I. Call to Order

II. Announcements

III. Minutes from the 9/16/19 board meeting and 10/1/19 special meeting

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

V. Discussion Items
   a. Friends of the Library Report
   b. Mid-Ark Regional Library System Report
   c. Director’s Report
   d. Library Management Team Reports

VI. Old Business
   a. Closing Library for Desk Installation and Staff Training

VII. New Business
   a. Library Deletions
   b. Meeting Room Policy Change
   c. Behavior Policy Change
   d. Opportunity Library Card
   e. Credit Card Change – Add Technology Manager
   f. Check Signature Changes for Bank – Add Library Manager
   g. Draft 2020 Budget

VIII. Adjourn

Next regular board meeting: 1/20/20 at 3:30 p.m.
Board Meeting Minutes  
September 16, 2019

In attendance:

Susan Benzick, Board Chair
Marian Douglas, Board Member
Lindsay Jordan, Board Member
Caroline Miller Robinson, Board Member
Pat Bisbee, Quorum Court Liaison
Patty Hector, Library Director
Kari Beesley, Marketing Manager
Brad Crumby, Financial Coordinator
Erin Loy, HR Manager
Janine Miller, Library Manager
Julie Syler, Innovations Librarian
Margaret Regnier, Friends of the Library Board Member

Excused:

Dustin Sanders, Board Member

I. Call to Order

Benzick called the meeting to order at 3:05 PM.

II. Announcements

III. Minutes from 7/15/19 board meeting

Miller Robinson moved to accept minutes as presented. Jordan seconded the motion, which passed unanimously.

IV. Discussion Items

a. Friends of the Library Report

Regnier reported that the used book store is doing very well and has been rearranged to accommodate the addition of more genres. 36 volunteers have been recently trained and about ten more will be receiving training soon in order to shelve and assist in the book store.

The Friends Board approved purchase of five sewing machines for the Makerspace with book store revenue.

b. Director's Report

Report included in packet.

c. Library Management Team Reports

Reports included in packet: Adult Services, Bryant Branch, Marketing, Public Services, and Youth Services

V. Financial Reports

a. Income and Expense Reports

Miller Robinson moved to accept income report as presented. Douglas seconded the motion, which passed unanimously.
Miller Robinson moved to accept expense report as presented. Jordan seconded the motion, which passed unanimously.

b. Budget Modification Report

Miller Robinson moved to approve the budget modification report as presented. Jordan seconded the motion, which passed unanimously.

VI. Old Business

VII. New Business

a. Library Deletions

Jordan moved to accept items to be deleted. Douglas seconded the motion, which passed unanimously.

b. Legislative Audit Report

Hector reported the legislative audit reports finding the library to be in compliance.

c. Insurance Quote

Hector shared that CALS was hit by a ransomware attack last year and provided a quote for cyber coverage.

Jordan moved to purchase cyber coverage. Miller Robinson seconded the motion, which passed unanimously.

d. 5K Run for Fines

Hector shared that material replacement costs and large late fees are an obstacle preventing many patrons from using the library’s resources. Library staff have been researching fine-free library systems and want to try going fine-free. Staff wish to begin by eliminating fines during the 2020 Summer Reading Program.

Beesley proposed hosting a 5K to offset any potential revenue loss. It could be held in April during National Library Week.

Jordan moved to accept the trial fine-free period during the 2020 Summer Reading Program.

Douglas asked what criteria would be used to determine success of the trial. Syler responded that circulation statistics will be reviewed. Hector added that the primary goal is to eliminate barriers for patrons.

Miller Robinson seconded the motion, which passed unanimously.
e. Loan Policies Across Mid-Ark Regional Library System

Hector shared that during the Sirsi-Dynix set up process, the libraries in the Mid-Arkansas Regional Library System discovered their loan policies differed, and wished to set cohesive policies to minimize confusion to patrons. Hector requested approval to change the following policies:

- Increase number of renewals on books, audiobooks, and music CDs from one to two.
- Increase DVD and Blu-ray check out limit from five to six.
- Increase rod and reel loan period from one week to two weeks.

Miller Robinson moved to amend policies as presented. Jordan seconded the motion, which passed unanimously.

VIII. Adjourn

Benzick adjourned the meeting at 4:25 PM.

Submitted by,
Erin Loy
HR Manager
Special Board Meeting Minutes
October 1, 2019

In attendance:

Susan Benzick, Board Chair
Marian Douglas, Board Member
Lindsay Jordan, Board Member
Caroline Miller Robinson, Board Member
Patty Hector, Library Director
Erin Loy, HR Manager
Janine Miller, Library Manager

Excused:
Dustin Sanders, Board Member

I. Call to Order
Benzick called the meeting to order at 5:03 PM.

II. Announcements

III. Discussion Items
Hector requested forming a personnel committee to work on Compensation Administration Policy and to advise on personnel issues as needed.

After discussion, board members feel that with a five-member board, a committee isn’t necessary.

Miller Robinson advised Loy to build 2020 personnel budget with options for potential merit increases and to reach out with any questions while revising Compensation Administration Policy.

IV. Old Business
V. New Business

a. Food for Fines during Thanksgiving Week

Hector requested approval for a food drive during Thanksgiving week that would allow patrons to bring non-perishable food items in exchange for waiving late fees.

Miller Robinson moved to allow Food for Fines drive during Thanksgiving week. Jordan seconded the motion, which passed unanimously.

b. Closing Library for Staff Training and Remodel

Hector was planning to request closing the library to the public on October 14th for staff training and to have PROMAS work on the phone system. PROMAS isn’t able to come on that date so staff training will be pushed to December when Library Interiors of Texas plan to be onsite assembling and installing new public service desks at Benton location.
Trevor from Library Interiors of Texas estimates needing one week to build and install all three desks and computer lab furniture. Dates will be discussed at next meeting.

c. Hiring an IT Consultant

Hector shared that library IT structure is not optimally configured. Various IT employees over many years have added and changed things, resulting in current IT staff being unable to access certain servers among other issues. Hector proposed hiring an IT consultant to assess and clean up the system.

