

AGENDA

Special Meeting

**Saline County Library Board of Trustees
1800 Smithers | Benton, AR and via Teams
May 1, 2020 | 4:00 p.m.**

- I. Call to Order
- II. Announcements
- III. Discussion Items
 - a. Director's Report
- IV. Old Business
- V. New Business
 - a. Re-Opening Plan
 - b. Remodel
- VI. Adjourn

Next regular board meeting May 18, 2020 at 3:30 p.m.

Director's Report

May 1, 2020

Budget Shortfall

I've been working on a revised budget to take into account the shortfall that we will see this year. It should be ready to be voted on at the next regular meeting. I'm still gathering data. The items in red are changes I know will need to be made. The highlighted cells are places we can look at changing.

Remote Lockers

We have been looking at lockers for a long time and I'm really sorry we didn't purchase them last year. I do think they will be helpful this fall once we figure out where to put them. One of the reasons we held off purchasing was to finish the migration to the new ILS. Now that is behind us and we will work on getting lockers.

Telework Policy

Erin is working on a telework policy which will be good to have not only now, but in the future as well. She will be using the new software we purchased for policy writing. She noticed they have updated the telework category since that is an issue for many businesses right now.

Saline County Library 2020 Budget Revised

Item #	Budget Classification	2019	2020	2020 Revised	Notes
	Full-time Salaries	\$1,320,813.50	\$1,382,998.27	\$1,390,869.68	
	Part time Salaries	\$197,066.48	\$219,365.12	\$228,343.44	
	Total Salaries	\$1,517,879.98	\$1,602,363.39	\$1,619,213.12	
	Benefits				
600	Social Security Matching (7.65%)	\$125,000.00	\$125,000.00	\$125,000.00	
800	Noncontributory retirement (14.5%)	\$245,000.00	\$241,000.00	\$240,000.00	
900	Healthcare	\$218,400.00	\$228,000.00	\$228,000.00	
1000	Worker's Comp	\$5,000.00	\$6,000.00	\$6,000.00	
1100	State Unemployment	\$5,000.00	\$5,000.00	\$5,000.00	
1200	Other Fringe Benefits	\$1,000.00	\$1,000.00	\$1,000.00	
	Total Benefits	\$599,400.00	\$606,000.00	\$605,000.00	
	Grand Total Personnel Fund	\$2,117,279.98	\$2,208,363.39	\$2,224,213.12	
	Other Services and Charges				
	Supplies				
1600	Printing	\$10,000.00	\$10,000.00	\$10,000.00	
1700	General Office Supplies	\$30,000.00	\$30,000.00	\$30,000.00	
2000	Janitorial Supplies	\$8,000.00	\$8,000.00	\$8,000.00	
3300	Service Contracts	\$120,000.00	\$100,000.00	\$100,000.00	No longer have Polaris Contract
	Professional Services				
4500	Engineering and Architectural	\$0.00	\$0.00	\$0.00	
4800	Other Professional Services	\$15,000.00	\$15,000.00	\$15,000.00	
4900	Telephone/Internet	\$30,000.00	\$30,000.00	\$30,000.00	e-rate discount runs from July-June and is discount on AT&T bills for Internet only. Budgeted amount needs to reflect charges w/out e-rate discount
5000	Postage	\$10,000.00	\$10,000.00	\$12,000.00	passports & mailing some items to Mid-Ark libraries
	Transportation				
5200	Mileage Reimbursement	\$1,500.00	\$1,000.00	\$1,000.00	
2500	Fuel for Vehicle Use	\$3,000.00	\$3,500.00	\$3,500.00	increased for delivery between Mid-Ark libraries

