2018

Attendees:

Linda Edwards, Board Chair  
Susan Benzick, Board Member  
Caroline Miller Robinson, Board Member  
Joan O’Neal, Board Member  
Dustin Sanders, Board Member  
Patty Hector, Library Director  
Jill Martin, Assistant Library Director  
Erin Loy, HR Manager  
Clay Ford, Saline County Attorney

I. Call to Order

Edwards called the meeting to order at 3:24 PM.

II. Announcements

IV. Old Business

V. New Business

a. Draft 2019 Budget

Hector presented the draft 2019 budget and asked for guidance on what to budget for personnel since the auditor’s questions. Ford provided a recap of the auditor’s remarks regarding the library’s benefit package not matching that of other Saline County employees. Ford has reached out to the Association of Arkansas Counties, and has requested an Attorney General opinion on whether or not the library may be permitted to provide benefits that are not extended to other Saline County employees.

If the Attorney General opinion is such that all county employee benefits must match, the library may look into becoming a non-profit or public corporation, or joining a regional library system.

Loy gave an overview of library benefits compared to Saline County benefits.

Sanders suggested removing Elder Care Stipend from benefits package for 2019 as no employees are currently using it, and leaving amounts on line items 1500, 1800, and 1900 unchanged from 2018 until an AG opinion is provided.

Board went into executive session from 4:51 PM to 5:03 PM. When Board reconvened, it was reported that no action was taken.

III. Discussion Items

Martin shared that the strategic plan is being edited currently, and will be provided with the November 19th board packet.

Martin invited board members to Branch ribbon cutting on November 8th at 11:00 AM.

VI. Adjourn

Edwards adjourned the meeting at 5:15 PM

Respectfully submitted by Erin Loy, HR Manager
<table>
<thead>
<tr>
<th>INCOME</th>
<th>ACTUAL</th>
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<tbody>
<tr>
<td>Book Sale</td>
<td>17,149.96</td>
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<tr>
<td>February/June/August Book sales</td>
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<td>Websales (includes fees)</td>
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<td>Other book sales / Friends memberships</td>
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<td>Collection Agency Fee</td>
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<td>Copies and Printing</td>
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<td>Damage</td>
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<td>Deposit</td>
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<td>Earbuds</td>
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<td>Fees</td>
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<td>Fines</td>
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<td>Fundraising</td>
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<td>Accessories</td>
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<td>Apparel</td>
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<td>Book Bags</td>
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<td>Calendars</td>
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<td>Coffee Bar</td>
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<td>Cookbooks</td>
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<td>Flash Drives</td>
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<td>Ornaments</td>
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<td>Other</td>
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<td>Grants</td>
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<td>Gumballs</td>
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<td>Insurance Settlement</td>
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<td>Interest on Checking</td>
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<td>Legislature</td>
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<td>Lost Item</td>
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<td>Memorials &amp; Gifts</td>
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<td>Passports</td>
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<td>Polling Location</td>
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<td>Postcards</td>
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<td>Restitution</td>
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<td>State Aid</td>
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<td>State Scholarship Money</td>
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<td>Tax Receipts</td>
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<td>Temporary/Out of County Patron</td>
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<td>TOTAL INCOME, OPERATING BUDGET</td>
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<td>Les Miseables in Concert DVD</td>
<td>8/1/2018</td>
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<tr>
<td>Dr. Phibes series (2 DVDs)</td>
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<tr>
<td>Twin Peaks First/Second seasons (7 disc DVDs)</td>
<td>8/2/2018</td>
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<tr>
<td>Death in Venice DVD</td>
<td>8/3/2018</td>
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<td>Philadelphia Story DVD</td>
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<td>GameBoy Desert Strike Return to Gulf</td>
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<td>Clockwork Orange DVD</td>
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<td>Myra Breckenridge DVD</td>
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<td>Sabaean Inscriptions</td>
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<td>Arabesque DVD</td>
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<td>Rally Round the Flag, Boys DVD</td>
<td>8/8/2018</td>
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<tr>
<td>Gambit DVD</td>
<td>8/9/2018</td>
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<td>Resurrection DVD</td>
<td>8/9/2018</td>
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<td>Local Hero DVD</td>
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<td>Beauty and the Beast 2003 DVD</td>
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<td>Mourning Becomes Electra DVD</td>
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<td>Island of Dr. Moreau DVD</td>
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<tr>
<td>Miracle Worker DVD</td>
<td>8/16/2018</td>
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<tr>
<td>Diva DVD</td>
<td>8/18/2018</td>
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<td>Grey Gardens DVD</td>
<td>8/21/2018</td>
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<td>The Ritz DVD</td>
<td>8/23/2018</td>
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<tr>
<td>How to Steal a Million DVD</td>
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<tr>
<td>Knack of Using Your Subconscious Mind</td>
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<tr>
<td>German Life</td>
<td>9/3/2018</td>
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<td>Boy on a Dolphin DVD</td>
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<td>Plants vs. Zombies Garden Warfare 2 Xbox Game</td>
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<td>Dengeki Bunko Fighting Climax PlayStation Games</td>
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<td>Edgar Allen Poe Lot (5 books)</td>
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<tr>
<td>Tom Selleck DVD lot (5)</td>
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<tr>
<td>F-Troop First Season DVD</td>
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<tr>
<td>Stephen King Lot (3 books)</td>
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<td>Happy Hollisters book Lot (15 books)</td>
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<td>Elk Hunting Tales</td>
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WEBSALES
August 24, 2018 - October 24, 2018
<table>
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<tr>
<th>Description</th>
<th>Date</th>
<th>QTY</th>
<th>Unit</th>
<th>Price</th>
<th>Subtotal</th>
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<td>Model A Ford Construction Operation Repair</td>
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<td>Food and Love</td>
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<td>Free Masons Monitor</td>
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<td>Stephen King Lot (9 books)</td>
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<td>2750</td>
<td>11.92</td>
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<td>Model A Service Bulletins</td>
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<td>1</td>
<td>1703</td>
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<td>Ford Model A Magazines (45 items)</td>
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<td>1</td>
<td>4500</td>
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<td>Motorbooks Workshop Restorer's Model A Manual</td>
<td>10/22/2018</td>
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<td>1</td>
<td>1675</td>
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<td>Insertion fees</td>
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<td>-1.05</td>
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<td>Discounts</td>
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<td>-3.63</td>
<td>3.63</td>
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<td><strong>Subtotal</strong></td>
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<td>$ 549.51</td>
<td>$ 204.50</td>
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<td>Transfer October 24, 2018</td>
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<td>$ 438.00</td>
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<td>Ending Balance October 24, 2018</td>
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<td>$ 111.51</td>
<td>$ 41.50</td>
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### Budget Classification