Miller Robinson requested to have new IT Manager look over system and make recommendation to hire consultant if he feels it is necessary.

VI. Adjourn

Benzick adjourned the meeting at 5:55 PM.

Submitted by,
Erin Loy
HR Manager
## Saline County Library
### Operating Budget Income
Through October 2019

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<tr>
<th></th>
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<th></th>
<th></th>
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<tbody>
<tr>
<td><strong>Budgeted Income</strong></td>
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<td></td>
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<tr>
<td>Copies and Printing</td>
<td>14,623.34</td>
<td>2,153.74</td>
<td>16,777.08</td>
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<td>Damage</td>
<td>749.67</td>
<td>96.62</td>
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<td>Fees</td>
<td>333.00</td>
<td>154.34</td>
<td>487.34</td>
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<td>Fines</td>
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<td>Interest on Checking</td>
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<td>Lost Item</td>
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<td>Memorials &amp; Gifts</td>
<td>260.45</td>
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<td>Replacement Card</td>
<td>175.60</td>
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<td>State Aid</td>
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<td>Tax Receipts</td>
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<td>Temporary/Out of County Patron</td>
<td>170.00</td>
<td>20.00</td>
<td>190.00</td>
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<td><strong>Total Budgeted Income</strong></td>
<td>2,137,640.82</td>
<td>152,037.01</td>
<td>2,289,867.83</td>
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</table>

| **Other Income**              |                            |                      |                   |
| Advertising                   | 1,500.00                   |                      | 1,500.00          |
| Book Sale                     | 18,179.79                  | 3,261.35             | 21,441.14         |
| February Book sale            | 5,324.35                   |                      | 5,324.35          |
| Websales *                    | 2,450.00                   | 175.00               | 2,625.00          |
| Other book sales              | 10,405.44                  | 3,086.35             | 13,491.79         |
| Earbuds                       | 35.00                      | 1.00                 | 36.00             |
| Fundraising                   | 958.80                     | 174.50               | 1,133.30          |
| Accessories                   | 42.50                      | 7.00                 | 49.50             |
| Apparel                       | 1.00                       | 1.00                 | 1.00              |
| Book Bags                     | 367.30                     | 48.00                | 415.30            |
| Calendars                     | -                          |                      |                   |
| Coffee Bar                    | 384.00                     | 60.00                | 444.00            |
| Cookbooks                     | -                          |                      |                   |
| Flash Drives                  | 10.00                      | 9.00                 | 19.00             |
| Ornaments                     | -                          |                      |                   |
| Other                         | 155.00                     | 49.50                | 204.50            |
| Grants                        | 10,590.00                  |                      | 10,590.00         |
| Gumballs                      | 1,550.91                   | 280.22               | 1,831.13          |
| Passports                     | 24,701.50                  | 4,740.00             | 29,441.50         |
| Restitution                   | 2,092.00                   | 4,535.95             | 6,627.95          |
| State Scholarship Money       | 9,450.00                   |                      | 9,450.00          |
| **Total Other Income**        | 69,058.00                  | 12,993.02            | 82,051.02         |

**TOTAL INCOME, OPERATING BUDGET**

$ 2,206,698.82 $ 165,030.03 $ 2,371,918.85

**Checking Balance as of 10.31.2019**

$ 2,311,126.16

* these numbers were adjusted to reflect for fees associated with websales
## WEBSALES
### August 27, 2019 - October 30, 2019

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<td>0.72</td>
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<td>2.06</td>
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<td>-</td>
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<td>(3.17)</td>
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<td>4.00</td>
<td>2.75</td>
<td>3.17</td>
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<td>10/23/2019</td>
<td>4.00</td>
<td>2.75</td>
<td>3.23</td>
<td>0.77</td>
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<tr>
<td>Bataan/Back to Battan DVD set</td>
<td>10/24/2019</td>
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<td>2.75</td>
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<td>The One that Got Away</td>
<td>10/24/2019</td>
<td>4.00</td>
<td>2.75</td>
<td>3.23</td>
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<tr>
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<th>Total Remaining</th>
<th>Percentage Expended</th>
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<td>600</td>
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<td>Social Security Matching</td>
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<td>Engineering and Architectural</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>-</td>
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<td>Other Professional Services</td>
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<td>Travel (airline and rental car, etc)</td>
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<td></td>
<td></td>
<td>Advertising and Marketing</td>
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<td>Advertising and Marketing</td>
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## Saline County Library
### Operating Budget - Expense Report
#### Through October 2019

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<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><strong>Utilities</strong></td>
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<tr>
<td>6500</td>
<td>Buildings and Improvements</td>
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<td>Dues and Memberships</td>
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- **Anticipated Millage Fund**: $2,999,085.26
- **Anticipated State Aid**: $150,000.00
- **Anticipated Fines, Fees and Photocopies Receipts**: $75,000.00
- **Anticipated Interest**: $15,000.00
- **Anticipated Rollover**: $250,000.00

**Checking Balance as of 10.31.2019:** $2,311,126.16
## Saline County Library Board

### 2019 Budget Modification Form - General Account 2707

**Date:** 11.18.2019

**Prepared By:** Erin Loy and Brad Crumby

<table>
<thead>
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<th>Line Item</th>
<th>Description</th>
<th>Original Budget</th>
<th>Current Budget</th>
<th>Current Expenses</th>
<th>Current Balance</th>
<th>Budget Revision</th>
<th>New Appropriation</th>
<th>New Balance</th>
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<tr>
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<td>$ 12,993.02</td>
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### Budget

- **7900** - Meals and Lodging
- **7300** - Dues and Memberships
- **8700** - Staff Development
- **8752** - Fundraising

**Total:**

- **$ 12,993.02**
Mid Arkansas Regional Library Board

Finance Committee

September 4, 2019

In Attendance: Hilda Terry, Lorri Helberg, Jessica Reeves, Patty Hector, and Clare Graham

- Regional Salary Stipends- In order to make determination of appropriate regional staff stipends, need to look at positions and get percentage breakdown of regional duties then take the structure and compare with county salaries, schools, and smaller libraries. Develop salary ranges to include a minimum and maximum.