5300	Travel (airline and rental car, etc)	\$7,000.00	\$7,000.00	\$7,000.00	
	Advertising and Marketing				
5500	Advertising and Marketing	\$20,000.00	\$25,000.00	\$25,000.00	returned to previous budget amount
	Insurance				
5800	Fire and Extended Coverage	\$15,000.00	\$15,000.00	\$15,000.00	
5900	Vehicle Insurance	\$4,000.00	\$4,000.00	\$4,000.00	
	Utilities				
6100	Electricity	\$75,000.00	\$75,000.00	\$75,000.00	
6200	Gas	\$15,000.00	\$15,000.00	\$15,000.00	
6300	Water	\$5,000.00	\$5,000.00	\$5,000.00	
6400	Waste Disposal	\$5,155.00	\$5,155.00	\$6,000.00	Rate increase
	Repairs and Maintenance				
6500	Building and Improvements	\$50,000.00	\$40,000.00	\$40,000.00	energy assessment improvements removed
6600	Machinery and Equipment	\$40,000.00	\$40,000.00	\$40,000.00	
	Miscellaneous				
7900	Meals and Lodging	\$7,500.00	\$7,500.00	\$7,500.00	
7300	Dues and Memberships	\$5,000.00	\$5,000.00	\$5,000.00	
8200	Refunds	\$2,000.00	\$2,000.00	\$2,000.00	
8500	Programming	\$90,000.00	\$90,000.00	\$90,000.00	
8600	Computer Software	\$50,000.00	\$40,000.00	\$40,000.00	
8700	Staff Development	\$6,000.00	\$10,000.00	\$10,000.00	
8752	Fundraising	\$1,000.00	\$1,000.00	\$1,000.00	
	Materials				
8800	Books, Magazines, and other sources	\$550,000.00	\$550,000.00	\$550,000.00	
	Capital Outlays (from State Aid)				
9100	Building and Furniture	\$100,000.00	\$100,000.00	\$150,000.00	furniture for youth services, meeting room, patron seating, quiet pods
9300	Machinery and Equipment	\$60,000.00	\$30,000.00	\$40,000.00	computer replacements
	Total Other Services and Charges	\$1,335,155.00	\$1,274,155.00	\$1,337,000.00	

	Total Budget	\$3,452,434.98	\$3,482,518.39	\$3,561,213.12	
	Income				
	Millage*	\$2,999,085.26	\$2,999,085.26	\$3,118,024.00	
	State Aid	\$109,866.25	\$119,215.31	\$119,215.31	
	Fines, Fees, and Copies	\$90,000.00	\$55,000.00	\$25,000.00	
	Interest	\$20,000.00	\$20,000.00	\$20,000.00	
	Rollover/Reserves	\$250,000.00	\$200,000.00	\$275,000.00	
	Passports		\$30,000.00	\$10,000.00	
	Book Sales		\$22,000.00	\$10,000.00	
	Fundraising		\$5,000.00	\$5,000.00	
	Projected Revenue	\$3,468,951.51	\$3,450,300.57	\$3,582,239.31	

*previous year's tax receipts are used

Saline County Library Pandemic Service Plan

Service/Access Tier	Full Digital	Curbside Pickup/Computer Access	Limited Services	Precautionary
Library Pandemic Response Level	Level III: Temporary Closure	Level III: Temporary Closure	Level II: Moderated Services	Level I: Precautionary Measures
State Mandate	Stay at Home Order Suggested	Social Distancing, No Groups above 10, More Businesses Open	Social Distancing, No Groups Above 50	Social Distancing
Hours of Operation	None	Limited: Public T, Th 2-6; Sat. 12-4*	Regular Hours (Could be Limited)	Regular Hours
Materials	Digital Only	Digital Encouraged, Curbside Pickup w/ Phone & Online Orders	Digital Encouraged, Stacks Open	Stacks Open
Services	Digital Only	Digital, Self-Serve Computer Access in Meeting Room	Notary, Copy, Fax, Scan, Computers, NO Toys, Limited Seating, Newspapers, Coffee, Etc...	All Services, Limited Toys or Multi-Touch Items, Home-Bound Delivery Resumes
Check-Out Method	Digital Only	Curbside Benton Only	Self-check	Self-check
Returns	None, Auto-Renewal	Benton Book Returns Open, Extended Renewals Automatic	All Book Drops Open, Set Return Guidelines for Extended Renewal Items	Book Drops Open, All Materials Deadlines Enforced
Staff in Building	< =4 With Advance Approval	Limited, <=2 per work area + 1 IT	All Staff Without Exemption Report for Regular Shifts, with Modifications	All Staff Report for Regular Shifts
Programs	Virtual	Virtual, Make-and-Take Supplies	Mix of Virtual and Some Live	Small Group Programs of 10 or Less, Multiple Sessions if Necessary

