

AGENDA

Saline County Library Board of Trustees

5/17/2021 | 3:30 pm

1800 Smithers, Benton, AR

- I. Call to Order
- II. Announcements
- III. Minutes from the 3/15/2021 board meeting
- IV. Financial Reports
 - a. Income and Expense Reports
 - b. Budget Modification Report
 - c. First Security Pledge Report
 - d. Tax Receipts
 - e. Web Sales Report
- V. Discussion Items
 - a. Friends of the Library Report
 - b. Director's Report
 - c. Circulation Report
 - d. Library Management Team Reports
- VI. Old Business
 - a. Compensation Policy
- VII. New Business
 - a. Library Deletions
 - b. Resolution for Credit Card Changes
 - c. Resolution for Check Signers
 - d. Arkansas State Library Scholarship Application Approval for Leigh Espey
 - e. Outdoor Learning Center Proposal
 - f. Recruitment for New Board Member
- VIII. Adjourn

Next regular board meeting 7/19/2021 at 3:30 p.m.

Board Meeting Minutes

March 15, 2020

Attendees:

Marian Douglas, Board Member
Lindsay Jordan, Board Member
Allison Nolley, Board Member
Pat Bisbee, Quorum Court Liaison
Patty Hector, Director

Erin Loy, HR Manager
Brad Crumby, Financial Coordinator
Janine Miller, Library Manager
Dianna McCullough, Friends of the Library
Vice President

Excused:

Caroline Miller Robinson, Board Member
Dustin Sanders, Board Chair

- I. Call to Order
Jordan called the meeting to order at 3:52 PM.
- II. Announcements
- III. Minutes from the 1/25/2021 board meeting
Douglas moved to accept the minutes as presented. Nolley seconded the motion, which passed unanimously.
- IV. Financial Reports
 - a. Income and Expense Reports
Douglas moved to accept the income and expense reports as presented. Nolley seconded the motion, which passed unanimously.
 - b. Budget Modification Report
Douglas moved to accept the budget modification report as presented. Nolley seconded the motion, which passed unanimously.
- V. Discussion Items
 - a. Friends of the Library Report
Included in packet.
 - b. Director's Report
Included in packet. Hector also shared that the bid opening procedure wasn't followed when collecting quotes for library lockers, so library staff will start that process soon.

- c. Library Management Team Reports
Reports for Bryant Branch, Building Operations, Community Engagement, Library Manager, Marketing, Public Services, and Youth Services included in packet.

VI. Old Business

- a. Pay Scale Adjustment for January 2021 Mandated AR Minimum Wage Increase
Loy shared the current pay scale and explained that the starting rate in Pay Grade 1 is under the minimum wage. No employees are making under the minimum wage, but the pay scale will need to be updated at the July meeting to maintain compliance without compressing Pay Grade 1 in relation to the other pay grades.
- b. Compensation Policy Development
Loy presented the most recent draft of the Compensation Policy. Based on feedback from Douglas and Jordan, Erin will revise the policy to specify that evaluations will be conducted semi-annually and that the two scores each year will be averaged to determine eligibility for a step rate increase.

VII. New Business

- a. Resolution for Credit Card Authorization
Nolly moved to allow Billy Jack Osborne to be added to the credit card account as requested. Douglas seconded the motion, which passed unanimously.

VIII. Jordan adjourned the meeting at 4:57 PM.

Submitted by,

Erin Loy
HR Manager
Board Secretary



Saline County Library

Income & Expense Report

January - April, 2021

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
Revenue				
4150 Tax Receipts	629,867.68		-629,867.68	
4200 State Aid	28,194.66		-28,194.66	
4255 Advertising Income	2,342.55		-2,342.55	
4310 Book Sale	2,073.38		-2,073.38	
4330 Copies/Printing	1,404.59		-1,404.59	
4340 Damage	124.39		-124.39	
4350 Fines / Fees	377.82		-377.82	
4365 Fundraising	36.29		-36.29	
4370 Gifts/Memorials	174.00		-174.00	
4410 Interest Income	5,460.31		-5,460.31	
4420 Lost Item	1,080.81		-1,080.81	
4450 Out of County Card	47.65		-47.65	
4460 Refund	23,883.43		-23,883.43	
Total Revenue	\$695,067.56	\$0.00	\$ -695,067.56	0.00%
GROSS PROFIT	\$695,067.56	\$0.00	\$ -695,067.56	0.00%
Expenditures				
6560 Payroll Expenses				
0100 Wages	469,333.09	1,666,797.59	1,197,464.50	71.84 %
Company Contributions				
0600 Taxes (Fed, AR, SUTA)	33,846.25	132,000.00	98,153.75	74.36 %
0800 Retirement	69,632.65	246,000.00	176,367.35	71.69 %
0900 Insurance Benefits	48,010.32	228,000.00	179,989.68	78.94 %
1000 Worker's Compensation		6,000.00	6,000.00	100.00 %
1200 Other Fringe Benefits	322.50	1,000.00	677.50	67.75 %
Health Insurance	24,838.56		-24,838.56	
Total Company Contributions	176,650.28	613,000.00	436,349.72	71.18 %
Total 6560 Payroll Expenses	645,983.37	2,279,797.59	1,633,814.22	71.66 %
6700 Supplies				
1600 Printing	194.72	10,000.00	9,805.28	98.05 %
3300 Service Contracts	34,079.80	105,000.00	70,920.20	67.54 %
67-1700 General Office Supplies	4,089.60	30,000.00	25,910.40	86.37 %
67-2000 Janitorial Supplies	923.04	8,000.00	7,076.96	88.46 %
Total 6700 Supplies	39,287.16	153,000.00	113,712.84	74.32 %
68-5000 Postage	1,523.02	12,000.00	10,476.98	87.31 %
6800 Professional Services	1,216.83	15,000.00	13,783.17	91.89 %
6900 Communications	14,660.40	30,000.00	15,339.60	51.13 %
7000 Transportation				
70-2500 Fuel for Library Vehicle Use	240.86	3,000.00	2,759.14	91.97 %
70-5200 Fuel for Personal Vehicle Use		1,000.00	1,000.00	100.00 %
70-5300 Airline and Rental Car		1,000.00	1,000.00	100.00 %
Total 7000 Transportation	240.86	5,000.00	4,759.14	95.18 %