- Additional Regional Services- Discussion of other possible services to benefit the regional libraries. The librarians mentioned that IT services would be suitable and save staff hours. Other possibilities include: shared book vendor accounts and acquisitions. Shared training would also be beneficial for the member libraries.

- Reciprocity: Present agreement between three library boards of Grant Co., Hot Spring Co. and Saline. Further investigation required to offer reciprocity agreements to other member libraries.
Mid Arkansas Regional Library
Regional Staff Salaries

The Malvern Hot Spring County Library Board motioned to move previous Regional stipends totaling $21,600 to the county budget. The suggested annual salary is based on percentage breakdown of time spent on regional duties.

**Salary study is pending with goal of developing salary ranges for each position.**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Title / Library</th>
<th>Malvern-Hot Spring Co.</th>
<th>Including Regional Salary</th>
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<tbody>
<tr>
<td></td>
<td>Pay Rate</td>
<td>% of duties</td>
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</tr>
<tr>
<td>Regional Director</td>
<td>$23.17</td>
<td>30%</td>
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<tr>
<td>Library Manager</td>
<td>$17.02</td>
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<tr>
<td>Library Services Manager</td>
<td>$15.69</td>
<td>10%</td>
<td>$3000.00</td>
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<tr>
<td>Bookmobile Coordinator</td>
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<td>$18238.00</td>
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<td>IT Services</td>
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<td>120 hrs annually</td>
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**TOTAL** $51,038
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<th>State Aid for Year</th>
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<tr>
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<td>Travel Stipends</td>
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<td>State Aid to Member Libraries</td>
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<td>Sirsi Dynix</td>
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<td>Envisionware</td>
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<td>Bookmobile</td>
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<td>Internal Revenue Services</td>
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<td>Accounting</td>
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<td>ArLa Conference</td>
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<td>Association of Small and</td>
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<td>Rural Libraries Conf.</td>
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<td>NCIP (Resource Sharing)</td>
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<td>Print</td>
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<td>Misc.</td>
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<tr>
<th>Location</th>
<th>Population</th>
<th>Percentage</th>
<th>Total minus MLS</th>
<th>$150,098.07 expenses</th>
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<td>$17,276.65</td>
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<td>7,469</td>
<td>4%</td>
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<td>18,082</td>
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<tr>
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<td>Dallas</td>
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<td>Grant</td>
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<td>Saline</td>
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<td>minus $19,975.58 from first pymt.</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$193,480.59</strong></td>
<td><strong>$48,370.15</strong></td>
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| Saline County          | $12,185.36  |
|                        | Sirsi Dynix |
|                        | $6,300.00   | Data Extraction |
|                        | $1,490.22   | Sales Tax |
| **TOTAL**              | **$19,975.58** |
Remodel Update/Staff Development

Trevor and his team are set to come Jan. 6-11, 2020. He strongly suggested we close the library that week. Staff have worked out a system to let patrons drop off books and pick up holds using the Meeting Room with its outside entrance. This will also allow us to have a place for kids to use after school. We want to use Monday morning and Wednesday morning (Jan 6 & 8) to have staff development training. We would only have to close Bryant for 4 hours on that Monday morning for some training that all staff need and then do the rest by having managers cover the Bryant desks. Erin and Janine are finalizing the training and speakers.

Migration Update

Things have really picked up speed. We have a month before the “go live” date. Julie is doing a wonderful job as project manager. Clare and I are so grateful to have her knowledge and expertise. The Sirsi/Dynix staff also have complimented her repeatedly.

We contacted Garland County Library and they are agreeable to us having a link between our catalogs. Our patrons will be able to see their holdings and GCL patrons will be able to see Mid-Ark holdings. We’re hopeful that we can establish a delivery system between our libraries eventually.

Library Directors’ Summit

The Summit was thought-provoking and the networking opportunities valuable. It’s a great to get one-on-one time with other library directors and vendors. I may have found a solution to our problem of not being able to have calls go out automatically to patrons with Symphony.

LDDIII Meeting

The libraries are moving towards a more formal arrangement for the group. We discussed a mission statement. We have not moved forward on the software to share our catalogs, but there is still interest.
Becky Fischer and I both attended the ArLa/SELA Conference in Hot Springs back in September. We attended a lot of great workshops, and learned new techniques and strategies to apply in our day to day routines here at the library.

In October, Laura Austin was a part of the EXCITE team that was hosted at the Arkansas State Library. EXCITE Transformation for Libraries is an intensive team-based experiential learning program that will teach collaboration and innovation skills, result in programs and services that respond to community input and demonstrated needs, lead to cultural change at libraries, and sustain project impact through extended training. EXCITE participants have been tasked with taking the training they received and bringing that information back to their respective library to collaborate for the opportunity to compete in May 2020 for an opportunity to travel to Connecticut to present their projects.

Becky Fischer has officially assumed her role as the President for ALPS (Arkansas Library Paraprofessionals Division) for the year. Becky also recently represented the library in Old Fashion Day and the Empty Bowl Information Resource Fair hosted by the Saline County Cares committee. Attendees were provided meal and access to information to help reach them where they currently are.