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<tr>
<th>Line Item</th>
<th>Budget Classification</th>
<th>Amount Appropriated</th>
<th>Year-To-Date Expenditure</th>
<th>Total Remaining</th>
<th>Percentage Expended</th>
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<tbody>
<tr>
<td>Personnel - Salaries</td>
<td>Salaries</td>
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<td>$1,226,635.24</td>
<td>$308,311.89</td>
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<td>Personnel - Benefits</td>
<td>600 Social Security Matching</td>
<td>$119,000.00</td>
<td>$94,354.59</td>
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<td>800 Noncontributory Retirement</td>
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<td></td>
<td>900 Health Insurance Matching</td>
<td>$208,949.06</td>
<td>$158,989.84</td>
<td>$49,959.22</td>
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<td></td>
<td>1000 Worker's Compensation</td>
<td>$6,300.00</td>
<td>$3,531.00</td>
<td>$2,769.00</td>
<td>56%</td>
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<td></td>
<td>1100 Unemployment Compensation</td>
<td>$4,000.00</td>
<td>$2,847.03</td>
<td>$1,152.97</td>
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<td></td>
<td>1200 Other Fringe Benefits</td>
<td>$2,000.00</td>
<td>$396.59</td>
<td>$1,603.41</td>
<td>20%</td>
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<td></td>
<td>1400 Wellness Reimbursement Program</td>
<td>$20,500.00</td>
<td>$15,000.00</td>
<td>$5,500.00</td>
<td>32%</td>
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<td></td>
<td>1500 Career Service Recognition</td>
<td>$10,100.00</td>
<td>$5,900.00</td>
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<td>1800 Student Loan Assistance</td>
<td>$20,000.00</td>
<td>$17,954.86</td>
<td>$2,045.14</td>
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<td>1900 Dependent Care Stipend</td>
<td>$15,000.00</td>
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<td>$0.00</td>
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<td>TOTAL Benefits</td>
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<td>$634,849.06</td>
<td>$491,391.71</td>
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<td>TOTAL Personnel Fund</td>
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<td>$2,169,796.19</td>
<td>$1,718,026.95</td>
<td>$451,769.24</td>
<td>79%</td>
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</table>

| Supplies | 1600 Printing | $10,000.00 | $9,820.61 | $179.39 | 98% |
| | 1700 General Office Supplies | $27,000.00 | $16,906.28 | $10,093.72 | 63% |
| | 2000 Janitorial Supplies | $8,000.00 | $5,031.15 | $2,968.85 | 63% |
| | 3300 Service Contracts | $85,000.00 | $77,172.22 | $7,827.78 | 91% |

| Professional Services | 4500 Engineering and Architectural | $10,000.00 | $0.00 | $10,000.00 | 0% |
| | 4800 Other Professional Services | $15,000.00 | $12,153.48 | $2,846.52 | 81% |
| | 4900 Telephone | $30,042.22 | $19,928.18 | $10,114.04 | 66% |
| | 5000 Postage | $10,000.00 | $8,397.34 | $1,602.66 | 84% |

| Transportation | 2500 Fuel for Library Vehicle | $1,500.00 | $1,077.01 | $422.99 | 72% |
| | 5200 Mileage Reimbursement | $1,500.00 | $1,444.37 | $55.63 | 96% |
| | 5300 Travel (airline and rental car, etc) | $7,336.00 | $3,042.57 | $4,293.43 | 41% |

| Advertising and Marketing | 5500 Advertising and Marketing | $25,000.00 | $17,663.83 | $7,336.17 | 71% |

| Insurance | 5800 Fire and Extended Coverage | $15,000.00 | $11,535.00 | $3,465.00 | 77% |
### Saline County Library
Operating Budget - Expense Report
Through October 2018