	TOTAL			
	ACTUAL	BUDGET	REMAINING	% REMAINING
7050 Advertising	2,321.29	25,000.00	22,678.71	90.71 %
7100 Insurance				
71-5800 Fire and Extended Coverage		15,000.00	15,000.00	100.00 %
71-5900 Vehicle Insurance	2,133.31	4,000.00	1,866.69	46.67 %
Total 7100 Insurance	2,133.31	19,000.00	16,866.69	88.77 %
72-6000 Utilities				
6100 Electricity	17,774.55	75,000.00	57,225.45	76.30 %
6200 Gas	5,781.44	15,000.00	9,218.56	61.46 %
6300 Water	927.73	5,000.00	4,072.27	81.45 %
6400 Waste Disposal	2,115.20	6,000.00	3,884.80	64.75 %
Total 72-6000 Utilities	26,598.92	101,000.00	74,401.08	73.66 %
7300 Repairs and Maintenance				
73-6500 Building and Improvements	1,201.28	40,000.00	38,798.72	97.00 %
73-6600 Machinery and Equipment	432.40	40,000.00	39,567.60	98.92 %
Total 7300 Repairs and Maintenance	1,633.68	80,000.00	78,366.32	97.96 %
7400 Miscellaneous				
74-7300 Dues and Memberships	1,913.00	5,000.00	3,087.00	61.74 %
7900 Meals and Lodging		1,000.00	1,000.00	100.00 %
8200 Refund	17.95	2,000.00	1,982.05	99.10 %
8600 Software	24,687.02	55,000.00	30,312.98	55.11 %
Total 7400 Miscellaneous	26,617.97	63,000.00	36,382.03	57.75 %
8500-1 All Programming	15,214.92	90,000.00	74,785.08	83.09 %
8700 Staff Development	7,546.19	7,000.00	-546.19	-7.80 %
8752 Fundraising Expenses	630.50	1,000.00	369.50	36.95 %
8800 Books/Magazines/Video/Audio	117,570.45	550,000.00	432,429.55	78.62 %
G2019 Grant 2019	28,129.69		-28,129.69	
Total Expenditures	\$931,308.56	\$3,430,797.59	\$2,499,489.03	72.85 %
NET OPERATING REVENUE	\$ -236,241.00	\$ -3,430,797.59	\$ -3,194,556.59	93.11 %
Other Expenditures				
9100 Building and Furnishings	1,873.96	100,000.00	98,126.04	98.13 %
9300 Machinery and Equipment	2,950.05	40,000.00	37,049.95	92.62 %
9500 Other Miscellaneous Expenditure		95,098.55	95,098.55	100.00 %
Total Other Expenditures	\$4,824.01	\$235,098.55	\$230,274.54	97.95 %
NET OTHER REVENUE	\$ -4,824.01	\$ -235,098.55	\$ -230,274.54	97.95 %
NET REVENUE	\$ -241,065.01	\$ -3,665,896.14	\$ -3,424,831.13	93.42 %

Saline County Library Board
2021 Budget Modification Form

Prepared By: Brad Crumby

Date: 05.17.2021

	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
O T H E R I N C O M E	8700	Staff Development	\$ 6,000.00	\$ 7,000.00	\$ 7,546.19	\$ (546.19)	\$ 5,546.19	\$ 12,546.19	\$ 5,000.00
	9500	Other Miscellaneous Expenditure	\$ 96,098.55	\$ 95,098.55	\$ -	\$ 95,098.55	\$ (5,546.19)	\$ 89,552.36	\$ 89,552.36
							\$ -		
B U D G E T	Line Item	Description	Original Budget	Current Budget	Current Expenses	Current Balance	Budget Revision	New Appropriation	New Balance
						\$ -			