Digital Services Include: reference, tech assistance, readers' advisory, online library card application, virtual programming for all ages

***Benton FT Staff will work staggered schedule depending on position--hold pullers and shelvers will work during the 10-2 slot before library opens for holds pickup. Floaters, runners and circulators will work 2-6 or 12-4 on Sat. Bryant staff work in Benton until Bryant branch opens.**

Approved at Managers' Meeting: 4/22/2020

Approved at Board Meeting:

Staff Plans for Delivery of Curbside Service

The Curbside plan will begin on 5/5/2020, and the library will be open on T-TH-S. Tuesdays and Thursdays will be 2-6, Saturday 12-4.

The current re-opening phase model will have 2 hold pullers, 1 floater, 1 circ person, and 1 runner who will work during the “open” hours. Other staff will pull holds and shelve during morning hours and off days to keep the number of people in the library at a minimum.

Hold puller- 1 person upstairs, 1 person downstairs

Floater- places items on holds via phone, empty book drop, sanitize returns

Circ- checks holds out, bags items & tags

Runner- coordinate pick-ups, run items to patrons on outside table

This reopening phase model will be done for 2 weeks, in which there will be a re-evaluation of how staff will begin returning to work in the building. Some positions are required to work inside the building in order to get their work done, while others can do their jobs from home. This initial phase has minimal exposure to the public. There are other staff working in the building including Admin, Collections and IT. There will be strict guidelines for how many people can be in a workspace at the same time. Staff whose jobs can be done from home will be encouraged to do so in order to keep the number of people in the building at an acceptable level.

All patrons must place their items on hold. There will be NO drive-up service requiring frontline staff to pull items immediately for patrons. We want this process to be as streamlined as possible.

There will be tax forms available for self-service. Items from the bookdrop will need to be quarantined. The Board room and Makerspace can be used to hold overflow bookdrop materials. There are additional carts in the Makerspace, as well as Youth Services.

The Computer lab will be open with 4 computers, and there will be self-service printing.

Sneeze guards are being purchased for all public servicing desks. Masks, gloves and disinfectants will be provided.

Benton Remodel Project

Staff met with Trevor Taylor of Library Interiors of Texas back in February to go over the plan for furniture. He updated the quote and I have attached it. It is higher because we asked for a quote for replacing all the lounge chairs in the building. We figured once we had the numbers we could decide what was most pressing to do this year and what could wait for next year.

Now we're facing a budget shortfall. And I am wondering if it wouldn't be better to do the flooring this year instead of furniture. I don't have a quote, but in the original project estimate the flooring was around \$80,000. From what the experts are saying we could be closing again in the fall. Trevor says flooring will be a 4-6 week closure. They will have to take apart the desks and move the shelves. We could even do one floor only.

Trevor recommends doing the furniture, but it is up to us.

Quotation No: Q2545-B



LIBRARY INTERIORS OF TEXAS, LLC
 401 Congress Avenue, Suite 1540
 Austin, TX, 78701
 P: 888-689-5489 (LITX)
 F: 888-690-5489 (LITX)

Issued By: Trevor Taylor | trevor@li-tx.com

Library Interiors - TX Project ID: Q2545-B

Date: 4/23/2020

Vendor Contract: 19/033MJ-16

Bill-to Saline County Library
 1800 Smithers Dr
 Benton, AR 72015

Ship-to: Bob Herzfeld Memorial Library
 1800 Smithers Dr
 Benton, AR 72015

Contact: Patty Hector
 Phone: 501-778-4766 Ext 1001

Contact: Patty Hector
 Phone: 501-778-4766 Ext 1001

Terms Net 30 Days

Item #	Colors/Finishes	Quantity	Part#	Description	Each	Ext Price	Disc	Unit Net	Ext Net
						\$	%	\$	\$