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Budget Classification</th>
<th>Amount Appropriated</th>
<th>Year-To-Date Expenditure</th>
<th>Total Expenditure</th>
<th>Percentage Expended</th>
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<tr>
<td>5900</td>
<td>Vehicle Insurance</td>
<td>$2,000.00</td>
<td>1870.00</td>
<td>$130.00</td>
<td>94%</td>
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<td><strong>Utilities</strong></td>
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<tr>
<td>6100</td>
<td>Electricity</td>
<td>$75,000.00</td>
<td>$64,799.94</td>
<td>$10,200.06</td>
<td>86%</td>
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<td>6200</td>
<td>Gas</td>
<td>$15,000.00</td>
<td>$9,787.43</td>
<td>$5,212.57</td>
<td>65%</td>
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<td>6300</td>
<td>Water</td>
<td>$5,000.00</td>
<td>$4,275.20</td>
<td>$724.80</td>
<td>86%</td>
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<td>6400</td>
<td>Waste Disposal</td>
<td>$5,155.00</td>
<td>$4,136.51</td>
<td>$1,018.49</td>
<td>80%</td>
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<td><strong>Repairs and Maintenance</strong></td>
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<tr>
<td>6500</td>
<td>Buildings and Improvements</td>
<td>$40,000.00</td>
<td>$18,578.49</td>
<td>$21,421.51</td>
<td>46%</td>
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<td>6600</td>
<td>Machinery and Equipment</td>
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<td>24%</td>
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<td><strong>Miscellaneous</strong></td>
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<td>7300</td>
<td>Dues and Memberships</td>
<td>$5,000.00</td>
<td>$3,031.00</td>
<td>$1,969.00</td>
<td>61%</td>
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<td>7900</td>
<td>Meals and Lodging</td>
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<td>$10,719.07</td>
<td>$3,203.28</td>
<td>77%</td>
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<td>8200</td>
<td>Refunds</td>
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<td>$14,218.38</td>
<td>$1,731.62</td>
<td>89%</td>
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<td>8500</td>
<td>Programming</td>
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<td>$60,653.02</td>
<td>$33,957.58</td>
<td>64%</td>
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<td>8600</td>
<td>Computer Software</td>
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Checking Balance as of 10.31.2018:
$3,717,018.00

Checking Balance as of 10.31.2018: $2,228,584.65
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<th>Current Balance</th>
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<td>159,889.19</td>
<td>1,792.00</td>
<td>460,749.93</td>
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<td>550,000.00</td>
<td>550,025.00</td>
<td>329,713.99</td>
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<td>166,251.69</td>
<td>250.00</td>
<td>465,570.43</td>
<td>166,501.69</td>
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</tbody>
</table>

**Total:** 9,540.58
Outreach
We had booths at Old Fashion Day and Spook City. Old Fashion Day was going great until around 12:30 when it started to rain in earnest and everyone went home. Spook City had better weather and staff reported there was a line at the library booth because everyone wanted to spin the wheel to get a Halloween treat!

Bryant Ribbon Cutting
The ceremony was well attended and everyone seemed to like the new look of the branch. We had several people from the Bryant schools and lots of local businesses. We were really glad the Boswells were able to attend.

Meetings
Mid-Arkansas Regional Library System
Met with the library directors from Hot Spring, Grant, Cleveland and Dallas Counties and talked about the opportunities for sharing between our libraries.

State Library Board Meeting
At the board meeting Friday, Nov. 9, I heard about the Governor’s proposed transfer of the State Library from the Department of Education to the new Department of Parks, Heritage and Tourism. The State Library Board and the library directors present at the meeting all agreed that the move would not be a good one for the libraries in the state. The Board asked us to be advocates on their behalf and let the Governor’s office know how we feel about this proposed move. I will be sending out an email and more information soon.

Staffing
Leigh Espey, our current Public Services Manager, is taking the open branch manager position as of Nov. 26th. It’s a lateral move for her, but a new challenge that she is excited to take on. She has indicated her intention of obtaining her masters of library science for the position. We will be advertising her position immediately.

Friends Book Sale Room
We have installed a security camera, replaced the wooden door with a partial glass door and are getting the walls painted soon in preparation for opening the room as a used book store. Staff will be taking money for the items sold at the front desk. The Friends will still be in charge of sorting, shelving and displaying the books that are for sale. We’re really excited to be able to offer a used book store for the public full-time and appreciate the Friends and all they do.
The UX Department has been increasing adult programs in Benton, and now that the remodel is complete, we are increasing programing in Bryant as well.

UX Librarian Laura Austin is offering more craft courses during the daytime and in the evenings. She’s also started a recurring program in which patrons can learn to play classic games such as cribbage.

With help from Cataloging Librarian Lyndsey Ammons, we are reaching out to patrons transitioning from young adult programs into adult programs with the Adultish Book Club and a game night.

Library Assistant Justin Strange is getting a film club started for staff in hopes of developing it into a program for patrons.

We are now servicing Hot Springs Village Library with one program month. Our literacy program now has 2 instructors and 1 student.

Our Veterans Fair was appreciated by all who attended. Benefits and others programs available to veterans were explained.

The Genealogy Seminar was informative both from an educational standpoint and as a vendor. We have a verbal contract for our speaker for March 2019 for the Saline County Library Seminar.