Custody Pledge Statement

Pledge ID Location	Cusip Ticket	Security Description Rate	Maturity Settle Dt	Next Int Dt Pledge Dt Price Dt	Current Face Original Face Market Value
P1027 BNY	011842RW3 252026962	ALASKA ST INTL ARPTS 5.0000000	10/01/2026 04/30/2012	10/01/2021 06/06/2018 04/26/2021	200,000.00 200,000.00 201,100.00
P1027 BNY	088365FL0 252036000	BEXAR CNTY TX HOSP 4.0000000	02/15/2033 07/06/2017	08/15/2021 07/06/2017 04/26/2021	45,000.00 45,000.00 51,538.05
P1027 BNY	094717BK0 252038714	BLOOMINGTON IN REDEV 5.0000000	02/01/2034 10/21/2015	08/01/2021 02/09/2016 04/26/2021	30,000.00 30,000.00 34,704.90
P1027 BNY	192285AT1 252038364	COFFEYVILLE KS CMNTY 4.5000000	06/01/2032 05/05/2015	06/01/2021 05/23/2018 04/26/2021	25,000.00 25,000.00 25,375.00
P1027 BNY	207758RX3 252036148	CONN ST SPL TAX OBLIG 5.0000000	10/01/2033 10/24/2014	10/01/2021 06/13/2018 04/26/2021	300,000.00 300,000.00 331,200.00
P1027 BNY	235036D49 252036118	DALLAS-FORT WORTH TX 5.0000000	11/01/2026 08/28/2013	05/01/2021 03/22/2019 04/26/2021	35,000.00 35,000.00 35,860.30
P1027 BNY	235550DV9 252027005	DALTON GA DEV AUTH 5.5000000	08/15/2026 04/30/2012	08/15/2021 09/15/2020 04/26/2021	200,000.00 200,000.00 223,956.00
P1027 BNY	404476HA4 252035813	HABERSHAM CNTY GA 5.0000000	02/01/2028 11/14/2016	08/01/2021 04/04/2017 04/26/2021	445,000.00 445,000.00 503,726.65
P1027 BNY	45506DCJ2 252038680	INDIANA ST FIN AUTH REV 5.0000000	07/01/2037 10/09/2015	07/01/2021 10/19/2015 04/26/2021	45,000.00 45,000.00 47,599.65
P1027 BNY	483270HR8 244000589	KALAMAZOO MICH PUB 4.0000000	05/01/2035 10/23/2018	05/01/2021 03/09/2020 04/26/2021	25,000.00 25,000.00 28,842.00
P1027 BNY	50825JLW4 252038374	LAKE CNTY FL SCH BRD 5.0000000	06/01/2031 05/08/2015	06/01/2021 07/30/2018 04/26/2021	150,000.00 150,000.00 175,225.50
P1027 BNY	59333MM93 252038450	MIAMI-DADE CNTY FL SCH 5.0000000	11/01/2027 05/26/2015	05/01/2021 04/19/2016 04/26/2021	55,000.00 55,000.00 63,374.30
P1027 BNY	60534TJ3 252039207	MS ST DEV BK SPL OBLIG 5.0000000	03/01/2028 05/19/2016	09/01/2021 04/17/2018 04/26/2021	200,000.00 200,000.00 239,070.00



Custodian: FNBB-ARKANSAS REGION
 FIRST SECURITY BANK - BORROWED
 15384290

Custody Pledge Statement

InTrader (cuspldgrpt)
 04/30/2021

Pledge ID Location	Cusip Ticket	Security Description Rate	Maturity Settle Dt	Next Int Dt Pledge Dt Price Dt	Current Face Original Face Market Value
P1027 BNY	606092GX6 252038451	MISSOURI ST JT MUNI 5.0000000	01/01/2030 05/26/2015	07/01/2021 03/02/2021 04/26/2021	25,000.00 25,000.00 28,877.00
P1027 BNY	682756BE0 252038493	ONONDAGA CNTY NY 5.0000000	05/01/2027 06/30/2015	05/01/2021 09/05/2017 04/26/2021	60,000.00 60,000.00 69,371.40
P1027 BNY	709224EY1 252038953	PENNSYLVANIA ST 5.0000000	12/01/2034 02/22/2016	06/01/2021 10/08/2020 04/26/2021	215,000.00 215,000.00 248,843.15
P1027 BNY	812702BS6 252039664	SEATTLE WA SOLID 4.2500000	08/01/2028 10/27/2016	08/01/2021 11/01/2016 04/26/2021	50,000.00 50,000.00 50,426.00
P1027 BNY	917328PN0 252036120	UTAH ST ASSOC MUNI 5.0000000	04/01/2023 08/29/2013	10/01/2021 05/04/2018 04/26/2021	395,000.00 395,000.00 403,291.05
P1027 BNY	928836LS2 252039645	VOLUSIA CNTY FL EDU 5.0000000	06/01/2032 10/24/2016	06/01/2021 06/14/2019 04/26/2021	300,000.00 300,000.00 344,640.00
P1027 BNY	93978PML8 252035445	WASHINGTON ST HSG FIN 3.5000000	07/01/2030 12/11/2012	07/01/2021 02/19/2015 04/26/2021	75,000.00 75,000.00 76,644.75
TOTAL PLEDGED TO		P1027	SALINE COUNTY LIBRARY		2,875,000.00 2,875,000.00 3,183,665.70



TAX RECEIPTS

Date County Received	2017 Amount	2018 Amount	2019 Amount	2020 Amount	2021 Amount	previous year
December	\$ 217,674.99	\$ 216,567.49	\$ 223,260.30	\$ 226,160.06	\$ 240,643.86	\$ 14,483.80
January	\$ 104,765.40	\$ 134,640.05	\$ 179,970.58	\$ 226,867.53	\$ 248,875.25	\$ 22,007.72
February	\$ 81,488.65	\$ 48,851.26	\$ 48,016.39	\$ 90,322.15	\$ 92,793.73	\$ 2,471.58
March	\$ 44,881.99	\$ 79,577.39	\$ 80,638.08	\$ 48,354.20	\$ 47,554.84	\$ (799.36)
April	\$ 201,504.07	\$ 219,557.39	\$ 216,460.61	\$ 237,069.35	\$ 156,340.43	\$ (80,728.92)
May	\$ 486,236.71	\$ 713,834.97	\$ 1,034,761.23	\$ 996,484.34		
June	\$ 495,298.80	\$ 328,421.29	\$ 109,521.49	\$ 110,896.95		
July	\$ 97,700.01	\$ 114,079.56	\$ 85,858.74	\$ 94,694.02		
August	\$ 84,112.48	\$ 84,269.03	\$ 55,219.40	\$ 60,399.71		
September	\$ 117,423.57	\$ 73,523.27	\$ 75,295.84	\$ 63,533.38		
October	\$ 250,809.14	\$ 232,615.04	\$ 270,902.00	\$ 275,110.88		
November	\$ 716,295.18	\$ 753,148.52	\$ 738,120.29	\$ 737,493.81		
	\$ 2,898,190.99	\$ 2,999,085.26	\$ 3,118,024.95	\$ 3,167,386.38	\$ 786,208.11	\$ (42,565.18)