The 2020 Census is coming up, and the library participated in National Census Recruitment Day by having a representative from the Census Bureau come and set up a table in an effort to fill current Census openings in our area.

There has been a lot of exciting and engaging programming and outreach within the Adult Services Department. We continue to have weekly recurring programs such as Classic Games, Yarn it All, Crafting with a Cause, and offer a variety of offerings in our Makerspace. Recently, we had a new instructor come and teach a Tai Chi class, which was very well received. November is National NaNoWriMo (National Novel Writing Month), and we have been offering classes. One of our most popular programs recently has been a Leatherworking Class and our Car Show. We had approximately 20 cars to enter the Car Show. Big thanks to Hiland Dairy and our former IT Manager, Will Picking for their help. A few upcoming events that we have coming up is a Sports Card Show on November 16, Tim Ernst on November 19, and AARP
presenting about Fraud Protection on November 25, 2019. There will be a collaborative Winter Reading Program starting December 2 for both Children and Adults. Big thanks to Sarah Beth and Rebecca Kidder for their assistance in this endeavor.

Earlier this year, our department launched an Outreach and Programming Pilot Project with the mission of developing a process and procedure where Saline County communities outside of the Benton/Bryant area have increased access to Saline County Library adult programs and services. We have been providing Outreach Programming in both Hot Springs Village, as well as Paron. In December, we will be analyzing, receiving feedback, and evaluate the pilot project’s effectiveness to see if we will continue in 2020 as an official on-going program.

Submitted by,
Alissa Turner
Adult Services Manager
I have been quite busy since beginning in June getting acclimated to my Library Manager position. I have been working with staff in all of the departments. I’ve also been networking, working with colleagues, accepted committee appointments, as well as seeking new opportunities for continued professional growth and development.

**On-Going Projects**

- Sirsi-Dynix Training
- 2020 Census: Complete Count Committee
- Bi-Weekly Y.A.P. Sessions with Public Facing Managers
- Weekly One-on-One meetings with individual Public Facing Managers

**Site Visits/Meetings/Trainings:**

**September 27-28, 2019**  
ArLa/SELA Joint Conference  
Hot Springs, AR

The Conference was a chance to reconnect with librarians from around the state and learn a few new skills. I attended the following workshops: ADLC Meeting, Additional Duties as Assigned: Succeeding Outside Your Comfort Zone, “How Can I Help You?” and Other Ways You’re Losing Patrons, Creating Your Personal Strategic Plan, Lessons From Retail: Customer Service Assessment in Libraries, Performer’s Showcase, & The Art of Library War: Deploying Your Staff in the Circulation Battlefield.

**October 14-15, 2019**  
Sirsi Dynix Administrative Training  
Online

Training for our upcoming ILS Migration and go live date of December 12, 2019.

**October 16, 2019**  
Saline County Cares Meeting  
Benton, AR

This meeting was to talk about the upcoming Saline County Cares group coming together for an Empty Bowl Community Resource Fair with the goal of more than 30 organizations uniting to inform those in need.

**October 17, 2019**  
2020 Census Training  
Benton, AR

Kari Beesley and I attended the 2020 Census Training here in Saline County, where an actual trainer from the Census Bureau came out to train those who will be a part of the Complete Count Committee. The goal for the training was to
identify hard to count demographics and how to strategically get those hard to count populations counted.

October 18, 2019  Friends of the Library Proclamation  Benton, AR
   National Friends of the Library Week was October 20-26, 2019. We wanted to thank them for their hard work. This was a collaborative effort, however, it was brought to life by Kari Beesley. Kari was able to get the mayors for both Benton and Bryant, as well as the County Judge to come and each one delivered a Proclamation. Everyone got to enjoy pastries, coffee, and tacos.

October 23, 2019  Welcome to Arkansas Workshop  Monticello, AR
   Cindy Smith, a commissioner with Arkansas State Parks, Recreation, & Travel Commission gave a dynamic presentation about local and regional tourism in our respective communities. Mrs. Smith’s presentation shed light on how the public library can play a part in tourism, and how front line staff can potentially be the first impression of our community. We will be attempting to get Mrs. Smith to come and present at our Staff Development Training.

October 25, 2019  LDD3 Meeting- Laman Library  North Little Rock, AR
   Patty and I attended the monthly LDD3 Meeting. It was an open discussion regarding Autographics, CALS usage of Skydriver, the possibility of drafting a mission statement for LDD3, possibly becoming a community interest group through ArLa to connect with the other 3 LDD districts, and the possibility of having a combined staff day amongst LDD3 libraries.

November 4-5, 2019  Sirsi-Dynix Administrative Training  Online
   Training for our upcoming ILS Migration and go live date of December 12, 2019.

November 6, 2019  Saline County Cares Meeting  Benton, AR
   This was a follow-up meeting from the October 16 meeting. The Empty Bowl Community Resource Fair will be at First United Methodist Church in the Family Life Center. This was an opportunity for organizations participating to view the space.

November 8, 2019  Arkansas State Library Board Meeting  Little Rock, AR
   This informational meeting was to make meeting attendees aware of the latest information as it pertains to government appointments, upcoming leadership and personnel changes at the State Library, and allocation of funding for Arkansas libraries.
November 14-13  All-In Capstone Meeting                    Little Rock, AR
    I was an inaugural 2015 All-In participant, and there was a second cohort in 2018. The ALL-In Capstone Meeting is designed to strengthen the professional growth process undertaken by participants in the first and second ALL-In cohorts, and to expand on that growth by reinforcing the importance of continuous leadership development. The meeting was facilitated by Sharon Morris and Kieran Hixon of the Colorado State Library.