UX Librarian Becky Fischer is attending an intensive leadership class sponsored by the Arkansas State Library. This program wills continue for a year. Becky has also been elected Chair-elect for the Arkansas Library Paraprofessionals.

Alissa Turner
User Experience Manager
We have had a quite a busy fall in the Youth Services Department. Our librarians have been doing more outreach than ever this fall. Since September we have had 32 outreach visits to local schools, and daycares. We have also hand delivered over 1,500 digipasses to middle school and high school students in Saline County.

The children and teens that have been coming to the Making Warm Wishes program have been learning new knitting skills and creating fabulous items to add to our warm wishes tree. Our read to a dog program, Puppy Tales, has also been popular. This past Saturday 13 children came to read to Maisie and Bella.

We are excited about our upcoming Children’s Theater performance on Saturday, November 17 at 10:00 am. Our homeschool kids have been hard at work rehearsing since September. Come check it out!

We are busy preparing for our holiday visits to Saline County schools and Santa’s visit to the library! Santa will be coming to Benton on December 11 and Bryant on December 13, from 4:30-6:30. Also in December we will be having a family craft program every Friday afternoon. Families will make holiday wreaths, ornaments, and more.

Sarah Beth Lesko
Youth Services Manager
## Saline County Library Budget 2019

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<td>8500</td>
<td>Programming</td>
<td>$90,000.00</td>
<td>$90,000.00</td>
<td>moved contracted items to professional services</td>
</tr>
<tr>
<td>8600</td>
<td>Computer Software</td>
<td>$110,000.00</td>
<td>$50,000.00</td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Previous Year</td>
<td>Current Year</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
<td>---------------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>8700</td>
<td>Staff Development</td>
<td>$6,000.00</td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td>8752</td>
<td>Fundraising</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Materials</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8800</td>
<td>Books, Magazines, and other sources</td>
<td>$550,000.00</td>
<td>$550,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Capital Outlays (from State Aid)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9100</td>
<td>Building and Furniture</td>
<td>$326,598.01</td>
<td>$50,000.00</td>
<td></td>
</tr>
<tr>
<td>9300</td>
<td>Machinery and Equipment</td>
<td>$30,000.00</td>
<td>$60,000.00</td>
<td>New vehicle, new lawn mower, new computers…</td>
</tr>
<tr>
<td></td>
<td><strong>Total Other Services and Charges</strong></td>
<td>$1,569,598.01</td>
<td>$1,275,155.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total Budget</strong></td>
<td>$3,737,018.00</td>
<td>$3,438,034.98</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Millage</strong>*</td>
<td>$2,898,190.99</td>
<td>$2,980,426.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>State Aid</td>
<td>$210,470.00</td>
<td>$150,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fines, Fees, and Copies</td>
<td>$82,000.00</td>
<td>$75,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interest</td>
<td>$17,750.00</td>
<td>$15,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rollover/Reserves</td>
<td>$380,000.00</td>
<td>$250,000.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Projected Revenue</strong></td>
<td>$3,588,410.99</td>
<td>$3,470,426.00</td>
<td></td>
</tr>
</tbody>
</table>

*previous year's tax receipts are used
# 2018 Tax Receipts (except for December)

<table>
<thead>
<tr>
<th>Date</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17/2018</td>
<td>Tax Receipts</td>
<td>216,567.49</td>
</tr>
<tr>
<td>02/15/2018</td>
<td>Tax Receipts</td>
<td>134,640.05</td>
</tr>
<tr>
<td>03/06/2018</td>
<td>Tax Receipts</td>
<td>48,851.26</td>
</tr>
<tr>
<td>04/14/2018</td>
<td>Tax Receipts</td>
<td>79,577.39</td>
</tr>
<tr>
<td>05/10/2018</td>
<td>Tax Receipts</td>
<td>219,557.39</td>
</tr>
<tr>
<td>06/10/2018</td>
<td>Tax Receipts</td>
<td>713,834.97</td>
</tr>
<tr>
<td>07/08/2018</td>
<td>Tax Receipts</td>
<td>328,421.29</td>
</tr>
<tr>
<td>08/05/2018</td>
<td>Tax Receipts</td>
<td>114,079.56</td>
</tr>
<tr>
<td>09/17/2018</td>
<td>Tax Receipts</td>
<td>84,269.03</td>
</tr>
<tr>
<td>10/04/2018</td>
<td>Tax Receipts</td>
<td>73,523.27</td>
</tr>
<tr>
<td>11/08/2018</td>
<td>Tax Receipts</td>
<td>232,615.04</td>
</tr>
</tbody>
</table>

Previous Year's Tax Receipts estimate for 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Memo</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/11/2017</td>
<td>Tax Receipts</td>
<td>716,295.18</td>
</tr>
</tbody>
</table>

**Total · Tax Receipts** 2,962,231.92
## Items to be Deleted from Inventory, November 19, 2018

<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>
</tr>
</thead>
<tbody>
<tr>
<td>655</td>
<td>Office Chair</td>
<td>150.00</td>
<td>Aug 2003</td>
<td>Unknown</td>
<td>Nov 2018</td>
<td>Worn</td>
</tr>
<tr>
<td>975</td>
<td>Bookshelf</td>
<td>*500.00</td>
<td>Jan 2000</td>
<td>Unknown</td>
<td>Nov 2018</td>
<td>Donate</td>
</tr>
<tr>
<td>2142</td>
<td>Netgear Switch</td>
<td>1760.00</td>
<td>Mar 2010</td>
<td>Promas</td>
<td>Nov 2018</td>
<td>Broken</td>
</tr>
<tr>
<td>2184</td>
<td>Switch Case</td>
<td>360.00</td>
<td>Mar 2010</td>
<td>Promas</td>
<td>Nov 2018</td>
<td>Broken</td>
</tr>
</tbody>
</table>
Re: Contract No. 4600027573
Fuel Card Services Agreement Between
WEX and the State of Arkansas