WEBSALES

August 26, 2020 - February 26, 2021

<u>Description</u>	<u>Date Sold</u>	<u>Income</u>	<u>PP Fee</u>	<u>Ship Fee</u>	<u>eBay Fee</u>	<u>Total Fees</u>	<u>Total</u>
Beginning balance		\$ 40.11				\$ 19.53	\$ 20.58
Steven Universe First Season DVDs	8/4/2020	^	^	^	1.20	1.20	-1.20
Unforgotten Season 2 DVDs	8/4/2020	^	^	^	1.20	1.20	-1.20
Midsomer Murders Series 17, 18, 25 DVDs	8/9/2020	^	^	^	1.20	1.20	-1.20
Oliver Wiswell	8/18/2020	^	^	^	1.21	1.21	-1.21
Alfred Hitcock Presents	8/25/2020	^	^	2.80	1.20	4.00	-4.00
Hobbit Blu-Ray *	9/1/2020	0.00	0.55	2.80	0.10	3.45	-3.45
Poirot Series 7/8 DVDs	9/11/2020	8.48	1.03	2.80	0.96	4.79	3.69
TURN: Washington's Spies DVD	9/13/2020	10.72	1.31	2.80	1.20	5.31	5.41
Murdoch Mysteries: A Merry Murdoch Christmas DVD	9/27/2020	10.75	1.34	2.80	1.20	5.34	5.41
House of Cards Seasons 3/5 DVDs	10/4/2020	10.80	1.39	2.80	1.20	5.39	5.41
Buffalo River Country	10/7/2020	16.18	1.90	2.80	1.81	6.51	9.67
Buffalo River Handbook	10/7/2020	9.83	1.42	2.80	1.08	5.30	4.53
Great War in Africa	10/7/2020	10.60	1.16	2.80	1.21	5.17	5.43
Buffalo River Handbook	10/8/2020	9.83	1.42	2.80	1.08	5.30	4.53
Detective book club lot of 3	10/8/2020	16.29	2.01	2.80	1.81	6.62	9.67
Hill Folks	10/15/2020	12.54	1.20	2.80	1.44	5.44	7.10
Historic Arkansas	10/19/2020	10.80	1.41	2.80	1.20	5.41	5.39
Buffalo River Country	10/26/2020	16.33	2.05	2.80	1.81	6.66	9.67
Degrassi High DVDs	12/10/2020	21.65	2.53	2.80	2.41	7.74	13.91
Courtship of Miles Standish	12/10/2020	10.79	1.39	2.80	1.20	5.39	5.40
White River Chronicles and Man and Wildlife on the Ozarks	12/11/2020	15.37	2.12	2.80	1.68	6.60	8.77
James Joyce *	12/16/2020	0.00	0.61	0.00	0.00	0.61	-0.61
Musketeers: Season One DVD *	12/23/2020	0.00	0.61	0.00	0.00	0.61	-0.61
White River Chronicles and Man and Wildlife on the Ozarks *	12/30/2020	0.00	1.17	2.80	3.61	7.58	-7.58
City Child, Lake English, Psalm of Life	1/13/2021	10.64	1.24	2.80	1.20	5.24	5.40
Secret of Spirit Lake	1/19/2021	10.71	1.31	2.81	1.20	5.32	5.39

Night of the Possom Concert and Gravely the Mules Stopped Dancing *	2/8/2021	0.00	1.08	#	#	1.08	-1.08
Insertion fees						0.00	0.00
Discounts/Adjustments						1.60	-1.60
Papercut transactions (Aug 26, 2021 - Feb 26, 2021)		509.24					509.24
Subtotal		\$ 761.66				\$ 140.80	\$ 620.86
Transfer February 26, 2021		\$ 613.39				\$ 113.39	\$ 500.00
Ending Balance		\$ 148.27				\$ 27.41	\$ 120.86

^ on last report
* item refunded
on next report

Library Management Team Report

Director

April-May 2021

Office of Civil Rights Investigation

I turned in the changes made to the library's website by Flex360. I have not heard back from the OCR whether they accepted them. All our other vendors' changes have already been approved. I am working on an RFP for a new website which I will turn in to Angel Koder at the county for bids.

American Rescue Plan Act (ARPA) Stimulus Funds

Of the \$2.66 million the Arkansas State Library will receive, they are setting aside \$2.4 million to go directly to Arkansas' public libraries. SCL's portion will be \$113,583. We can use the money to purchase a new website and finally get our outdoor learning center built (the proposal is attached). Staff have a number of other projects we've been considering—taller screens separating our computer carrels, Portfolio (software for a digitized local history collection in our catalog, and BiblioCore discovery software for the catalog. I have included the document from the State Library that gives examples of what the money can be spent on. Some of our money will probably need to go to Mid-Ark for a delivery vehicle. The money will be available in June.

The State Library has indicated that they might be willing to use some money to purchase software that allows Arkansas libraries to share resources online in a shared union catalog. Our library development district is very interested in participating in this.

East End Lockers

Our lockers are installed and working, however, the connection between staff computers here and the lockers is being held up by the firewall on the network at Ace Hardware. We can load them manually and are going to start doing it that way. We are having to put in our own internet connection which we were prepared to do anyway. It was really nice that Ronnie offered to let us use his business' connection, but it just didn't work out.

Staff Changes

It seems like we've lost a lot of staff recently which I think is normal after a huge upheaval like a pandemic. They are all moving on to new adventures like a pro-wrestling career, joining a military spouse in Guam, and retirement, but we are bereft! It's hard to lose friends and co-workers. We have hired some wonderful new co-workers that we're anxious to welcome onto the team. Heather Phipps starts today as our new HR manager. The other board reports will highlight new hires in their departments. We

still have a part-time library assistant opening at the branch and a full-time community librarian in the community engagement department to fill.