November 18  Complete Count Committee Meeting           Benton, AR
This was the first meeting of the Complete Count Committee for Saline County following our October training with the Census Bureau.

Submitted by,
Janine D. Jamison-Miller
Library Manager
For the month of October we had 16,658 patrons come into the building.

Our department had a lot of personnel changes at the end of the summer. But all of our new employees have done a good job in transitioning to new job responsibilities.

In October, the Bob Herzfeld Memorial Library checked out 18,648 different items for a total of 25,487 times. The Public Services Department did a lion's share of these transactions but we were assisted by the Children's Department and the Adult Services Departments as well as the self-check machines.

I just wanted to convey the volume of materials that our department handles on a monthly basis with the emphasis always being on providing excellent customer service.

Submitted by,
Rick Johnson
Public Services Manager
The big focus of the IT department has been ensuring that all of the computers are up to date and ready when we switch over to Symphony. We have also begun the process of updating the computers that are still on Windows 7 to Windows 10 and plan to have them all done well before the January 2020 end-of-life cycle for Windows 7 concludes. We are also preparing for the January remodel. Outside of that, we continue to maintain the network, keeping downtime to an absolute minimum, and address/correct IT issues that would, otherwise, impede the work flow of our fellow staff members.

Submitted by,
Rob Walton
Technology Manager
This fall we have had some special guests at the library. All-Star Martial Arts came in October for a free kid's self-defense class. We had 24 kids come and they had a great time. Forty-two people came to see the Bryant Chief of Police, Carl Minden, Sergeant Tarvin, and K-9 officer Mya for storytime on November 9th. The kids loved K-9 officer Mya!

A couple other special events this fall were two after-hours programs. There was a minute to win it themed event for tweens ages 9-12 and a teen Halloween party. Kids think it is so cool to come to the library after the building has closed! Both programs were well attended, 29 tweens and a shocking 59 teens.

We decided to participate in NaNoWriMo, a national writing program, this November. A writing program is a hard sell so we have been pleasantly surprised with attendance. Last week 10 kids came!

Upcoming special events in November and December are a Teddy Bear Sleepover, Frozen storytime, winter craft days, Santa visits, gingerbread house building days, and All-Star Martial Arts will be returning for a family self-defense class.

We are currently working on adding a few new Learning Kits to the collection. Three sensory kits designed for children with a range of sensory processing disorders, 3 Montessori play kits for children ages 12 months to 3 years and a braille kit.

Come visit the children’s room to see the Caldwell Elementary School fall art display!

Submitted by,
Sarah Beth Lesko
Youth Services Manager
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<td>Displays to Go</td>
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<tr>
<td>2505</td>
<td>Clock</td>
<td>60.00</td>
<td>Jun 2011</td>
<td>Hobby Lobby</td>
<td>Nov 2019</td>
<td>Out of style</td>
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Meeting Room Policy

The library has two meeting rooms, one in Benton and one in Bryant, that are primarily for meetings or programs of an educational, cultural or civic nature presented or co-sponsored by the library or not-for-profit groups or agencies.

Library sponsored programs and programs of the library’s affiliated organizations will be given priority in the reservation of meeting room space. After, requests are considered in the following order:

- Agencies of Saline County Government
- Community non-profit cultural or civic organizations
- City of Benton or Bryant agencies
- All other uses, including individuals or groups whose primary purposes are religious, business and for-profit entities.

Sale of Products or Services

Programs involving the sale, advertisement or promotion of commercial products or services are prohibited. Organizations may not charge admission fees. Fees for items such as a meal or program materials are permissible as long as attendance is not dependent upon the payment of such fees.

Reservations

Reservations are on a first-come, first-served basis and may not be made more than 4 weeks in advance of the requested date. Organizations or individuals are allowed one meeting per month at each of the two locations.

To reserve a meeting room, fill out this application or call the library at 501-778-4766. To see available dates and times, visit our website.

Rules and Terms of Use

- Food or drink is allowed only by special permission. Only catered meals, covered-dish meals or light refreshments shall be served. Utensils, dishes, etc. must be furnished by the user organization. All groups are responsible for food and/or trash cleanup.
- Damages to the room or library property shall be charged to the person/group using the room. No group is allowed to attach anything to the walls.
- The library assesses no deposit for the use of its meeting rooms except in the case of persons or groups wishing to make crafts or items that require hammers, nails, glue guns, paint and other like items. Charges may be assessed against groups or individuals who fail to leave the room in a clean and orderly condition.
- Setting up tables and chairs is the responsibility of the user or organization.
• Groups using the meeting rooms must observe the building’s scheduled opening and closing times. All meetings should be over and the room vacated 15 minutes before the library closes.
• When scheduling meeting room time, remember to allow your group sufficient time for any necessary set-up or clean-up.

The library can provide the following audiovisual items:

• TV
• DVD player
• Laptop
• Podium
• Overhead projector
• Slide projector
• LCD projector

Scheduling of a meeting or program of a group or organization in the library does not in any way constitute an endorsement by the library of the group or organization, its activities or the ideas and opinions expressed during the course of the meetings or programs held at the library.