Dear Erin Waller:

Arkansas has contracted with WEX to offer a fuel card program designed to help state organizations like yours control fueling and vehicle costs. The WEX Sourcewell (formerly NJPA) Fleet Card Program simplifies fueling with purchase controls, spending limits, powerful online management tools and acceptance at 95% of fueling stations.

In addition to expense reduction, the WEX Government Fleet Card Program provides:

- **Better savings.**
  Get monthly rebates and reduce your overall administrative costs.

- **Better security.**
  Use custom spending controls and driver IDs at the pump to help prevent fraud and misuse.

- **Better accounting.**
  Track spending online and download detailed reports. Tax exemption and reporting is available for qualified fleets.

- **And a better experience.**
  Use at any major fuel station in your state — and throughout the U.S. Plus, all cardholders enjoy U.S.-based customer service, 24/7.

Participation is FREE, with no enrollment, setup, or card fees.

Just fax the enclosed Participating Addendum to 1-866-527-8873.

Sincerely,

Bernie Kavanagh
Sr. Vice President and General Manager, WEX Large Fleet

**Participation is FREE.**
No enrollment, setup, or card fees.
FUEL ANYWHERE. SAVE EVERY DAY.
Accepted at 95% of fuel stations nationwide.

ACCEPTING FUEL SITES

AC & T
Alaska
Avalon
Bell Gas
Bigfoot
Capital City
Carnival
Certifind
City Garage
Copes
Crystal/View
Cumberland Farms
D & D Oil
Dairy Mart
Depot
Drivers Traveler
Dynamic Mart
Economy
Edibles Wholesaler
Emmark
Express Stop
Family Express
Farstad
Fast Track
Fawcett Oil
HP
Fuel Foods
Food Chief
Fuel Mart
Gulf
Gulf America
Giant
Go & Go
Global
Great Mark
Halley's
Handy Andy's
Heck's
ICO
Ideal
Inter City
Johnson & Johnson
Kenny
Kings Soopers
Koch
Kramer
Kruse
Kum & Go
Kwik Pantry
LR Champ
Lucky Stop
M & H
Mars Stores
McClure Oil
MIX Oil
Mr. Cut Rate
Muti Serv
NAPA
Navar
Nolu Way
Orange
Petro King
Petro Stop
PDK
Pine
Q8 NZ
Quality Oil
Quik Mart
Road Ranger
Robinson UO
Rotten Pouche
Rutters
Safeway
Smoke's Express
Squirt
Stewarts Shops
Taylor Foods
TODAY
Town & Country
Trade Mart
Trade Oil
US Oil
Valley Dairy
Wegmans Store
Whewa
Williams Tunnel
Ama Fuels
Zip Mart

ACCEPTING SERVICE SITES

American LubeFast
Big O Tires
Daniels/Kryder
Diamond/Thompson
Auto Glass
Dodge BusinessLink™
Merced Auto Glass
Fine Tires Inc.
Wash Depot

FOR MORE INFORMATION,
visit our website at wexinc.com/Arkansas
SALINE COUNTY LIBRARY

STRATEGIC PLAN 2019-2021

Drafted: November 2018
About the Library

The Saline County Library is a public library that enjoys great support from our community, staff, Friends of the Library and board members. Saline County has a friendly, small-town feel that we appreciate and seek to replicate in our library. Our educated, well-trained staff is committed to providing great service. We currently have 34 full-time and 14 part-time staff members, 10 of whom hold a master's degree. Our Friends of the Library volunteers are advocates in the community, hard workers in the library and great fundraisers. This year alone, they have volunteered over 600 hours at the library.

Our 16-year-old branch in Bryant was recently renovated with new paint, flooring and furniture. We are planning to remodel our Benton branch to better accommodate our patrons and community. Just like the schools, the library is funded by property taxes. The library receives 1.7 mills, which averages out to about $25 per person per year and is the largest part of our $3 million dollar budget.

With our seven departments, we seek to make the library a place where the community can come together to connect in educational and entertaining programs and services. Our departments consist of Collections, Maintenance, Marketing, Public Services, Technology, User Experience and Youth Services. We know that Saline County is more than just Benton and Bryant, and we want to build on the services we currently provide in order to reach the rest of our county.

OUR MISSION
To create unique, enriching experiences that put you at the center of our story.

OUR VISION
Enrich lives. Provide the unexpected. Be more.
Collections Department orders materials and checks deliveries to ensure orders are correct. Then, they catalog materials according to type including adding descriptions, specifying in which collections to put the items, and setting check-out parameters. The Collections Department processes all of the library’s materials and makes sure they get to their designated locations.