Remodel Phase III

Bob Williams from Library Interiors of Texas visited to take a look at what we want to do this year for the remodel. I asked him to give us quotes for both the floors/painting and the furniture we still require. If we can afford the floors, it seems like this year might be better to do that since we'll have to close the library for several weeks and we don't expect our usage to be back to full capacity this year.

Manager Training

I've asked VIP² to work with our managers a little bit more to help embed our recent training more firmly. I also enrolled our new HR manager in the training that the rest of the staff took so that she will start on the same page as all of us. The training can include one-on-one coaching if needed so the price isn't fixed. It could be up to \$5,000, but it will probably be in the \$3,000 range.

Submitted by,

Patty Hector

Acceptable Uses of ARPA Funds

Information Access	Institutional Capacity	Targeted Audiences	Enhanced Technology
<ul style="list-style-type: none"> • Books • E-books • Audiobooks • Databases (subscription MUST end September 30, 2022) • Subscription magazine services (subscription MUST end September 30, 2022) 	<ul style="list-style-type: none"> • Internal Wi-Fi upgrades • Website • Filtering software • ILS migration • Masks • Wipes • Ionizers • Atomizer guns and disinfectant refills • Plexiglas barriers (not requiring construction to install or using local funds for installation) • Hand sanitizer stations (free-standing, not involving attaching to wall unless local funds are used for installation) • Book lockers (use local funds for installation) • Furniture to facilitate outdoor programs • ADA Assessment 	<ul style="list-style-type: none"> • Wi-Fi hotspots • Devices with data plans (plans MUST end September 30, 2022) • Job Fairs • Career Prep Databases other than Learning Express (subscription MUST end September 30, 2022) • Workforce development mobile unit • Exercise equipment for checkout • Bookmobile or book bike 	<ul style="list-style-type: none"> • Digital navigators (contract or salary MUST end June 30, 2022) • Tech circuit rider program (for multi-county systems) (contract or salary must end June 30, 2022) • Computers (including peripherals, software, etc.) • Laptops • Printers

Saline County Library

Material Type	2019	2020	2021	Difference
Adult				
Books and audiobooks	9,747	5,401	3,069	2,332
eBooks	6,565	7,740	9,374	1,634
eAudiobooks	3,090	3,365	4,195	830
eMagazines		376	222	154
DVDs	9,617	4,975	1,528	3,447
Music	306	87	17	70
Videogames	640	379	125	254
Boardgames	25	6	4	2
Library of Things (equipment, hot spots, cakepans, etc)	71	40	113	73
Kanopy (streaming films)		368	732	364
Freegal (streaming music)		1,261	933	328
Hoopla (downloadable books, movies & music)		218	603	385
Subtotal	30,061	24,216	20,915	3,301
Children's & Teen				
Books and audiobooks	10,710	6,120	2,787	3,333
Total	40,771	30,336	23,702	6,634

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Saline County Library

Material Type	2019	2020	2021	Difference
Adult				
Books and audiobooks	9,755	49	3,327	3,278
eBooks	6,159	8,241	9,393	1,152
eAudiobooks	2,975	3,312	3,923	611
eMagazines		185	376	191
DVDs	9,263	123	1,385	1,262
Music	276	1	17	16
Videogames	635	2	138	136
Boardgames	26	0	3	3
Library of Things (equipment, hot spots, cakepans, etc)	86	2	125	123
Kanopy (streaming films)		379	567	188
Freegal (streaming music)		1,051	1,132	81
Hoopla (downloadable books, movies & music)		291	635	344
Subtotal	29,175	13,636	21,021	7,385
Children's & Teen				
Books and audiobooks	10,333	106	3,201	3,095
Total	39,508	13,742	24,222	10,480

Hoopla was added in March 2020

Kanopy was added in September 2019

Freegal was added in May 2019

Library Management Team

Library Manager Report

April-May 2021

Community Engagement

After 23 years of service to the Saline County Library, Alissa Turner will be officially retiring at the end of this month. The Saline Courier did a nice write up of Alissa's career with the State of Arkansas and the library. Alissa will be missed, and we thank her for her dedication and years of service to the Saline County Library. Last month, the library participated in the first Third Thursday parade. It was great for the community to see the library, and big thanks to Becky Fischer and Alissa Turner for being drivers, and Lucy Griffin for decorating the float. The Saline Courier featured a picture of our float promoting the upcoming 2021 Summer Reading Program. The last book box has been placed out in the community in an outlying area of the County. This book box has been placed at City Hall in Haskell, and the residents are appreciative to have access to library books.

Farewell Community Engagement

The Community Engagement Department will now be under the leadership and direction of Kari Lapp. While initially well-intended when I took this department on top of being Library Manager, because of the collaboration with Marketing and time constraints, it seems most logical and ideal to combine that department in one. This will allow me to focus more on administrative duties here in the library along with the public facing departments in the library. Best wishes and congratulations to Kari.

Certification

In mid-April, I completed a 12-week Basic Public Library Administration course offered by the University of Wisconsin-Madison. This class was very informative and a great way to grow professionally. The way the course was taught by the instructor encouraged hands on learning opportunities and was designed for those who are in their first library administrative role. Topics covered were: Personnel management, Budget & Finance, Working with elected officials, Interlibrary Loan, Roles of professional organizations & networking, Customer Service, Collection Development, Programming, & Reference.