Choice Partners - Furniture, Fixtures, Equipment (FFE) and Related Items: Contract Number 19/033MJ-16 - May 15, 2019 / 4

BENTON

FIRST FLOOR

Children

Furniture

Item 1	TBD	1	5909	HPFI Accompany 2 Seater Settee - Grade 9 Fabric	4,262.00	4,262.00	40%	2,557.20	2,557.20
Item 2	TBD	3	5901	HPFI Accompany Arm Chair - Grade 9 Fabric	2,841.00	8,523.00	40%	1,704.60	5,113.80
Item 3	TBD	1	MMTRLWD.366029	Mix and Max Rectangular Table 60" x 36" x 29" High PVC Edge, Maple Legs	1,526.55	1,526.55	40%	915.93	915.93
Item 4	TBD	2	MMCS3WD.18	Worden Mix and Max Children's Chair. 18"sh	751.65	1,503.31	40%	450.99	901.98
Item 5	TBD	2	MMTRLWD.366016-X	Worden Mix and Max Bench 60" x 14" x 18" Seat Height Laminate Top	1,526.55	3,053.11	40%	915.93	1,831.86
Item 6	TBD	1	MMTRLWD.003625	Worden Mix and Max Children's Table. 36"dia x 25" High PVC Edge, Maple Legs	1,327.29	1,327.29	40%	796.38	796.38
Item 7	TBD	4	MMCS3WD.16	Worden Mix and Max Children's Chair. 16"sh	674.16	2,696.65	40%	404.50	1,617.99
Item 8	TBD	4	3700-V	Arcadia Leaf Chairs W 37 D 27-1/4, H 31, Seat Height 18-1/2, Inside Seat Width 33 Inside Seat Depth 23-1/4 - Grade 5 Fabric	1,906.00	7,624.00	35%	1,238.90	4,955.60
Item 9	TBD	2	3750	Arcadia Leaf Tables W 16-3/4 D 16-1/2 H 13-1/4 - Laminate Top	928.00	1,856.00	35%	603.20	1,206.40
Item 10	TBD	1	T2CPP	T2 Design Crib/Play Pen. Exact Specification TBD	750.00	750.00	30%	525.00	525.00

Tween/Graphic Novel Area



Library Interiors of Texas, LLC. standard terms and conditions of sale apply.