Maintenance Department keeps the library looking clean, put-together and attractive. They handle everything from vacuuming and dusting to mowing the lawn, fixing the lights and everything in between. They maintain an inventory of equipment supplies as well as perform basic repairs on the building and components such as doors, furniture and locks.

Marketing Department runs the library’s social media pages, creates promotional materials, and keeps the library in the public eye in terms of community partnerships and attending events. The Marketing Department puts out a monthly magazine highlighting our services, events in the community, and features from our staff.

Public Services Department is the first point of contact for our patrons. These staff members greet the public, answer directional and informational questions, and check materials in and out. They maintain the shelves and fill hold requests. The Public Services Department also handles passport and notary services.

Technology Department helps the library’s technology run smoothly, from fixing internet problems to making sure our networks are secure. The Technology Department troubleshoots hardware and software issues for the staff and patrons in order to maintain convenient use of our public computers and WiFi.

User Experience Department serves a wide range of adults from college-aged to elderly patrons. Our User Experience Department seeks to provide assistance to patrons both in the library and outside of the library by helping with technology issues, obtaining resources for research, and even delivering materials to homebound patrons. They also order materials, create new collections and plan entertaining and informative programs.

Youth Services Department serves our younger patrons including children, tweens and teens. The Youth Services Department provides entertaining and educational programs and personalized reader’s advisory. They also visit local schools to provide storytimes and library card sign-ups. They maintain a fun and educational environment to inspire our youngest patrons.

## 2017 STATS

**Total collection use (circulation):** 502,438
- Print Books: 259,509
- DVDs: 147,760
- Electronic Content: 68,782
  - Audiobooks: 17,450
  - Specialty Items: 8,589
  - e-books: 49,622

**Physical items:** 433,656

**Total number of programs:** 914
- children’s programs: 21,078
- young adult programs: 2,460
- adult programs: 1,776

**Total number of attendees at public programs:** 25,314

**Visits by community:**
- Benton: 297,356
- Bryant: 190,314

**Registered users:** 50,073
To make sure the Saline County Library continues to improve for our patrons and the community, we began a new strategic planning process in June 2018.

We began gathering information about the community and its needs after we held a strategic planning committee organizational meeting with some of our administrative staff, Friends of the Library members, board members and community partners. This information-gathering aspect included looking at analytics, staff focus groups, and interviews and surveys with the community.

Using Analytics on Demand, we did a thorough analysis of the community and demographics. Analytics on Demand pulls data from the US Census and Experian’s Mosaic lifestyle segmentation. This showed us different groups in the community based on lifestyle and demographics. We then held staff focus groups at the library to get big-picture ideas and ways that our staff thought we could better serve the community.

Starting in July, our administrative staff interviewed key influencers and community leaders across the county to get an idea of what kind of community they want to see. To get a better idea of what our community wanted, we did a Facebook and eBlast survey which was focused on our facilities and space needs, as well as desired services and collections, to which we received 192 responses. A second round of staff focus groups were held in October 2018 to establish measurable goals within our big-ticket ideas. Soon after, the strategic planning committee met once more to brainstorm our new vision and mission statements based on our findings from the information-gathering portion.

The Saline County Library Strategic Plan 2019-2021 is the result of getting to know our community and its needs in order to better serve the area.
We will improve your customer experience.

Design welcoming physical and digital spaces to make using the library easy and tailored to your busy lifestyle

Goal 1: Create in-demand collections and spaces
- Research and complete bookstore-style organization of one adult collection
- Add three new types of unexpected items to check out
- Select and implement a new library catalog system and review placement of catalog computers
- Evaluate space needed to move the large-print collection upstairs in Benton
- Create an outdoor learning environment in Benton

Goal 2: Make the library convenient
- Streamline holds pick-up process
- Look into ways to issue youth library cards without a parent/guardian present
- Research signage solutions
- Rearrange desk layouts and services
- Conduct an hours/usage study and research being open Sundays in Benton during the summer
- Improve ADA compliance inside and outside buildings

Goal 3: Provide cutting-edge technology
- Purchase laptops to use in the library, including “homework-only” laptops
- Provide teen-focused technology in the teen area and makerspace in Bryant
- Improve the printing process at public computers
- Reduce restrictions on public computers

Goal 4: Boost customer service
- Make staff more visible to the public while in the library or at community events
- Support growth of staff through professional development plans
- Provide ongoing customer service training for staff

“The people are very helpful and accommodating. The book selection is great!”
-Amy, Patron

The people are very helpful and accommodating. The book selection is great!”
-Amy, Patron
We will meet you where you are.

Expand our library services to reach more people in more ways

**Goal 1: Take library programming on the road**
- Purchase fuel-efficient, graphic-wrapped vehicle
- Hold one program per quarter offsite in different areas of the county
- Create a mobile library card sign-up kit
- Research developing a small, offsite checkout collection to use at booths

**Goal 2: Increase library access to all areas of the county**
- Increase mobile hotspot collection
- Research joining a regional consortium to provide bookmobile services
- Evaluate the feasibility of library kiosks

**Goal 3: Educate Saline County residents about the library**
- Expand advertising outside of the library
- Provide outreach to our ESL community
- Increase database knowledge and usage

“I absolutely love this library! They have something for everyone, every age, including our homeschoolers. They promote all kinds of learning through play for the younger crowd and help to build our community in such a positive way.”

- Adina, Patron
We will help the community.