Leadership Saline County

Leadership Saline County has continued to prove to be worth the time and commitment placed into the program. We have participated in Economic Development Day, History of Saline County Day, Fire & Police Day, and our last two classes are Media Day and Community Health Day. Being a lover of history,

the History of Saline County was one of my absolute favorite days. Our class recently had our class fundraiser on Mother's Day weekend. It was a great success for a great cause. One of my classmates, Sarah Heer, did a video compilation highlighting the event: <https://fb.watch/5rHjUv1TA9/>. Our class graduation will be on June 3, and I have thoroughly enjoyed this opportunity and the connections it has afforded me.

Bryant 101

Soon after Leadership Saline County graduation, I have been afforded the opportunity to be a part of Bryant 101. Mayor Scott reached out to inform me that I was accepted into the City of Bryant's 8-week community outreach initiative created to assist citizens in building relationships with city leaders, gaining an understanding of local government services, and creating the opportunity for the city to improve communications with those they serve. Bryant 101 was designed for those who are not originally from the community to learn how the local government works. I am very excited for this opportunity.

Strategic Plan Committee

I have been working on being a part of the Strategic Plan Committee and interviewing key influencers in our community. I have had the opportunity to interview Senator Kim Hammer, Ms. LaRhonda Fulcher (Adult Education Director), Representative Lanny Fite, and Mr. Shane Broadway (Vice President of University Relations for the Arkansas State University System). I gained valuable information from each one of these interviews that will continue to help the library meet the needs of the community. Fingers crossed that by the next board meeting I will be able to interview Scott Kuttenkuler and Lamont Cromwell who are major players with the CTE Center opening August 2021.

Narcan Training

At the end of April, Rachel Wallace, Sabina Timilsina, and myself attended the Narcan Training offered by the State Library. There was a lot of valuable information shared, and both library locations will be receiving 2 Narcan kits at each location to help aid in the opioid epidemic. The facilitator, Andy Agar of the UA Criminal Justice Institute is willing to provide training for our staff in the future, which we hope to utilize in the future. Some staff have done it in the past, however, there have been some changes since the last training was facilitated.

Humbly Submitted,
Janine D. Jamison-Miller, MLS
Library Manager

Library Management Team Report

Youth Services

April-May 2020

New Staff

The Youth Services team welcomed two new staff members in April. Dana Bloch is our new part-time assistant, and Ashlyn Wilcox is our new full-time assistant and Makerspace programmer. They have both already proved what an asset they are to our team. Over the past month they have taken on the huge task of preparing over 1,600 take home activity kits for the summer program.

Rebecca Griffin, our past full-time assistant was promoted to Youth Services Librarian in Bryant. She has been hard at work rearranging the children's and juvenile collections for easier browsing, cleaning out closets, decorating the space, and doing an all-around awesome job in her new role.

Programs

Brett Williams and Jennifer Watson have continued their popular teen virtual programs this spring, average attendance is 7 per program. They have also opened our prom dress closet for teens to borrow a donated dress. Wendy Christy has continued her virtual storytime outreach visits each month at 6 different childcare centers in Saline County. I have overseen drive-in storytime and a virtual art class for homeschoolers this spring.

Right now, we are all preparing for the summer reading program, which begins on June 7th. All programs except drive-in storytime and Fancyful Fairytales, will be virtual. Each week we will be providing take home activity kits for all ages and a variety of live virtual programs on Zoom and Discord and recorded programs on our Facebook page.

Reading Rumble

Check out the Benton Courier from Friday, the 7th for a feature on our county wide reading competition, Reading Rumble. The winning schools were Parkway Elementary and Benton High School.

Outdoor Learning Center

We have also begun work on our outdoor space plans again. Last March I submitted a proposal at the board meeting but since that was over a year ago

and our plans have been tweaked, I have included an updated proposal in this board packet.

Submitted by,

Sarah Beth Lesko

Youth Services Manager

Library Management Team Report
Bryant Branch
April-May 2021

At the beginning of this month, Bella, our full-time library assistant started her new position at Benton, in Adult Programming. McKenzie Hansen will start in the full-time library assistant position on May 17th. We congratulate Bella and we welcome McKenzie.

Yvonne, our part-time library assistant has accepted a full-time position elsewhere. Her last day will be May 21st. We wish her the best of luck at her new job.

Thank you to Rob and Kyle for getting our public computers situated for distancing when we reopened.

Patron count from May 3rd – May 11th is 799. We have had quite a few patrons express how happy they are now that they can come in and browse. Opening went smoothly, thanks to staff.

Submitted by,

Rachel Wallace
Assistant Branch Manager

Library Management Team Report

Public Services

April-May 2021

Our department has been extremely busy, but working hard each day. From browsing appointments to reopening, we've accomplished a lot.

We continued to have browsing appointments in March and April. During March, we had 241 patrons utilize our browsing appointments and 344 computers were used. In April, there was a total of 537 patrons and 341 computers used.

During our first week of fully opening, we had a total of 1,352 patrons, which is more than March and April combined. Our patrons have been overjoyed that we're fully opened. One patron said, "This is the best day since I got all my shots!" Another stated, "It's great to be back. Everyone did an amazing job with curbside service during the closure."

Along with assisting patrons, the Public Services' staff attended the VIP² Burnout Training. Many staff are also working on their passport agent recertification to be prepared to start accepting passports in July.

There has been sad and exciting news within our department. Brian Roberson has left the library to pursue his career in wrestling. Brittany Carter transitioned from Community Engagement to Public Services. We've also had three that have recently graduated. Elizabeth Nalley graduated from SAU with her Bachelor's in Mass Communications. Jordan Ford graduated from OBU with her Bachelor's in Elementary Education. Lucy Griffin graduated Benton High School and will be attending Brigham Young University this Fall. Huge congratulations to Elizabeth, Jordan, and Lucy!