Quotation No: Q2545-B

<u>Shelving</u>									
Item 11	TBD	1	BIBMOD1	Modify existng Biblmodel Shelving to include 3 x Intermediate Panels to act as Room Divider, with Dry Wipe Laminate to Children's Side	1,475.00	1,475.00	40%	885.00	885.00
<u>Furniture</u>									
Item 12/13	TBD	1	BEST-48S-29-PD-G4	Belmont Shared Table; 48" Wide; Square; 29" High; Power/ data Cutout; Grade 4with Marker Board Surface &Power/USB Outlet	2,000.00	2,000.00	Net	2,000.00	2,000.00
	TBD	4	BE-LG-24S-18-CA-G4		Belmont Lounge; 24" Wide; Square; 18" High; Casters; Grade 4				
Item 14	TBD	2	5909	HPFI Accompany 2 Seater Settee - Grade 9 Fabric	4,262.00	8,524.00	40%	2,557.20	5,114.40
Item 15	TBD	2	5901	HPFI Accompany Arm Chair - Grade 9 Fabric	2,841.00	5,682.00	40%	1,704.60	3,409.20
Item 16	TBD	1	5936	HPFI Accompany Circular 36" dia x 22.5" High Occasional Table with Upholstered Sides and Laminate Top - Grade 9 Fabric	2,396.00	2,396.00	40%	1,437.60	1,437.60
<u>Lower Reading Area</u>									
<u>Furniture</u>									
Item 17	TBD	8	GEOM.SA.M.GR3	Geo Chairs With Arms and Casters - Grade 3 Fabric	2,831.71	22,653.65	40%	1,699.02	13,592.19
Item 18	TBD	2	GEO.TT.MU	Geo Wedge Tables with Upholstered Top	1,440.21	2,880.41	40%	864.12	1,728.25
<u>Teens</u>									
<u>Furniture</u>									
Item 19	TBD	6	A7230R-HPL-ANC	OFS Aplause Flip and Nesting Tables 72" x 30" Laminate Top	1,692.00	10,152.00	40%	1,015.20	6,091.20
Item 20	TBD	16	4121	OFS Quickstacker - Plastic Seat and Back	243.00	3,888.00	40%	145.80	2,332.80
Item 21	TBD	2	6100-SF	Arcadia Domo Mobile Lounge Chair, Casters with Shelf. W 31 D 26-1/2 H 31 Seat Height 18 Inside Seat Width 24 Inside Seat Depth 19 Arm Height 29. Grade 5 Fabric	2,373.00	4,746.00	35%	1,542.45	3,084.90
Item 22	TBD	2	6100-SF-TAR05	Arcadia Domo Mobile Lounge Chair, Casters with Shelf. W 31 D 26-1/2 H 31 Seat Height 18 Inside Seat Width 24 Inside Seat Depth 19 Arm Height 29. Veneer/Laminate Rotating Tablet, Right (as seated) - Grade 5 Fabric	2,745.00	5,490.00	35%	1,784.25	3,568.50
Item 23	TBD	2	6102	Arcadia Love Seat, With Arms W 52 1/4 D 26 1/2 H 31 Seat Height 18 Inside Seat Width 46 Inside Seat Depth 19 Arm Height 29 Grade 5 Fabric	2,800.00	5,600.00	35%	1,820.00	3,640.00
Item 24	TBD	2	1524	HPFI Flex Circular Ottoman 24" dia x 18" High Grade 9 Fabric	1,049.00	2,098.00	40%	629.40	1,258.80



Library Interiors of Texas, LLC. standard terms and conditions of sale apply.



Quotation No: Q2545-B

SECOND FLOOR

Meeting Room

Item 25	TBD	75	4124	OFS Quickstacker - Plastic Seat with Upholstered Seat - Grade 8 fabric	573.00	42,975.00	40%	343.80	25,785.00
Item 26	TBD	18	A7230R-HPL-ANC	OFS Aplause Flip and Nesting Tables 72" x 30" Laminate Top	1,692.00	30,456.00	40%	1,015.20	18,273.60

Main Library

Item 27	TBD	16	5901	HPFI Accompany Arm Chair - Grade 9 Fabric	2,841.00	45,456.00	40%	1,704.60	27,273.60
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Help Desk & Circ Desk Modifications

Item 28	TBD	1	T23DP	Mobile 3 drawer Pedestal to Match Existing	900.00	900.00	30%	630.00	630.00
Item 29	TBD	1	T2CDP	Replace Multi Drawer Pedestal for with All Shallow Drawer Pedestal (As at Help Desk)	1,050.00	1,050.00	30%	735.00	735.00

BRYANT

Self-Check

Item 31	TBD	1	T2SC27	Self Check Unit 27" Wide x 20' Deep x 34" High. Exact Specification TBD	3,000.00	3,000.00	30%	2,100.00	2,100.00
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Books for Sale

Item 32	TBD	1	T2MDS	Estey Mobile A Frame Display Shelving 72" Long x 30" Deep x 55" High. Exact Specification TBD	6,500.00	6,500.00	50%	3,250.00	3,250.00
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Product Total: 146,612.18

Please proceed with the above order as per the Library Interiors of Texas standard terms and conditions of sale:

Freight: 10,995.91

Signed: _____
 Name : _____
 Title: _____
 Date: _____

Installation: 12,462.04

170,070.13