Unite the county by supporting people, schools, organizations and businesses

**Goal 1: Partner with local organizations**
- Form partnerships to promote community classes
- Hold two drives throughout the year to benefit selected organizations
- Designate two days each year for staff to volunteer together and help another organization

**Goal 2: Support our schools**
- Offer students digital cards and online resource training
- Hold library card sign-ups during school registration
- Provide online resource training to teachers during staff development days

**Goal 3: Gather feedback from the community**
- Conduct regular patron satisfaction and program surveys
- Hold community forums/focus groups to assess building needs
- Initiate community conversations to give people a voice

“The library is a huge resource people don’t realize. There is more than just books here; there is a lot of things you can learn, a lot of classes you all do; a lot of activities that I think people aren’t taking advantage of that they should. The future is wide open for the Saline County Library.”

- David, Community Partner
Learning about community needs and meeting those needs are key goals for us in the next two years. Your feedback is essential. By filling out surveys, leaving comments or reviews on Facebook, or even giving feedback to a staff member you can tell us how we are doing and how we can improve.

Our promise to you is that we will continue to look for new ways to serve this community. If something is not working, we can change it. We believe there is something for everyone at the library, and we invite everyone to use their library and to grow with us over the next two years.

New innovations in technology have made it an exciting time for libraries. Libraries are offering more services and materials, and delivering them in new ways. You do not even have to come into the buildings to use the library anymore! The Saline County Library keeps all patrons in mind when implementing new ideas. We are a library that has something for everyone.

“I absolutely LOVE our library! My kids do as well! We have so many wonderful programs that are engaging and educational! The staff is always helpful and kind!”
- Rebecca, Patron
Acknowledgements

We are proud to have support from Saline County residents and organizations along with incredible collaboration from the Friends of the Library. With help from these community groups, our strategic planning team gathered ideas and prepared an action plan.

We also received contribution from our Facebook followers who interacted on our posts, newsletter subscribers who completed surveys, program attendees who provided feedback, patrons who answered questions, and community partners who committed time to attend and engage in planning meetings. A great deal of appreciation goes to our library staff who participated in several focus groups, shared ideas and tried new methods while remaining dedicated to providing great service to the patrons of the library.

None of this plan would have been possible without your help. We appreciate your time, energy and hard work. Thank you!

CONTRIBUTORS

Jeff Arey, Saline County Judge
Kari Beesley, Saline County Library/ Bryant Rotary
Susan Benzick, Library Board
Pat Bisbee, Quorum Court
Lacey Brooks, Everett Buick GMC/ Saline County Young Professionals Network
Jason Brown, Greater Bryant Chamber of Commerce
Wendy Christy, Saline County Library
Ben Crimson, First United Methodist Church
Connie Curry, Saline County
Jill Dabbs, City of Bryant
Chris Diaz, First Security Bank/ Saline County Kiwanis Club
Linda Edwards, Library Board
Leigh Espey, Saline County Library
Susie Everett, Everett Buick GMC
Lanny Fite, State of Arkansas Representative
David Hannah, First Electric Cooperative/ Bryant Boys and Girls Club Board of Directors
Patty Hector, Saline County Library
Brad Jordan, City of Benton
Lyndsey Kelly, Harmony Grove School District
Sarah Beth Lesko, Saline County Library
Erin Loy, Saline County Library
Jill Martin, Saline County Library
Amy McCormick, Benton Area Chamber of Commerce
Lisa Novohatski, Analytics on Demand
Joan O’Neal, Library Board
Jeremiah Oltmans, All Things Real Estate
Brooke Plack, Empire Cheer/ Saline County Young Professionals Network
Dana Poindexter, City of Bryant
Shellie Poole, MySaline.com/ Saline County Young Professionals Network
Evelyn Reed, CADC
Jordan Reynolds, Saline County Library
Lisa Roberts, Bryant Chamber of Commerce
Caroline Miller Robinson, Library Board
Stephanie Rogers, University of Arkansas Cooperative Extension/ Saline County 4-H
Dustin Sanders, Library Board
Todd Sellers, Bryant School District
Reagan Silva, Saline County Library
Mike Skelton, Benton School District
Cheryl Smith, Greater Bryant Chamber of Commerce
Truett Smith, City of Bryant
 Jamey South, State Farm/ Greater Bryant Chamber of Commerce Board of Directors
Julie Syler, Saline County Library
Karen Walters, Bryant School District
Shirley Ward, Benton Area Chamber of Commerce
SALINE COUNTY LIBRARY

Bob Herfeld 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

www.SalineCountyLibrary.org
Find us on Facebook, Twitter and LinkedIn.
Request to Join Mid-Arkansas Regional Library System

I am recommending to the Board that the Saline County Library re-join the Mid-Arkansas Regional Library System for a number of reasons.

- **It promotes resource sharing.** We have people from Malvern, Sheridan, Hensley, Donaldson and even Rison using our library. And I’m sure people from Saline County use other libraries too. Having a shared catalog and delivery more easily gets patrons what they want.

- **It expands our resources.** More books. More movies. More for patrons to choose from.

- **It expands our access points.** We would have access to a bookmobile to visit underserved parts of our county.

- **It leverages our buying power.** For example when we book a performer for Summer Reading programs, the cost is lower if more libraries book the same performer.