Publicity generated by a group or organization for a meeting or event in a library meeting room may recite the library name, address and appropriate room designation only.
Behavior Policy

Personal Code of Conduct

Code for personal conduct. Examples of unacceptable behavior or activity include, but are not limited to:

1. Leaving children unattended
2. Leaving children at the library after closing
3. Leaving vulnerable adults unsupervised or unattended
4. Not following the cell phone policy: Cell phone ringers must be set to silent and calls should be in a quiet voice and keep to a minimum. No cell phone use in the computer labs.
5. Smoking, use of tobacco products, soliciting, selling, skateboarding or skating, consuming intoxicants, intoxication, spitting, sleeping, or loitering on premises
6. Leaving unattended items
7. Annoying, harassing, or threatening another person
8. Physical, sexual, or verbal abuse of another person
9. Interfering with others' use of the library through poor personal hygiene
10. Eating and/or drinking in the library. Eating and drinking may occur in designated areas or in the meeting room with prior permission. Covered beverages are permitted in all areas except computer labs.
11. Leaving automobiles in the parking lot without prior permission
12. Demonstrating or picketing inside the building or in such a way as to block access to the building
13. Carrying weapons of any type
14. Defacing, damaging, or stealing library property
15. Uttering profane, obscene, or injurious language
16. Not following the library’s “Computer Resources and Internet Access” policy
17. Not wearing proper attire. Footwear, shirts/blouses and pants/skirts/dresses are required at all times.

18. Disturbing public peace by persistent loud, annoying or aggressive conduct.

19. Bringing animals into the building except by invitation for a program or a service animal defined by Title II and Title III of the ADA.

20. Being in an unauthorized area of the library, or remaining in an area after its closing; staying in the building when requested to leave during emergency situations or drills.

21. Engaging in any activities while on Library premises that are not related to the proper use of the Library.

Vandalism of any kind will result in the pressing of charges with no tolerance. Arkansas Code 5-38-203

The Saline County Library expects conduct of the patrons to be polite and respectful. Anyone unable to behave in a manner that will not disturb, abuse or physically endanger patrons or staff will be asked to leave the building and property, no matter what their age. A refusal to leave after being asked to do so will precipitate a call to the local law enforcement officers.
Opportunity Card Policy

Individuals without proof of address or photo ID may apply for an Opportunity Card. Opportunity Cards restrict borrowing privileges to five print books, online resources, and computer usage. Identification is not required to register for the card. Youth may apply for this card without the signature of a parent or guardian. Opportunity cards may be upgraded to a full privilege library card at any time with proof of Saline County home or work address and valid photo ID.

Staff is recommending a new type of card for the few instances when teens, homeless, or undocumented patrons need access to the library. We researched other library policies before developing this one. It would limit their access to books only and not more expensive materials like tablets, DVDs or audiobooks, but it would give them a chance to take items home with them.
RE: Resolution for First Security Bank Check Signers

At the Saline County Library Board of Trustees meeting on November 18, 2019, the Board of Trustees approved check signing privileges for the following staff:

Patty Hector, Director
Erin Loy, HR Manager
Janine Miller, Library Manager
Brad Crumby, Financial Coordinator

Signed,

Susan Benzick
Chair, Library Board of Directors
## Saline County Library Draft Budget 2020

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<td>No longer have Polaris Contract</td>
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<tr>
<td></td>
<td><strong>Professional Services</strong></td>
<td></td>
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<tr>
<td>4500</td>
<td>Engineering and Architectural</td>
<td>$0.00</td>
<td>$0.00</td>
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<tr>
<td>4800</td>
<td>Other Professional Services</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
<td>e-rate discount runs from July-June and discount on AT&amp;T bills for Internet only. Budgeted amount needs to reflect charges w/out e-rate discount</td>
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<tr>
<td>4900</td>
<td>Telephone/Internet</td>
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<td>Item #</td>
<td>Budget Classification</td>
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<tr>
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<td>-------------------------------</td>
<td>------------</td>
<td>------------</td>
<td>---------------------------------------------------------</td>
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<tr>
<td>5000</td>
<td>Postage</td>
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<td><strong>Transportation</strong></td>
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<tr>
<td>5200</td>
<td>Mileage Reimbursement</td>
<td>$1,500.00</td>
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<tr>
<td>2500</td>
<td>Fuel for Vehicle Use</td>
<td>$3,000.00</td>
<td>$3,500.00</td>
<td>increased for delivery between Mid-Ark libraries</td>
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<tr>
<td>5300</td>
<td>Travel (airline and rental car, etc)</td>
<td>$7,000.00</td>
<td>$7,000.00</td>
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<tr>
<td></td>
<td><strong>Advertising and Marketing</strong></td>
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</tr>
<tr>
<td>5500</td>
<td>Advertising and Marketing</td>
<td>$20,000.00</td>
<td>$25,000.00</td>
<td>returned to previous budget</td>
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<tr>
<td></td>
<td><strong>Insurance</strong></td>
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<td></td>
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<td>5800</td>
<td>Fire and Extended Coverage</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
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<tr>
<td>5900</td>
<td>Vehicle Insurance</td>
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<tr>
<td></td>
<td><strong>Utilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6100</td>
<td>Electricity</td>
<td>$75,000.00</td>
<td>$75,000.00</td>
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<tr>
<td>6200</td>
<td>Gas</td>
<td>$15,000.00</td>
<td>$15,000.00</td>
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<tr>
<td>6300</td>
<td>Water</td>
<td>$5,000.00</td>
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<tr>
<td>6400</td>
<td>Waste Disposal</td>
<td>$5,155.00</td>
<td>$5,155.00</td>
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<tr>
<td></td>
<td><strong>Repairs and Maintenance</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6500</td>
<td>Building and Improvements</td>
<td>$40,000.00</td>
<td>$40,000.00</td>
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</tr>
<tr>
<td>6600</td>
<td>Machinery and Equipment</td>
<td>$40,000.00</td>
<td>$40,000.00</td>
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</tr>
<tr>
<td></td>
<td><strong>Miscellaneous</strong></td>
<td></td>
<td></td>
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<tr>
<td>7900</td>
<td>Meals and Lodging</td>
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<td>7300</td>
<td>Dues and Memberships</td>
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<tr>
<td>8200</td>
<td>Refunds</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
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<tr>
<td>8500</td>
<td>Programming</td>
<td>$90,000.00</td>
<td>$90,000.00</td>
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<tr>
<td>8600</td>
<td>Computer Software</td>
<td>$50,000.00</td>
<td>$40,000.00</td>
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<tr>
<td>8700</td>
<td>Staff Development</td>
<td>$6,000.00</td>
<td>$10,000.00</td>
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<tr>
<td>8752</td>
<td>Fundraising</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
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<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>
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</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>$100,000.00</td>
<td>$100,000.00</td>
<td></td>
</tr>
<tr>
<td>Item #</td>
<td>Budget Classification</td>
<td>2019</td>
<td>2020</td>
<td>Notes</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>9300</td>
<td>Machinery and Equipment</td>
<td>$60,000.00</td>
<td>$30,000.00</td>
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<tr>
<td></td>
<td>Total Other Services and Charges</td>
<td>$1,325,155.00</td>
<td>$1,274,155.00</td>
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</tr>
<tr>
<td></td>
<td>Total Budget</td>
<td>$3,488,820.58</td>
<td>$3,489,182.39</td>
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</table>