Submitted by,
Rebecca Kidder
Public Services Manager & Benton Passport Manager

Library Management Team Report

Community Engagement Department

April-May 2021

Friends Mothers Day Gift Bags

We sold 75 bags and made about \$300. A few still need to be picked up. For Fathers Day, we will do a "Best Father Ever" glass, pocket hex-key tool, beef jerky and their choice between two DVDs or two books. We will start orders for those the end of this month.

East End Lockers

Lockers have been installed but we are waiting on a few things. I have plans to out there and look at signage options.

Strategic Plan Committee

We have started distributing our community survey and already have over 100 responses. Some have great insight and some are just a little upset with COVID. After summer reading, the committee will reflect on our findings and proceed with the plan.

Bookin It 5k

We had a little under 60 participants and \$2150 in sponsorships. We made an extra \$81 in profit from the store (water bottles and fanny packs) and had a total of \$196 in donations. Our total profit from the 2021 5k was \$2367.86. Which is great! Not quite reaching the goal of \$3,000 but we had more sponsorships and every race this year was struggling with participation. Next year the event will probably be in person and we will have to figure out how to get more in sponsorships to pay for the larger expenses we will have.

Summer Reading

Bella has joined our team as an Adult Programmer. She is hitting the ground running with some exciting programs and even starting a few in-person programs outside in the community. One will be Yoga at the Market (Farmers Market in Benton) and the other is Yoga at Midtown (Bryant Midtown Pavilion). We will also have an in-person program at Valhalla on the patio. She will be taking over Becky's DIY program and renaming it DIY Adventures with her own twist.

Mason will mainly have pre-recorded programs but we are adding prizes to the current FB live programs that have been doing well like trivia and the gameshow.

Becky will focus mainly on outreach and homebound and not programming. She is working on planning events in East End at the community park.

Alissa's last day was May 12th. She left behind some big shoes to fill and we will miss her. She was vital to our huge community success and we all were lucky to work with her. We wish her the best in her retirement.

Marketing

Jordan is working on gathering stats from our virtual programs and using this information to suggest what our patrons find interesting and also researching what is trending in our area. This information is presented to our programmers.

Submitted by,

Kari Beesley
Marketing Manager

Library Management Team Report

Building Operations

April-May 2021

IT Department

The month of April was spent primarily getting ready for the re-opening in May. IT replaced some of our older printers with new printers and streamlined our contracts with Datamax/Papercut. IT also implemented a ticketing system on the back end, so that when staff e-mail us with issues, a ticket is automatically created that can be tracked from creation to completion. I have implemented the ticketing system for IT and Maintenance. It has proven to be a very helpful tool in making sure that we are responding to issues as they arise. IT has also been helping get the remote lockers at the East End Ace Hardware up and running.

Maintenance Department

Maintenance and Housekeeping did an excellent job in ensuring that the buildings were ready for re-opening in May. Maintenance has been on top of things: moving furniture for the re-opening, changing light bulbs which require a lift, and keeping up with the daily maintenance of the buildings. Housekeeping, as always, has done an outstanding job in ensuring that the library is clean and presentable for staff and patrons, alike.

Submitted by,

Rob Walton
Building Operations Manager

Saline County Library

Compensation Policy DRAFT

Introduction

It is the goal of the Saline County Library to create a compensation policy that attracts and retains qualified employees with externally competitive pay rates, encourages employees to consistently perform well, and ensures equitable distribution of compensation.

The Saline County Library Pay Schedule is made up of 9 pay grades: 1 (lowest) to 9 (highest). Library positions are distributed among pay grades based on the level of difficulty, responsibility, and qualifications required. Every grade has 17 step rates that are each worth approximately 2.5%.

New employees must start at no less than the minimum starting rate in the pay grade of the position into which they have been hired. Hiring rates should be commensurate with the employee's qualifications and related experience, and should be in proper relation to similarly situated employees in the same pay grade.

Types of pay increase

1. Step Rate Increase – merit/performance

Step rate increases are used to reward successful performance. Each year, the Saline County Library Board of Trustees will determine whether adequate funding for the step increase is available. In years in which the budget can support a step increase, staff with satisfactory performance will be increased by one step, or approximately 2.5%. Increases will not be granted to employees whose performance has been rated as unsatisfactory overall. The step rate increase is completely at the discretion of the library board.

Evaluation of Employee Performance

Employee performance is to be formally reviewed at least once each year. The focus of the review is to discuss the employee's performance for the rating period, review standards for the position, and set goals for the next rating period. All performance evaluations are reviewed by the Director and HR Manager to ensure accuracy and consistency between departments.

Employee performance evaluations rate ten key areas with a rating scale of 1=Never to 5=Always resulting in overall scores from 10 to 50. Employees receiving scores of 40 and higher have demonstrated satisfactory performance. Employees receiving scores of 39 or lower are considered to have demonstrated unsatisfactory performance and are not eligible for a step rate increase.

If the average score of the employee's two performance evaluations for the year show that performance expectations were met during the year, the employee will be eligible to receive a raise on their anniversary date.

Step Rate Increase Eligibility

Employees at the maximum of their pay grade shall have their base pay frozen and are not eligible for a step increase until their rate falls below the maximum of the range due to a cost of living adjustment.

Step increases are not automatic and are solely at the discretion of the library board.

Seasonal employees are not eligible for step increases.

2. Continuing Education

Employees seeking to advance their knowledge base and skill level through continuing education may be eligible for a raise equivalent to one or two steps under the following circumstances:

- Any library employee earning a Master's Degree in Library Science from an ALA-accredited program - two steps
- Any employee in a non-library specific position earning a Bachelor's or Master's degree in a field that directly pertains to their position – one step
- Any employee earning a significant certification directly pertaining to their position – one step

The eligibility of a non-library specific degree or certification will be decided by the HR Manager. Upon successful completion of the degree program, a diploma or certificate must be furnished to the HR Manager. The employee's raise will take effect in the following pay period.