The System is reviewing their interlocal agreement so the timing is right. The agreement is included in the packet. I would like to take it to Clay Ford, our county attorney, for review and then to the Quorum Court for approval.
DRAFT

INTERLOCAL COOPERATION AGREEMENT FOR
THE MID ARKANSAS REGIONAL LIBRARY

I. PARTIES

This agreement is an interlocal cooperation agreement for a regional library system made pursuant to Act 402 of 1997 which amends Ark. Code Ann. 13-2-401 et.seq. The agreement is hereby entered into by and between Hot Spring County, Grant County, Cleveland County, and Dallas County, each county acting through its County Judge.

II. PURPOSE

The purpose of this agreement is to maintain a library support system for Hot Spring, Grant, Cleveland, and Dallas counties which will provide and enhance library services to all people within the four counties to the fullest extent practical and possible.

III. NAME

The Mid-Arkansas Regional Library, hereafter referred to as the Regional Library, is a separate legal entity, created by the Parties to support library services in four counties. The Hot Spring County Library will serve as the headquarters for the Mid-Arkansas Regional Library System.

IV. ORGANIZATION

A. The Regional Library shall be under the supervision, administration, and direction of a board of eight (8) trustees; two (2) members from Hot Spring County, two (2) members from Grant County, two (2) members from Cleveland County, and two (2) members from Dallas County. Each trustee will serve a five (5) year term. These trustees shall be appointed by the county library boards from among the membership of the county boards. During the period of this interlocal cooperation agreement the Regional Library Board shall manage the Regional Library, but the individual, local governing bodies shall continue to administer their own local libraries. Nothing herein shall be construed to prohibit or limit service by the members of such bodies on the Regional Library Board, provided they are otherwise eligible.

B. The governing bodies of the Parties shall duly and lawfully approve this agreement.

C. Title to fixed assets held by the parties and used for library purposes at the time of execution of this agreement shall remain unchanged. Additional assets acquired with regional funds, state aid, grant monies, gifts, and bequests made directly to the Regional Library for the purpose of construction of buildings or improvements to buildings owned by the counties shall not be considered assets of the System, but assets of the county in which the building is located.

D. Additional counties may become Parties to the Regional Library with the consent of the Parties to this agreement by an amendment to this interlocal cooperation agreement.
V. DURATION AND TERMINATION OF ASSOCIATION

The duration of this organization shall be an indefinite period. However, any of the Parties may withdraw from said organization at the close of any calendar year, provided that written notice with proof of receipt shall be given to all Parties at least six (6) months in advance of the proposed date of withdrawal. Any Party withdrawing from the system may re-establish its own library facility and governing body, as provided by law. In the event of withdrawal, the withdrawing Party and the remaining Parties shall retain title to their fixed assets, as described in this agreement. However, the Parties withdrawing shall be entitled to a pro rata portion, of the net assets added to the System during its period of membership and reasonably attribute to its contribution to the System during that period; provided, the allocation of the pro rata portion to the Party shall be made to the Regional Board, in its sole discretion, with the board members representing the withdrawing Party participating in the distribution. Books and materials purchased using regional library funds will become assets of the member library. Books purchased solely for use in the regional library bookmobile, using regional library funds, are to be marked Mid-Arkansas Regional Library, and in the event of termination of this contract, these books shall be divided among the counties in proportion to the amount of funds contributed to the regional library program during this period.

VI. GOVERNING BODY

The Regional Library Board of the System shall be the governing body and shall have the power, authority and duties provided for in Act 402 of 1997 and Ark. Code Ann. 12-2-904 thorough ACA 12-2-907. The Hot Spring, Grant, Cleveland, and Dallas Library Boards will continue to be responsible for the supervision of their respective county library systems.

VII. OPERATIONS

The System shall provide technical and administrative staff services to the end that the area served by the System shall receive the optimum level of library services and facilities consistent with the resources of the System and the needs of the people served.

VIII. FINANCING

Each county shall continue to supervise control over its income from that county’s property tax and/or one-mill tax and will have total control of the particular library. No local or county support is contemplated to fund the operations and services of the Regional Library. The salaries of the librarians shall be paid by their respective counties. The Regional Library Board is primarily funded through state aid, appropriated by the Arkansas State Library. In the event of reduced or eliminated state aid funding, the services and programs of the Regional Library will be suspended. The Regional Library will be administered by a Regional Library Director. The bookmobile driver and administrative clerks, employed by the headquarters library, will also be employed by the Regional Library Board and paid from Regional funds. Annually, the Regional Library Board shall prepare a budget allocating state funding, federal funds, and any other available funds for the purchase of books, maintenance of the bookmobile, integrated library system software, and other services and resources as funding permits. The Board grants permission to the Regional Library Director to expend regional library funds per the approved budget. The librarians will endeavor to correlate the operation of the libraries in order to eliminate the needless duplication of materials and services.
IX. EFFECTIVE DATE

The effective date of this contract shall be ______________________________, provided that it has been duly approved by the Parties, approved by the Attorney General, filed with the Secretary of State and filed with the Circuit Clerks of each of the four participating counties.

HOT SPRING COUNTY

BY____________________________________

GRANT COUNTY

BY____________________________________

CLEVELAND COUNTY

BY____________________________________

DALLAS COUNTY

BY____________________________________