**Income**

<table>
<thead>
<tr>
<th>Item</th>
<th>2019</th>
<th>2020</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millage*</td>
<td>$2,999,085.26</td>
<td>$3,133,053.18</td>
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</tr>
<tr>
<td>State Aid</td>
<td>$150,000.00</td>
<td>$119,215.31</td>
<td></td>
</tr>
<tr>
<td>Fines, Fees, and Copies</td>
<td>$82,000.00</td>
<td>$55,000.00</td>
<td>Separated passports and book sales</td>
</tr>
<tr>
<td>Interest</td>
<td>$15,000.00</td>
<td>$20,000.00</td>
<td></td>
</tr>
<tr>
<td>Rollover/Reserves</td>
<td>$250,000.00</td>
<td>$110,000.00</td>
<td></td>
</tr>
<tr>
<td>Passports</td>
<td></td>
<td>$30,000.00</td>
<td></td>
</tr>
<tr>
<td>Book Sales</td>
<td></td>
<td>$22,000.00</td>
<td></td>
</tr>
<tr>
<td>Fundraising</td>
<td></td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Projected Revenue</strong></td>
<td><strong>$3,496,085.26</strong></td>
<td><strong>$3,494,268.49</strong></td>
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</table>

*previous year's tax receipts are used
# 2020 Personnel Budget

## Salaries

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Full-Time Salaries</td>
<td>$1,385,161.27</td>
</tr>
<tr>
<td>Part-Time Salaries</td>
<td>$223,866.12</td>
</tr>
<tr>
<td><strong>Total Salaries</strong></td>
<td><strong>$1,609,027.39</strong></td>
</tr>
</tbody>
</table>

## Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Matching (7.65%)</td>
<td>$125,000.00</td>
</tr>
<tr>
<td>Noncontributory retirement (15.32%)</td>
<td>$241,000.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>$228,000.00</td>
</tr>
<tr>
<td>Worker's Comp</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>State Unemployment (0.8%) 46 over 10,000</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Other Fringe Benefits (COBRA)</td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>Total Benefits</strong></td>
<td><strong>$606,000.00</strong></td>
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</table>

## 2020 Total Personnel Budget

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020 Total Personnel Budget</td>
<td>$2,215,027.39</td>
</tr>
<tr>
<td>2020 Total Budget</td>
<td>$3,489,182.39</td>
</tr>
<tr>
<td>Percentage of Budget</td>
<td>63%</td>
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</tbody>
</table>
## 2020 Materials Budget

<table>
<thead>
<tr>
<th>Category</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benton Adult Audio</td>
<td>$12,000</td>
</tr>
<tr>
<td>Benton Adult Books</td>
<td>$40,000</td>
</tr>
<tr>
<td>Benton LP</td>
<td>$25,000</td>
</tr>
<tr>
<td>Benton Adult CD</td>
<td>$0</td>
</tr>
<tr>
<td>Benton Adult Video</td>
<td>$58,000</td>
</tr>
<tr>
<td>Benton Children Audio</td>
<td>$3,000</td>
</tr>
<tr>
<td>Benton Children Books</td>
<td>$40,000</td>
</tr>
<tr>
<td>Benton Children Video</td>
<td>$14,500</td>
</tr>
<tr>
<td>Benton Tablets</td>
<td>$3,000</td>
</tr>
<tr>
<td>Benton Young Adult Audio</td>
<td>$1,000</td>
</tr>
<tr>
<td>Benton Young Adult Books</td>
<td>$6,500</td>
</tr>
<tr>
<td>Bryant Adult Audio</td>
<td>$3,000</td>
</tr>
<tr>
<td>Bryant Adult Books</td>
<td>$22,000</td>
</tr>
<tr>
<td>Bryant LP</td>
<td>$10,000</td>
</tr>
<tr>
<td>Bryant Adult Video</td>
<td>$24,000</td>
</tr>
<tr>
<td>Bryant Tablets</td>
<td>$3,000</td>
</tr>
<tr>
<td>Bryant Children Audio</td>
<td>$1,000</td>
</tr>
<tr>
<td>Bryant Children Books</td>
<td>$10,000</td>
</tr>
<tr>
<td>Bryant Children Video</td>
<td>$7,000</td>
</tr>
<tr>
<td>Bryant Young Adult Audio</td>
<td>$0</td>
</tr>
<tr>
<td>Bryant Young Adult Books</td>
<td>$4,000</td>
</tr>
<tr>
<td>Digital</td>
<td>$85,000</td>
</tr>
<tr>
<td>Video Games</td>
<td>$13,000</td>
</tr>
<tr>
<td>Board Games</td>
<td>$500</td>
</tr>
<tr>
<td>RP</td>
<td>$500</td>
</tr>
<tr>
<td>New Collections</td>
<td>$4,000</td>
</tr>
<tr>
<td>Arkansas Room Books</td>
<td>$5,000</td>
</tr>
<tr>
<td>Databases</td>
<td>$95,000</td>
</tr>
<tr>
<td>Personal Purchase</td>
<td>$0</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$550,000</strong></td>
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</tbody>
</table>