3. Cost of Living Adjustment (COLA)

The cost of living adjustment is a periodic increase to the entire pay schedule that accommodates the rising cost of living. Every year the Board of Trustees will review the COLA as determined by the Social Security Administration and any premium increases in the Saline County benefits package. As a general rule, COLAs are only made every 3-5 years.

Item to be Deleted from Inventory
May 17, 2021

Item #	Purchase Description	Cost	Purchase Date	Vendor	Why?
0812	Couch	1717.72	Aug 2003	Innerplan	Damaged
2139	Disc Repair Machine	444.00	Jul 2009	JFJ	Broken



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

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

RE: Resolution for First Security Bank Credit Cards

At the Saline County Library Board of Trustees meeting on May 17, 2021, the Board of Trustees approved card authorization for the following staff:

	<u>General Account</u>
Patty Lynn Hector, Library Director	\$8000
Sarah Beth Lesko, Youth Services Manager	\$5000
Alissa Turner, Community Librarian	\$1500
Leigh Espey, Bryant Branch Manager	\$2000
Janine Miller, Library Manager	\$5000
Kari Beesley Lapp, Marketing Manager	\$5000
Rob Walton, Building Operations Manager	\$2500
Billy Jack Osborne, Maintenance Coordinator	\$500

Please close the credit account for Alissa Turner. Please update Kari Beesley's name to Kari Lapp and increase her credit amount to \$5,000.

Signed,

Dustin Sanders
Chair, Library Board of Directors



RE: Resolution for First Security Bank Check Signers

At the Saline County Library Board of Trustees meeting on May 17, 2021, the Board of Trustees approved check signing privileges for the following staff:

Patty Hector, Director

Janine Miller, Library Manager

Heather Phipps, HR Manager

Brad Crumby, Financial Coordinator

Signed,

Dustin Sanders

Chair, Library Board of Directors

Outdoor Learning Center Proposal

Goal: To design a safe, accessible, nature inspired play space in which children can interact freely with natural elements.

Purpose: To provide children in our community with an outdoor space in which they can come to learn, through nature themed classes, and have hands on, unstructured outdoor play. Traditional playgrounds focus on locomotor play (climbing, running, swinging, balancing, sliding) but nature play provides children with the opportunity to engage in almost all 16 play types, such as imaginative, exploratory, object, fantasy, symbolic, socio-dramatic, mastery, social, and creative.

Studies on outdoor play have revealed many benefits for children who regularly play in natural settings:

- ability to cope with stress
- increased activity levels
- improvement in fine and gross motor skills
- increased self-discipline, observation, and reasoning skills
- improved concentration
- strengthened immune system
- decreased symptoms of ADD/ADHD and behavioral disorders

Within the past 20 years, a child's access to outdoor play time has significantly decreased. Schools have shortened or eliminated recess, children spend more time using technology, and have become over booked in various afterschool activities. Our outdoor space will encourage families to play in nature and demonstrate to caregivers how they can create their own spaces at home.

Timeline

Planning began in January 2019

With board permission, sponsorship pavers will be sold beginning June 2021

Phase 1, groundbreaking and garden/walkway/gate installation, October 2021

Phase 2, installation of play features, March 2021

Grand opening tentatively scheduled for May 2022

Expenses

Fall River Lawn and Landscape provided us with a quote for \$7,700 for the irrigation work, walkway, and fence installation.

Other expenses: weed barrier \$30, stones for garden \$250, plants \$400

Phase 1 total: \$8,380

Play features (phase 2), nature kitchen \$2600, stump climbing feature (donated stumps), building area (donated wood), digging table \$2000, playhouse \$2500, and slate stone art station \$100.

Phase 2 total: \$7,200

Funding Sources

Sponsors: Two different sized pavers will be sold. Small pavers (15 minimum) will be sold for \$150, large pavers (9 minimum) will be sold for \$250. Profit from paver sales is estimated at \$3,600 minimum.

Friends of the Library: Play features will be presented to the Friends of the Library for possible funding.

Library: Maintenance per year is estimated at \$1,000 and will be funded through the programming budget.

Grants: ARPA Grant funding will cover the cost of materials up to \$7,200.

Digging table

<https://www.communityplaythings.com/products/outdoor-play-equipment/outlast-collection/water-play/outlast-double-water-play-combo/c-24/c-143/p-1171?v=W435>

Kitchen

<https://www.communityplaythings.com/products/outdoor-play-equipment/outlast-collection/mud-kitchen/outlast-classic-kitchen-22/c-24/c-140/p-1135?v=W455>

Playhouse

https://www.wayfair.com/Wood-Designs--6.4-x-6.2-IndoorOutdoor-Solid-Wood-Playhouse-991519-L3681-K~XBXD1319.html?refid=GX107983260506-XBXD1319&device=c&ptid=665133863449&network=g&targetid=pla-665133863449&channel=GooglePLA&ireid=109615217&fdid=1817&gclid=Cj0KCQjws-OEBhCkARIsAPhOkIaYW3uMm0nnQ2f7LXoIG-cErabC0jh1bLfeqVgngVymGXpHqszM5ZAaAnDcEALw_wcB

Kemple, K. M., Oh, J., Kenney, E., & Smith-Bonahue, T. (2016). The power of outdoor play and play in natural environments. *Childhood Education*, , 446. Retrieved from <https://search.proquest.com/docview/1842817188?accountid=403>

Christopher, T. (2010). Not our nature to be removed from nature. *National Catholic Reporter*, 46(13), 1. Retrieved from <https://search.proquest.com/docview/215296588?accountid=403>