**new line items**

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Collection development</td>
<td>$16,000</td>
</tr>
<tr>
<td>Entertainment equipment</td>
<td>$5,000</td>
</tr>
<tr>
<td>OCLC</td>
<td>$27,000</td>
</tr>
<tr>
<td>Freegal</td>
<td>$12,000</td>
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</table>

TOTAL: $550,000
# 3300 Service Contracts

<table>
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<th>Company</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Adams Pest Control</td>
<td>$1,048.00</td>
</tr>
<tr>
<td>American Fire Protection</td>
<td>$625.00</td>
</tr>
<tr>
<td>BCI (Unitrends)</td>
<td>$1,100.00  811.18*</td>
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<tr>
<td>BCI (Unitrends)</td>
<td>$10,650.00</td>
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<tr>
<td>Datamax</td>
<td>$31,700.00</td>
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<tr>
<td>Flex 360</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Harrison Energy Partners</td>
<td>$18,143.00</td>
</tr>
<tr>
<td>Johnson Controls (Tyco)</td>
<td>$3,601.00</td>
</tr>
<tr>
<td>Kone</td>
<td>$2,460.00</td>
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<tr>
<td>Lineage</td>
<td>$340.00</td>
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<tr>
<td>Jones Heat and Air</td>
<td>$1,079.00</td>
</tr>
<tr>
<td>Promas</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Ragan Safe &amp; Vault</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>Service Master Clean</td>
<td>$9,000.00</td>
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<tr>
<td>Tech Logic</td>
<td>$4,000.00</td>
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<tr>
<td>Terry's Window Cleaning</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Merimac</td>
<td>$300.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$96,346.00</strong></td>
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</table>

*3-year agreement for cloud retention and file level backup mgt
## 8600 Computer Software

<table>
<thead>
<tr>
<th>Product Name</th>
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</thead>
<tbody>
<tr>
<td>Bamboo HR Software - yearly</td>
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<tr>
<td>MakeShift</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Adobe</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>Amazon</td>
<td>$107.00</td>
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<td>B&amp;T</td>
<td>$1,495.00</td>
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<tr>
<td>Basecamp</td>
<td>$319.00</td>
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<tr>
<td>Computype</td>
<td>$1,050.00</td>
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<tr>
<td>Demco (Evanced)</td>
<td>$2,400.00</td>
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<tr>
<td>Envisionware</td>
<td>$1,387.00</td>
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<tr>
<td>Faronics (Deep Freeze)</td>
<td>$630.00</td>
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<tr>
<td>Getty Images</td>
<td>$1,999.00</td>
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<tr>
<td>Ingram Library Services</td>
<td>$300.00</td>
</tr>
<tr>
<td>Intuit (Quickbooks)</td>
<td>$1,200.00</td>
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<tr>
<td>Productive Corp. (Sophos)</td>
<td>$532.00</td>
</tr>
<tr>
<td>Wufoo</td>
<td>$375.00</td>
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<tr>
<td>Papercut (Datamax)</td>
<td>$4,660.00</td>
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<tr>
<td>Community Engagement Platform on Sirsi/Dynix</td>
<td>getting quote</td>
</tr>
<tr>
<td>Update to Webpage</td>
<td>$2,000.00</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$26,697.00</strong></td>
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</table>
## 6500 Repair and Maintenance

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>Access panel near Benton's women's bathroom</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>AC Unit for Bryant</td>
<td>$6,500.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$6,500.00</strong></td>
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</table>
# Capital Outlays

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<th>Description</th>
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<tbody>
<tr>
<td>9100 Building and Furniture Total:</td>
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<tr>
<td>Furniture for Benton</td>
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<tr>
<td>Replace computers</td>
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<tr>
<td>5 keyboards for tablets</td>
<td>$150.00</td>
</tr>
<tr>
<td>Special seating for Youth Services</td>
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<tr>
<td>Tires for SUV?</td>
<td>$400.00</td>
</tr>
<tr>
<td>Security cameras</td>
<td>$3,000.00</td>
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<tr>
<td>Children's chairs with table</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Teen computer bar + chairs</td>
<td>$7,300.00</td>
</tr>
<tr>
<td>Tween computer bar + chairs</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>Meeting Room stackable chairs 75 @ $100</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Lounge chairs for entire bldg 32 @ $500</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Office chairs - 12 @ $200</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>Lounge chairs for entire bldg 32 @ $500</td>
<td>$16,000.00</td>
</tr>
<tr>
<td>Board Room chairs 8 @ $500</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Desk Chairs</td>
<td>$800.00</td>
</tr>
<tr>
<td>Storytime rug for Bryant</td>
<td>$600.00</td>
</tr>
<tr>
<td>9300 Machinery and Equipment Total:</td>
<td>$10,550.00</td>
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<tr>
<td>Tween computer bar + chairs</td>
<td>$5,500.00</td>
</tr>
<tr>
<td>Teen computer bar + chairs</td>
<td>$7,300.00</td>
</tr>
<tr>
<td>Meeting Room stackable chairs 75 @ $100</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Lounge chairs for entire bldg 32 @ $500</td>
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</tr>
<tr>
<td>Office chairs - 12 @ $200</td>
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</tr>
<tr>
<td>Board Room chairs 8 @ $500</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Desk Chairs</td>
<td>$800.00</td>
</tr>
<tr>
<td>Storytime rug for Bryant</td>
<td>$600.00</td>
</tr>
</tbody>
</table>